

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 Cosmetology
Section Name	:	1535.705
Start Date	:	06/06/2011
End Date	:	07/07/2011
Modality	:	FACE-TO-FACE
Credits	:	5

Instructor Information

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

Course Description

The Fundamentals of Instruction of Cosmetology students. The student will develop an understanding of classroom and clinic management; Design teaching methodologies; and design and implement lesson plans.

Prerequisites/Corequisites

Valid Texas Department of Licensing and Regulation license and High School Diploma or GED

None

Scans

1,2,6,and 8

Course Objectives

Learning Outcomes:

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 Evaluations Techniques

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR clocking-in on a computer.
3. Wear required uniform to attend class and to receive hours.
4. Bring supplies and textbook daily.
5. Write report on an assigned topic and possibly report orally.
6. Complete exams covering specified unit material.
7. Perform in class the skill taught in theory in an effort to reinforce learned knowledge.
8. Participate in class assignments by working on manikin, models or another classmate and allowing other students to perform temporary services on them.

Required Readings/Materials

a) You must purchase the following **required** readings/materials: Milady's Textbook and workbook

Student practice kit

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

Course Requirements (Lectures, Assignments and Assessments)

All students must:

1. Attend class on 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. Write a report on an assigned topic and possibly report orally.
6. Complete exams covering specified unit material.
7. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
8. Participate in class assignments by working on manikin, models or another classmate and allowing other students to perform temporary services on them.

Week 1

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Lesson Plans			07/07/11

Week 2

Topic/Overview: This week focuses on

Lesson Plans

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Methods of Teaching		Instructional methods	06/15/2011

Week 3

Topic/Overview: This week focuses on

Instruction in Lab Setting

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Lecture Methods		2 types	07/07/11

Week 4

Topic/Overview: This week focuses on

Teaching Methods

Summary of Week 1 Assignments & Activities

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 and State Board 50%	70
Attendance 25%	70
Skill Sheets 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](#).