

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	:	Orientation to the Instruction of Cosmetology
Section Name	:	CSME_1535_116
Start Date	:	08/27/2012
End Date	:	12/13/2012
Modality	:	FACE-TO-FACE
Credits	:	5

Instructor Information

Name	:	Machelle Bright
OC Email	:	mbright@odessa.edu
OC Phone #	:	(432) 335-6662

Course Description

5 Hours- The fundamentals of instruction of cosmetology students. The student will develop an understanding of classroom/clinic management; design teaching methodologies; and design and implement lesson plans.

Prerequisites/Corequisites

VALID TEXAS DEPARTMENT OF LICENSING AND REGULATIONS COSMETOLOGY OPERATOR LICENSE AND HIGH SCHOOL DIPLOMA OR GED.

ICO'S

- 1) Critical Thinking Skills:** To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- 2) Communication Skills:** To include effective development, interpretation and expression of ideas through written, oral and visual communication.

Course Objectives

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

26.00 Professionalism/Student Instructor

30.00 Lesson Plans

31.00 Methods of Teaching

32.00 Visual Aids Preparation and Use

33.00 Classroom Management

34.00 Evaluation Techniques

All students must:

1. Attend class on a regular basis, whenever absent notify instructor
2. Wear required uniform to be permitted to attend class and receive hours.
3. Bring supplies and textbook daily.
4. Develop and implement successful lesson plans.
5. Recite the statutes and the rules and regulations of TDLR.
6. Conform to practices which create the best instructor possible.

Required Readings/Materials

MILADY'S MASTER EDUCATOR Student Course Book, Milady' Publishing Corp., Albany NY 12212-0515, 1999

a) You must purchase the following **required** readings/materials:

1. Textbook
2. Student practice kit

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

Course Requirements (Lectures, Assignments and Assessments)

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

26.00 Professionalism/Student Instructor

30.00 Lesson Plans

31.00 Methods of Teaching

32.00 Visual Aids Preparation and Use

33.00 Classroom Management

34.00 Evaluation Techniques

Week 1

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities: Professionalism/Chapter 1 The Career Education Instructor

Item(Name)	Type	Description	Due
Professionalism/ student Instructor	Discussion/Exam	Test	TBA
Practice appreciation and respect for the teaching profession	Application	Application	TBA

Week 2

Topic/Overview: This week focuses on: Lesson Plans

Summary of Week 2 Assignments & Activities: Chapter 1

Item(Name)	Type	Description	Due
Lesson Plans	Develop	Develop a lesson plan	TBA
Develop and implement successful lesson plans	Complete a lesson plan	<i>Practice and present lesson plan</i>	TBA
Loyalty to the Institution and Its Mission			
Dependability/ TeamWork	Theory	Written Report	YNS

Week 3

Topic/Overview: This week focuses on: Methods of Teaching

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Methods of Teaching</i>	Discussion	Worksheets	TBA
Lecture methods	Discussion/ demonstrate	application	TBA

Week 4

Topic/Overview: This week focuses on: Assisting in Lab settings

Summary of Week 4 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Assisting in lab</i>	<i>Hands on lab duty</i>	<i>Help students with clients and practical applications. ON GOING.</i>	<i>TBA</i>

Week 5

Topic/Overview: This week focuses on: Chp. 2 The Teaching Plan and Learning Environment

Summary of Week 5 Assignments & Activities: Enabling Exercise

Item(Name)	Type	Description	Due
Managing the Classroom	Theory	Worksheets	TBA
The motivating classroom	Theory	<i>Worksheets</i>	TBA
Seating Arrangement			

Week 6

Topic/Overview: This week focuses on: The practical Classroom

Summary of Week 6 Assignments & Activities: Enabling Exercise /Conduct Internet research on characteristics of adult learners

Item(Name)	Type	Description	Due
Chp 3 Basic Learning Styles and Principles	Theory	<i>Worksheets</i>	TBA

Week 7

Topic/Overview: This week focuses on: Why learning styles are important

Summary of Week 7 Assignments & Activities: Enabling Exercise

Item(Name)	Type	Description	Due
Chp. 4 Effective Classroom Management and Supervision	Theory	<i>Worksheets and student teacher assignment</i>	TBA

Week 8

Topic/Overview: This week focuses on

Summary of Week 8 Assignments & Activities

Item(Name)	Type	Description	Due
Lab	Application	Assisting in lab setting	<i>TBA</i>

Week 9

Topic/Overview: This week focuses on: Review Chp. 1,2,3, and 4

Summary of Week 9 Assignments & Activities: Review

Item(Name)	Type	Description	
Review/Worksheet	Review/Fill in the blank	Writing	TBA

Week 10

Topic/Overview: This week focuses on: Chp. 5 Basic Methods of Teaching and Learning

Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5 Basic Methods of Teaching and Learning	Theory	<i>Discussion/Workbook</i>	TBA

Week 11

Topic/Overview: This week focuses on: Continue Chp. 5

Summary of Week 11 Assignments & Activities: Enabling Exercise/Select a topic and prepare a practical demonstration and then present it to a group of students.

Item(Name)	Type	Description	Due
Chapter 5 Cont.			
Mind Mapping	Theory	<i>Worksheet</i>	TBA
Field Trips	TDLR Guidelines	Rule Book	TBA

Week 12

Topic/Overview: This week focuses on: Lesson Plans

Summary of Week 12 Assignments & Activities: Create a lesson plan

Item(Name)	Type	Description	Due
Lesson Plan	Theory/Application	Make lesson Plan	<i>TBA</i>
Lab Assisting	Lab	<i>Application</i>	TBA

Week 13

Topic/Overview: This week focuses on: Present Lesson Plan

Summary of Week 13 Assignments & Activities: Present Plan

Item(Name)	Type	Description	Due
Present Lesson Plan	Demonstration	Application	TBA
Start Review for Semester Exams	Review	<i>Review</i>	TBA

Week 14

Topic/Overview: This week focuses on: Review

Summary of Week 1 Assignments & Activities: Review Chapters: 1,2,3,4 and 5

Item(Name)	Type	Description	
Prepare for Practical Exam	Present lesson plan	Application	
Continue Review			

Week 15

Topic/Overview: This week focuses on: Lab Assisting in Practical setting

Summary of Week 15 Assignments & Activities: lab assisting

Item(Name)	Type	Description	Due
Lab assisting	Application	Lab	<i>TBA</i>
Prepare for Semester Exam			

Week 16

Topic/Overview: This week focuses on: Semester Exams

Summary of Week 16 Assignments & Activities: Practical Exam and Written Exam

Item(Name)	Type	Description	Due
Written Exam	Test	Multiple Choice	05/07/2012
Practical Exam	Application	<i>Present Lesson Plan</i>	05/09/2012

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/ Lesson Plan	50%
Attendance	25%
Lab Assist	25%

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.

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](#).