

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 : Instructional Theory and Clinic Operation

Section Name : CSME_2545_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: An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Demonstrate the skills required for the completion of the

state licensing agency's curriculum including the management of a lab/clinic in a cosmetology program and classroom management skills.

Prerequisites/Corequisites

Current Texas Dept. of Licensing and Regulation License

ICO'S

(6) Social Responsibility: To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Course Objectives

26.00 Professionalism/Student Instructors

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

34.00 Evaluation Techniques

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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.
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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

Lesson Plans

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Lesson Plans	Lecture/discussion	Workbooks	06/04/2012
Methods of Teaching	Lecture/Discussion	Worksheets/Lesson Plans	06/05/2012
Volume 2 Achieving Learner Results	Discussion/Quiz	Enabling Exercise	06/07/2012
Chp. 2 Test	Test	Test	06/08/2012

Week 2

Topic/Overview: This week focuses on

Classroom Management

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chp. 3	Discussion/Quiz	vocabulary/workbooks	06/11/2012
Chp. 3	Demonstration	Enabling Exercise /Go online and research the wave Laughing Clubs.	06/12/2012
Chp. 3	Test	Chp. 3 Test	06/13/2012

Week 3

Topic/Overview: This week focuses on

Continue classroom management, Evaluation Techniques

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chp. 4 Teaching Study and Testing Skills	Discussion	Workbook	06/18/2012
Chp. 4 enabling exercise	<i>Writing Assignment</i>	<i>Create Note-taking organizational system that is uniquely yours.</i>	06/19/2012
Chp. 4 Test	Test	Test/Multiple Choice	06/20/2012

Week 4

Topic/Overview: This week focuses on

Review, go over lesson plans

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>	06/25/2012
Lesson plan to be completed	<i>Actual lesson plan</i>	<i>Develop a lesson plan</i>	06/26/2012
Chp. 5 Teaching Success Strategies for a Winning Career	Create a form	Student self-assessment	06/27/2012
Chp. 5 Test	Test	Test	06/28/2012

Week 5

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chp. 6 Teams at Work	Theory /Discussion	Workbook	07/02/2012
Chp. 6 Cont.	<i>Enabling Exercise</i>	<i>Write a mission statement for your dream school</i>	07/03/2012
Chp. 6 Test	Test	Test /Exam	07/05/2012

Week 6

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
			TBA

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

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%
Participation/Skill	20%
St. Board Practicals, and	20%
Final Exam	20%

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.

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](#).