

Course Syllabus

NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

Department	:	Cosmetology
Course Title	:	Cosmetology Instructor I
Section Name	:	CSME_1534_116
Start Date	:	08/22/2011
End Date	:	12/16/2011
Modality	:	FACE-TO-FACE
Credits	:	5

Instructor Information

Name	:	Jerrie Sovil
OC Email	:	jsovil@odessa.edu
OC Phone #	:	(432) 335-6450

Course Description

The fundamentals of instructing cosmetology students. Classroom/clinic management; design teaching methodologies and implement lesson plans.

Prerequisites/Corequisites Orientation/Instructor Cosmetology

Current Texas Dept. of Licensing and Regulation License

Scans

(1,2,5,6,11)

Course Objectives

After completing this course, the student instructor should be able to demonstrate competency in:

26.00 Professionalism

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

Required Readings/Materials

a) You must purchase the following **required** readings/materials: Milady's Master Educator

b) You are encouraged to buy the following *optional* books/materials

Course Requirements (Lectures, Assignments and Assessments)

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR by clocking-in on a computer.
3. Wear required uniform to be permitted to attend class and to receive hours.
4. Bring supplies and textbook daily.
5. Display desirable professional habits, attitudes, ethics, and personal appearance.

6. Practice appreciation and respect for the teaching profession.
7. Display personal qualities necessary to succeed as a cosmetology instructor.

Week 1

Topic/Overview: This week focuses on

The Profile of a Master Educator

Summary of Week 1 Assignments & Activities

Read Chp. 2 and 3

Enabling Exercise pg. 37

Item(Name)	Type	Description	Due
Lesson Plans	Topics will be given	Will present actual lesson plans	TBA
Methods of Teaching	Discussion/Quiz	Demonstration	TBA
Classroom Management	Discussion/Quiz	Demonstration/ Discussion/Quiz	TBA

Week 2

Topic/Overview: This week focuses on

Educator Relationships

Summary of Week 1 Assignments & Activities

Chp. 3 Enabling Exercise and Test on Computer

Item(Name)	Type	Description	Due
Continue with lesson plans	Students will prepare lesson plan	Student will present lesson plan	TBA

Week 3

Topic/Overview: This week focuses on

Developing a Dynamic Program Study

Summary of Week 1 Assignments & Activities

Review, Worksheets and Lesson Plans

Item(Name)	Type	Description	Due
Lecture and apply learned teaching skills	Presentation	Presentation	09/08/2011

Week 4

Topic/Overview: This week focuses on

Review over Chp. 2, 3, and 4

Summary of Week 1 Assignments & Activities

Review and Test

Item(Name)	Type	Description	Due
Advantages of Using Instructional Aids	<i>List</i>	<i>Work Sheet</i>	<i>09/15/2011</i>

Week 5

Topic/Overview: This week focuses on

Chp. 5 Creating and Using Educational Aids

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
List the ten general guidelines that should be considered when using projected materials	<i>Written</i>	List	09/22/2011

Week 6

Topic/Overview: This week focuses on
Teaching Skills and Presentation Techniques

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Identify the different characteristics associated with baby boomers, generation, etc.	Discussion	Workbook	09/29/2011
Explain the importance of effective questioning and reinforcement during a lesson	<i>Discussion</i>	<i>Workbook</i>	<i>09/29/2011</i>

Week 7

Topic/Overview: This week focuses on

Chp. 7 Results oriented Classroom Management

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Understanding the principles of managing learner behavior.	Discussion	Work book	10/6/2011
Describe various difficult learner behaviors and explain methods for managing them	<i>Discussion</i>	<i>Workbook</i>	<i>10/06/2011</i>

Week 8

Topic/Overview: This week focuses on

Understand the principles of academic advising and counseling students

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Counseling students	<i>Discussion</i>	<i>Workbook/activity</i>	<i>10/13/2011</i>

Week 9

Topic/Overview: This week focuses on

Chp. 9 Teaching in a Dynamic Clinic

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Role Play	Lab	Lab/Clinic	10/20/2011

Week 10

Topic/Overview: This week focuses on

Explain the basic standards that might be established for the effective operation of a reception desk and dispensary.

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Basic standards for desk and dispensary	<i>Role play</i>	<i>Practical</i>	10/27/2011

Week 11

Topic/Overview: This week focuses on

Develop lesson plan

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Develop lesson Plan	Application	<i>Do actual lesson plan</i>	TBA

Week 12

Topic/Overview: This week focuses on

Classroom Management

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Practice professional vocabulary, ethics, hygiene, and good grooming	<i>practice</i>	<i>Graded when student instructor presents lesson plan</i>	<i>TBA</i>

Week 13

Topic/Overview: This week focuses on

Assist Lab Instructor

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Assist Lab Instructor	Lab	<i>Lab</i>	11/17/2011

Week 14

Topic/Overview: This week focuses on

Establish good student relations

Compile a written exam based on the curriculum objectives to be tested

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Compile on written Exam	Application	Actual exam	11/17/2011

Week 15

Topic/Overview: This week focuses on

Review over Chp. 2, 3, 4, 5, 6, and 7

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Review for Semester Exam	Review	Worksheets	11/30/2011

Week 16

Topic/Overview: This week focuses on

Semester Exam and Lesson Plan

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Semester Exam	Exam	<i>Exam</i>	12/07/2011
Lesson Plan	<i>Lesson plan</i>	<i>Complete lesson plan and turn in for Semester Exam</i>	12/07/2011

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
Theory/ Unit Exams/St. Board	50%
Attendance	25%
Lesson Plans/Skill Sheets/ Performance	25%

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance

and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).