

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 III

Section Name : CSME_2515.705

Start Date : 06/04/2012

End Date : 07/05/2012

Modality : FACE-TO-FACE

Credits : 5

Instructor Information

Name : Jerrie Sovil

OC Email : jsovil@odessa.edu

OC Phone # : (432) 335-6452

Course Description

Presentation of lesson plan assignments and evaluation techniques for a cosmetology program. The student will develop and present lesson plans and the use of multi-media technology. Present evaluation techniques used in a cosmetology program.

Prerequisites/Corequisites Orientation/Instructor Cosmetology

Current Texas Dept. of Licensing and Regulation License

ICO's

(1,2, and 5)

Personal Responsibility: To include the ability to connect choices, actions and consequences to ethical decision-making.

Communication Skills: To Include effective development, interpretation and expression of ideas through written, oral, and visual communication.

Critical Thinking Skills: To include creative thinking, innovation, inquiry, and analysis, and synthesis of information.

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

The Profile of a Master Educator

Summary of Week 1 Assignments & Activities

Read Chp. 6,7, 8, and 9

Enabling Exercise 2, 3, and 4

Item(Name)	Type	Description	Due
Lesson Plans	Topics will be given	Will present actual lesson plans	TBA
Methods of Teaching	Discussion/Quiz	Demonstration	06/05/2012
Classroom Management	Discussion/Quiz	Demonstration/Discussion/Quiz	06/06/2012
Advising students	Demonstration	Discussion	06/06/12-07/05/2012

Week 2

Topic/Overview: This week focuses on

Educator Relationships

Summary of Week 1 Assignments & Activities

Chp. 8 Enabling Exercise and Test on Computer

Item(Name)	Type	Description	Due
Continue with lesson plans	Students will prepare lesson plan	Student will present lesson plan	06/11/2012
Writing/Ethical	<i>Report</i>	<i>Write a brief report of the damages or harm that could be done if an educator were to release private information on a student enrolled in his institution.</i>	07/02/2012

Week 3

Topic/Overview: This week focuses on

Developing a Dynamic Program Study

Summary of Week 1 Assignments & Activities

Review, Worksheets and Lesson Plans

Item(Name)	Type	Description	Due
Lecture and apply learned teaching skills	Presentation	Presentation	07/02/2012
Conduct evaluations of current practitioner students using various forms of testing.	<i>Forms</i>	<i>Assessing Progress</i>	07/03/2012

Week 4

Topic/Overview: This week focuses on

Review over Chp 6, 7, 8, and 9

Summary of Week 1 Assignments & Activities

Review and Test

Item(Name)	Type	Description	Due
Complete and give lesson plan	<i>Demonstration</i>	<i>Demo</i>	<i>07/03/2012</i>
Review over Evaluation techniques	Review/Quiz	Quiz	07/05/2012
Exam	Final	Final Exam	07/05/2012

Week 5

Topic/Overview: This week focuses on

Review/Lesson Plans and Final Exam

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 6

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 7

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 8

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 9

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 10

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 11

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 12

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 13

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 14

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 15

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 16

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Grading Policy

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.

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/	20%
Attendance	20%
Lesson Plans	20%
Skill Sheets	20%
St. Board	20%

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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](#).