

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 I
Section Name	:	CSME_1534_109
Start Date	:	01/18/2011
End Date	:	05/12/2011
Modality	:	FACE-TO-FACE
Credits	:	4

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

Current Texas Dept. of Licensing and Regulation License

Scans

(1,2,5,6,11)

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)

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.

Week 1

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

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

Week 2

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Continue with lesson plans	Students will prepare lesson plan	Student will present lesson plan	TBA

Week 3

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Lecture and apply learned teaching skills	Presentation	Presentation	TBA

Week 4

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Demonstration method	Discussion/Exam	List steps/worksheets	TBA

Week 5

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Explain what visual aids are	Use visual aids	Use visual aids	TBA

Week 6

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Practice professional vocabulary,ethics, hygiene,and good grooming.	Discussion	Applications	TBA

Week 7

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Assist Lab instructor	This will done throughout semester	Assist in lab	TBA

Week 8

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Manage clinical concerns, maintain supply, inventory, and customer appointments.	<i>Discussion</i>	Applications	TBA

Week 9

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Perform learned management and teaching skills to be done throughout semester</i>	Discussion	Workbooks, and demonstration	TBA

Week 10

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Complete lesson plans (assigned)	Lesson Plan	Present lesson plan	05/10/2011
Students will complete lesson plans over the next 4 weeks			05/10/2011

Week 11

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Continue with lesson plans</i>			<i>05/11/2011</i>

Week 12

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Assist Lab Instructor	Assist to lab	Assist lab	TBA

Week 13

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Continue with lesson plans			05/11/2011

Week 14

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Continue with lesson plans			05/11/2011

Week 15

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Continue with lesson plans			
			TBA

Week 16

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Complete lesson plans			05/11/2011

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/St. Board	50%
Attendance	25%
Lesson Plans/Skill Sheets/ Performance	25%

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](#).