

Course Syllabus

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

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

| | | |
|---------------------|---|--------------------------|
| Department | : | Cosmetology |
| Course Title | : | Cosmetology Instructor I |
| Section Name | : | CSME_1534_.116 |
| Start Date | : | 08/27/2012 |
| End Date | : | 12/13/2012 |
| Modality | : | FACE-TO-FACE |
| Credits | : | 5 |

Instructor Information

| | | |
|-------------------|---|-------------------|
| Name | : | Jerrie Sovil |
| OC Email | : | jsovil@odessa.edu |
| OC Phone # | : | (432) 335-6452 |

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

ICO's 3

*ICO 3 Empirical and Quantitative Skills- Students will successfully complete an assignment involving a real-world situation that includes the manipulation and analysis of numerical data or observable facts resulting in an informed conclusion.

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)

"This course, Cosmetology Instructor 1, has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the cosmetology program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of

occupation, either through coursework or practicum experience as outlined by the course instructor."

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
- .
2. Bring supplies and textbook daily.
3. Display desirable professional habits, attitudes, ethics, and personal appearance.
4. Practice appreciation and respect for the teaching profession.
5. Display personal qualities necessary to succeed as a cosmetology instructor.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary

- means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
- missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

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 |
| Chp. 2 The Teaching Plan and Learning Environment | Workbook | Workbook | 09/07/2012 |
| Chp. 2 Exercise | Workbook | Ex. 5 Conduct Internet Research | TBA |

Week 2

Topic/Overview: This week focuses on

Educator Relationships

Summary of Week 2 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 |
| Chapter 3 Basic Learning Styles | <i>Exercise 5</i> | <i>Exercise 5 Brief Summary</i> | <i>TBA</i> |
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Week 3

Topic/Overview: This week focuses on

Developing a Dynamic Program Study

Summary of Week 3 Assignments & Activities

Review, Worksheets and Lesson Plans

| Item(Name) | Type | Description | Due |
|---|----------------------|-----------------------------|------------|
| Lecture and apply learned teaching skills | Presentation | Presentation | 02/02/2012 |
| Lab Assisting with Instructor in beginning Lab | <i>Lab assisting</i> | <i>Lab</i> | <i>TBA</i> |
| Chp. 4 Effective Classroom Management and Supervision | Ex. 2 | Educator/ Learner Agreement | TBA |
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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 |
|---|----------------------------|--------------------|------------|
| | | | |
| Educator Relationships | <i>Workbook</i> | <i>Application</i> | <i>TBA</i> |
| Chp. 5 Basic Methods of Teaching and Learning | Workbook Enabling Exercise | Exercise 3 | TBA |
| | | Exercise 7 | |
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Week 5

Topic/Overview: This week focuses on

Summary of Week 5 Assignments & Activities

| Item(Name) | Type | Description | Due |
|--|--------------------|-----------------------|------------|
| About Teaching | <i>Lesson Plan</i> | Develop a Lesson Plan | TBA |
| Chapter 6 Program Develop Lesson Plan | <i>Exercise 5</i> | <i>Exercise 5</i> | <i>TBA</i> |
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Week 6

Topic/Overview: This week focuses on: About Teaching

Summary of Week Assignments & Activities

| Item(Name) | Type | Description | Due |
|---|--------------------|---|------------|
| Creating and Using Educational Aids | Writing Assignment | List examples of Educational Aids | 02/15/2012 |
| Chp. 7 Educational Aids and Technology in the Classroom | <i>Theory</i> | <i>Equipment/Usage</i> | <i>TBA</i> |
| Enabling Exercise | Exercise 1 | Select Three Topics of Study and Create outline | TBA |
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Week 7

Topic/Overview: This week focuses on: Chapter 7 Educational Aids

Summary of Week 7 Assignments & Activities

| Item(Name) | Type | Description | Due |
|---|---------------|---|------------|
| Teaching Skills And Presentation Techniques | Application | Demonstrate and Practice Teaching Tech. | 0224/2012 |
| Chp. 8 Effective Presentations | <i>Theory</i> | <i>Communication Skills</i> | <i>TBA</i> |
| Powerful Openings, and Closings with Impact | Theory | Demonstration/ Enabling Exercise | TBA |
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Week 8

Topic/Overview: This week focuses on: Effective Presentations

Summary of WeekAssignments & Activities

| Item(Name) | Type | Description | Due |
|---|---|---------------|------------|
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| Classroom Management | <i>Teaching during classroom</i> | <i>Theory</i> | <i>TBA</i> |
| Chp. 10 Making the Student Salon an Adventure | Practice demonstrating the behaviors and attitudes /supervising students in lab | Lab | TBA |
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Week 9

Topic/Overview: This week focuses on: Classroom management

Summary of Week 9 Assignments & Activities

| Item(Name) | Type | Description | Due |
|------------------------------|----------|-------------|------------|
| Teaching in a Dynamic Clinic | Workbook | Theory | 03/18/2012 |
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Week 10

Topic/Overview: This week focuses on: Teaching in Dynamic Clinic

Summary of Week 1 Assignments & Activities

| Item(Name) | Type | Description | Due |
|--------------------------------------|--------------------|--------------------|-----|
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| Teaching in the lab w/ Instructor | <i>Application</i> | <i>Application</i> | TBA |
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Week 11

Topic/Overview: This week focuses on

Summary of Week 11 Assignments & Activities

| Item(Name) | Type | Description | Due |
|-------------------------------|-------------|----------------------|-----|
| Continue Classroom Management | Application | <i>Demonstration</i> | TBA |
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Week 12

Topic/Overview: This week focuses on

Summary of Week 12 Assignments & Activities

| Item(Name) | Type | Description | Due |
|---------------------------------|--------------------|--------------------|------------|
| | | | |
| Continue Educator Relationships | <i>Application</i> | <i>Demonstrate</i> | <i>TBA</i> |
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Week 13

Topic/Overview: This week focuses on: Educator Relationships

Summary of Week 13 Assignments & Activities

| Item(Name) | Type | Description | Due |
|---------------------------------------|----------|-----------------|-----|
| Developing a Dynamic Program of Study | Workbook | <i>Workbook</i> | TBA |
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Week 14

Topic/Overview: This week focuses on: Program of Study

Summary of Week 14 Assignments & Activities

| Item(Name) | Type | Description | Due |
|--------------|-------------|-------------|-----|
| Lab Teaching | Application | Demonstrate | TBA |
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Week 15

Topic/Overview: This week focuses on: Lab Assisting

Summary of Week 1 Assignments & Activities

| Item(Name) | Type | Description | Due |
|-------------|-------------------|------------------------------------|------------|
| Lesson Plan | Write lesson plan | Develop a lesson plan | 12/10/2012 |
| Final Exam | Final | <i>Presentation of Lesson Plan</i> | 12/12/2012 |
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Week 16

Topic/Overview: This week focuses on: Lesson Plan and Exam

Summary of Week 1 Assignments & Activities

| Item(Name) | Type | Description | Due |
|---------------|-----------------------|--------------------|------------|
| Exams/Written | Written and Practical | <i>Demonstrate</i> | 12/13/2012 |
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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.

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| Percentage % | Grade |
|---|-------|
| Theory/ Unit Exams/St. Board 50% | 70 |
| Attendance and lab assisting 25 % | 70 |
| Lesson Plans/Skill Sheets/ Performance 25% | 70 |

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](#).