

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 II

Section Name : CSME_2514_109

Start Date : 08/27/2012

End Date : 12/13/2012

Modality : FACE-TO-FACE

Credits : 5

Instructor Information

Name : Shelley Navratil

OC Email : snavratil@odessa.edu

OC Phone # : (432) 335-6434

Course Description

A continuation of the fundamentals of instruction of cosmetology students: The student will demonstrate effective classroom/clinic management; and implement teaching methodologies and lesson plans.

Prerequisites/Core requisites

Current Texas Dept. of Licensing and Regulation License

ICO's

2. Communication Skills – to include effective development, interpretation, and expression of ideas through written, oral , and visual communication.

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.

Course Objectives

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

26.00 Professionalism/Student Instructors

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

"This course Cosmetology Instructor 2514 Fall 2012 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. Wear required uniform to be permitted to attend class.
 3. Bring supplies and textbook daily.
 4. Display desirable professional habits, attitudes, ethics, and personal appearance.
 5. Practice appreciation and respect for the teaching profession.
 6. Display personal qualities necessary to succeed as a cosmetology instructor.
-

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)

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

26.00 Professionalism/Student Instructors

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

Week 1

Topic/Overview: This week focuses on: Chapter 1, Volume 1 - Roles of the Instructor

Summary of Week 1 Assignments & Activities: Worksheets and demonstration

Item(Name)	Type	Description	Due
Roles of the Instructor	lecture	worksheets/demonstration	TBA
Qualities and Characteristics of a Master Educator	<i>lecture</i>	Worksheets/demonstration	TBA
Human Relations	lecture	Discussion	TBA

Week 2

Topic/Overview: This week focuses on Chapter 2, Volume 1 – The Teaching Plan and Learning Environment

Summary of Week 2 Assignments & Activities

Item(Name)	Type	Description	Due
Lesson Plans	Demonstration	Prepare actual Lesson Plan	TBA
Lesson Plans	<i>Demonstration</i>	Teacher organization and Preparation	TBA
Lesson Plans	Demonstration	Organizing student information	TBA

Week 3

Topic/Overview: This week focuses on: Chapter 3, Volume 1 – Basic Learning Styles and Principles

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Visual Aids Preparation and Use	Explain /Demonstrate	Worksheets/Demonstration	TBA
Learning styles defined	<i>Explain/Demonstrate</i>	Worksheets/outlines	TBA
Four Steps in Learning	Essay	Explain the Steps	TBA

Week 4

Topic/Overview: This week focuses on: Chapter 5, Volume 1 – Basic Methods of Teaching and Learning

Summary of Week Assignments & Activities

Item(Name)	Type	Description	Due
Methods of Teaching	Lecture/Quiz	Worksheets/Study Guide	TBA
Interactive Lecture	Lecture	Role Play	TBA
Group Discussion and Discovery	Lecture	Role Play	TBA

Week 5

Topic/Overview: This week focuses on: Chapter 4, Volume 1 – Effective Classroom Management

Summary of Week 5 Assignments & Activities: Student Instructor will assist in a lab setting

Item(Name)	Type	Description	Due
Classroom Management	Discussion/Exam	Assist lab instructor	TBA
Promoting a positive environment	Discussion	Assist instructor	TBA
Managing Difficult Learner Behavior	Hands on discussion	Assist theory instructor	TBA

Week 6

Topic/Overview: This week focuses on: Chapter 6, Volume 1 – Program Review, Development, and Lesson Planning

Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
Program Review, Development, and Lesson Planning	Hands on/worksheet	Planning concepts and Preliminary Analysis	TBA
Development	Curriculum Development	<i>Steps for developing a Course of Study/Course outline/Orientation program</i>	TBA
Lesson Plan, Development	Lesson Plan Development	The lesson plan: Pieces, Parts, and Points	TBA
Program Review, Development, and Lesson Planning	Enabling Exercise	Assist theory instructor	TBA

Week 7

Topic/Overview: This week focuses on: Chapter 8, Volume 1 – Effective Presentations

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Effective Presentations	Oral discussion	Communication skill oral presentation	TBA
Effective Presentation	Steps for increasing Personal awareness	<i>Outline and worksheets</i>	TBA
Effective Presentation	What makes a Powerful Presentation	Outline/discussion	TBA
Effective Presentation	Enabling exercise	Assist theory instructor	TBA

