

## Course Syllabus

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

<b>Department</b>	:	Cosmetology
<b>Course Title</b>	:	Cosmetology Instructor IV
<b>Section Name</b>	:	CSME_2544_109
<b>Start Date</b>	:	01/18/2011
<b>End Date</b>	:	05/12/2011
<b>Modality</b>	:	FACE-TO-FACE
<b>Credits</b>	:	5

## Instructor Information

<b>Name</b>	:	Jerrie Sovil
<b>OC Email</b>	:	jsovil@odessa.edu
<b>OC Phone #</b>	:	(432) 335-6452

## Course Description

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development and implementation of advanced evaluation and assessment techniques. The student will practice instructional, skills, develop assessment and evaluation techniques that promote student learning; and implement evaluation tools to measure student outcome.

**Prerequisites/Corequisites**

**Current Texas Dept. of Licensing and Regulation License**

**Scans**

(1,2,6,9)

**Course Objectives**

26.00 Professionalism/Student Instructors

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

34.00 Evaluation Techniques

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.

### **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)**

*Week 1*

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Lesson Plans	Lecture/discussion	Workbooks	TBA
Methods of Teaching	Lecture/Discussion	Worksheets/Lesson Plans	TBA

Week 2

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Classroom Management	Discussion/Quiz	vocabulary/workbooks	TBA
Evaluation Techniques	Demonstration	Compile written exams/ Develop a grade key/ Record Tests	TBA

Week 3

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Explain the difference between a panel discussion and a symposium	Discussion	Workbook	TBA

Week 4

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Compile a written exam based on the curriculum objectives to be tested.	Develop a test	<i>Develop a test</i>	TBA

Week 5

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due
Explain the weights of curricular	<i>Discussion/Test</i>	Test	TBA

Week 6

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Develop a grading key for an exam	Discussion/Test	Develop grading key	TBA

Week 7

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Prepare a true and false exam	Discussion/Text	<i>Develop an exam with 25 questions.</i>	<i>03/03/2011</i>

*Week 8*

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Write a multiple-choice exam with a minimum of 25 questions	Develop multiple choice exam	Develop Test	<i>03/10/2011</i>

*Week 9*

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item( Name)	Type	Description	Due
Assist Lab Instructor	Manage lab with lab instructor	work with lab instructor	TBA

*Week 10*

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Practice vocabulary, ethics, hygiene, and good grooming	Discussion	<i>Vocabulary test</i>	<i>TBA</i>

*Week 11*

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Establish good student relations	Discussion	Demonstrate	TBA

Week 12

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Write an essay exam.	Discussion	Write an exam	<i>04/07/2011</i>

*Week 13*

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due
Complete lesson plans	Complete lesson plan	Implement lesson plan	04/14/2011

Week 14

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Assist lab instructor	Assist lab instructor	Assist lab instructor	TBA

Week 15

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Semester Exam/ Complete lesson plan	Complete lesson plan	Present lesson plan	<i>05/11/2011</i>

*Week 16*

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Semester Exam	Exam	Multiple choice exam	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	25%
Attendance	25%
Participation/Skill Sheets	50%

### **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](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](#).