

## Course Syllabus

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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 III

**Section Name** : CSME\_2515.71

**Start Date** : 08/22/2011

**End Date** : 12/16/2011

**Modality** : FACE-TO-FACE

**Credits** : 5

## Instructor Information

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**Name** : Theresa Vaughn

**OC Email** : tvaughn@odessa.edu

**OC Phone #** : (432) 335-6451

## Course Description

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Presentation of assignments and evaluation techniques for a cosmetology program. The student will develop and present lesson plans and evaluation techniques used in a cosmetology program.

### **Prerequisites/Corequisites**

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Current Texas Dept. of Licensing and Regulation License

### **Scans**

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(2,6,7,9)

### **Course Objectives**

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

26.00 Professionalism/Student Instructors

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

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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.
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### **Required Readings/Materials**

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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)**

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

26.00 Professionalism/Student Instructors

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

*Week 1*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Lecture and check daily roles	application	application	TBA
Teach through demonstration	application	application	TBA
Lesson Plans	application	application	TBA

Week 2

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Methods of Teaching	Discussion/Quiz	Workbook	TBA
Classroom Management	Assist lab instructor	Application	TBA

*Week 3*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
EvaluationTechniques	Discussion	Written Exam	TBA

*Week 4*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Basic Methods of Teaching and Learning	Workbook		02/03/2011

*Week 5*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due

*Week 6*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 7

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 8

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 9

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 10

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

*Week 11*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 12

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 13

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 14

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 15

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 16

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

**Grading Policy**

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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%
Skill Sheets/Evaluation of skill performance	25%

### **Special Needs**

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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)

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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

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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

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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

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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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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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](#).