Week 8

Topic/Overview: This week focuses on: Chapter 9, Volume 1 – Assessing Progress and Advising Students

Summary of Week 8 Assignments & Activities: Will prepare worksheets/grading procedure

Item(Name)	Type	Description	Due
Assessing Progress and Advising Students	discussion	Assist lab instructor	TBA
Assessing Progress	Grading styles	<i>Assist theory instructor/outline different styles of grading</i>	<i>TBA</i>
Assessing Progress	Grading methods	Essay on the different method types of grading	TBA
Assessing Progress and Advising Students	Enabling exercise	Worksheet/ assist instructor	TBA

Week 9

Topic/Overview: This week focuses on: Chapter 11, Volume 1 – Career and Employment Preparation

Summary of Week 9 Assignments & Activities

Item(Name)	Type	Description	Due
Career and Employment Preparation	<i>Discussion/oral activity</i>	Role play different job scenarios'	TBA
Career and Employment Preparation	Resume Development	<i>Essay/prepare resume</i>	<i>TBA</i>
Success on the job	Discussion/essay	Outline curriculum	TBA

Week 10

Topic/Overview: This week focuses on: Chapter 1, Volume 2 – Educator Relationships

Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
Educator Relationships	discussion	<i>Outline the many objectives of the educator relationships</i>	TBA
Educator Relationships	Discussion/essay	<i>Communication Basics</i>	TBA
Educator Relationships	Enabling exercise	Worksheets/ assisting instructor	TBA

Week 11

Topic/Overview: This week focuses on: Chapter 2, Volume 2 – Achieving Learner Results

Summary of Week 1 Assignments & Activities: Worksheets and assist theory

Item(Name)	Type	Description	Due
Achieving Learner Results	Discussion/outline	Learning disabilities	TBA
Achieving Learner Results	Discussion/essay	<i>Chronic behaviors</i>	TBA
Achieving Learner Results	Discussion	Barriers to learning	TBA
Achieving Learner Results	Enabling exercise	Worksheets/ assist theory instructor	TBA

Week 12

Topic/Overview: This week focuses on: Chapter 6, Volume 2 – Teams at Work

Summary of Week 12 Assignments & Activities: Essay

Item(Name)	Type	Description	Due
Teams at Work	discussion	<i>The concept of teamwork and team motivation</i>	TBA
Teams at Work	essay	<i>The team building process</i>	TBA
Teams at Work	Enabling exercise	Worksheet/ assisting theory instructor	TBA

Week 13

Topic/Overview: This week focuses on: Chapter 7, Volume 2 – Communicating Confidently

Summary of Week 13 Assignments & Activities: Oral presentation

Item(Name)	Type	Description	Due
Communicating Confidently	Essay/Oral presentation	Getting the message across	TBA
Communicating Confidently	Oral presentation	Sending and receiving information	TBA
Communicating Confidently	Essay	Tips to communicate confidently	TBA
Communicating Confidently	Enabling exercise	Conduct research on body language and create a chart for various gestures and what it means in different countries.	TBA

Week 14

Topic/Overview: This week focuses on: Chapter 8, Volume 2 – The Art of Retaining Students

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
The Art of Retaining Students	<i>Essay/discussion</i>	The importance of a Sound Retention Plan	TBA
The Art of Retaining Students	<i>Discussion/Quiz</i>	<i>Sound and Ethical Administrative Policies</i>	<i>TBA</i>
The Art of Retaining Students	Presentation	Energized educators	TBA
The Art of Retaining Students	Enabling exercise	Worksheet/ assist lab instructor	TBA

Week 15

Topic/Overview: This week focuses on: Chapter 9, Volume 2 – Evaluating Professional Performance

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Evaluating Professional Performance	Essay/outline	General standards of Evaluation	TBA
Evaluating Professional Performance	discussion	<i>Work methods</i>	TBA
Evaluating Professional Performance	Enabling exercise	Assist instructor	TBA

Week 16

Topic/Overview: This week focuses on: Review and Exam

Summary of Week 16 Assignments & Activities

Item(Name)	Type	Description	Due
Review and Exam	Written	<i>Review all chapters and take exam for state board requirements</i>	TBA
Review and Exam	Practical	<i>Use lesson plan to give oral presentation for state exam requirements</i>	TBA

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 20%	70
Professionalism and Safety/Sanitation 20%	70
Skill sheets 20%	70
St. Board 20%	70
Final Exam 20%	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](#).