

## Course Syllabus

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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 the Instruction of Cosmetology

**Section Name** : CSME\_1535\_109

**Start Date** : 08/26/2013

**End Date** : 12/14/2013

**Modality** : FACE-TO-FACE

**Credits** : 5

## Instructor Information

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**Name** : Shelley Navratil

**OC Email** : snavratil@odessa.edu

**OC Phone #** : (432) 335-6434

## Course Description

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5 Hours- The fundamentals of instruction of cosmetology students. The student will develop an understanding of classroom/clinic management; design teaching methodologies; and design and implement lesson plans.

## Prerequisites/Corequisites

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VALID TEXAS DEPARTMENT OF LICENSING AND REGULATIONS COSMETOLOGY OPERATOR LICENSE AND HIGH SCHOOL DIPLOMA OR GED.

### ICO'S (1, 2) – Permian Basin Fair

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- 1) **Critical Thinking Skills:** To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- 2) **Communication Skills:** To include effective development, interpretation and expression of ideas through written, oral and visual communication.
- 3) Odessa College's Institutional Core Objectives (ICOs):
- 4) 1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 5) 2) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 6) 3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 7) 4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 8) 5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
- 9) 6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Learning Outcomes for** 1, 2 (Source: *Odessa College Catalog of Courses*)

Outcome	ICO
1. Student Instructor will assist with grading of assignments for Permian Basin Fair	1) <i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Student Instructor will communicate with student and teachers regarding Permian Basin Fair.	2) <i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication

3.	3) <i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4.	4) <i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5.	5) <i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
6.	6) <i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## Course Objectives

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After completing this course, the student should be able to demonstrate competency in:

- 1.0 The Career Education Instructor
  - 2.0 The Teaching Plan and Learning Environment
  - 3.0 Basic Learning Styles and Principles
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All students must:

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\*Attendance Policy- You must attend 90% of class to receive credit. If you are absent more than 6 days you may lose credit for some or all classes, PLEASE see your INSTRUCTOR. You will only be allowed to make-up 4 excused absences.

## **I. ADDITIONAL INFORMATION**

Regular, punctual attendance is required for all classes in the Cosmetology program. The Cosmetology faculty believes that attendance and punctuality is required at every session of each course for which the student is enrolled. Therefore, you **MUST** be present at your assigned time. An attendance policy is included in every course syllabus. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their instructor verbally and in writing. Unavoidable circumstances are considered but not limited to: accidents, death, and hospitalization of immediate family members and court ordered subpoenas.

As an Odessa College Cosmetology student, you will be expected to maintain a minimum of 90% attendance for the semester. You will be dropped from the program if you are absent for more than 6 days (48 hours) this semester.

A "tardy" will be defined as:

- missing a total of ½ day (4 hours in total).
- Two (2) tardies will equal 1(one) full absence.

When a Cosmetology student is absent, he/she will receive a recorded absence, against the 90% attendance requirement.

If you are not present for roll call you will be counted absent on your professionalism grade.

Clinic experiences are a vital component of the Cosmetology, Clinic absences are not acceptable. If the student is absent the clinic instructor must be personally notified at least one hour prior to the start of each day

1. Attend class on a regular basis, whenever absent notify instructor
2. Wear required uniform to be permitted to attend class and receive hours.
3. Bring supplies and textbook daily.
4. Develop and implement successful lesson plans.
5. Recite the statutes and the rules and regulations of TDLR.
6. Conform to practices which create the best instructor possible.

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### **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

## Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - Notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - Communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - Provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

## Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free Wi-Fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - Understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - Having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - Attend class regularly to keep up with assignments and announcements.

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*As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor 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. Your Student Success Coach or faculty mentor will contact you to work toward a solution.*

### **Required Readings/Materials**

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MILADY'S MASTER EDUCATOR Student Course Book, Milady' Publishing Corp., Albany NY 12212-0515, © 2009,2001 Milady, a part of Cengage Learning

a) You must purchase the following **required** readings/materials:

1. Textbook
2. Student practice kit

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

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### **AVID**

"This course Fundamentals of Cosmetology/1405/Spring 2013 has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Cosmetology program, you will be expected to develop an understanding of the

strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor."

### 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/Lesson Plan	50%
Attendance	25%
Lab Assist	25%

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

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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)

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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

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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

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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

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For Blackboard username and password help, 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

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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](#).

### Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

### Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

**"Cheating on a test" shall include:**

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift,

or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

**Disclaimers:**

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

**Original Effort:**

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

**Description of Students:**

Students enrolled in this course 1535

**Digital Protocol:**

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

**Fall 2013** (8/26/13-12/14/13)

NOTE: College business offices are closed from Wed., Nov 27 through Sun., Dec 1.

**FALL & SPRING BUSINESS HOURS :**

Wrangler Express Center: M-Th: 7:30 am-7 pm; Fri: 7:30 am-5 pm; Sat: 9 am-noon  
Other offices: M-Th: 8 am-5:30 pm; Fri: 8 am-1 pm

**SUMMER BUSINESS HOURS**

Wrangler Express Center: (beginning May 20) M-Th: 7:30 am-7 pm; Fri: 8 am-5 pm: Closed Saturdays  
(beginning Aug 3, Wrangler Express will also be open 9 am-noon on Saturdays)  
Other offices: May 20-Aug 17 (M-Th: 7:30 am-5:30 pm; closed Fridays)

**Registration:**

**On the Web (5 am to Midnight, 7 days a**

**week)..... Apr 15-Aug 25**

**In Person (See Business Hours**

**Above)..... Apr 15-Aug 23**

**FOR TUITION AND FEE SCHEDULES & PAYMENT INFORMATION, PLEASE CHECK ONLINE AT [www.odessa.edu](http://www.odessa.edu)**

**Classes Begin.....Aug 26 (Mon)**

**Late Registration & Schedule Changes (Add/Drop):**

**On the Web (5 am to Midnight, 7 days a**

**week).....Aug 26-27 (Mon-Tues)**

**In Person (See Business Hours**

**Above)..... Aug 26-27 (Mon-Tues)**

**Holiday (Labor Day – Offices closed except for Wrangler Express – No**

**Classes)..... Sep 2 (Mon)**

**Census**

**Day..... Sep 11**

**(Wed)**

**Last Day to Drop or Withdraw with a “W” (1st eight week**

**courses).....Oct 4 (Fri)**

**First Eight Weeks**

**End.....Oct**

**18 (Fri)**

**Second Eight Weeks**

**Begin.....Oct 21**

**(Mon)**

**Deadline for Fall Degree**

**Application.....Nov 1 (Fri)**

**Last Day to Drop or Withdraw with a “W” (full semester length**

**courses).....Nov 12 (Tues)**

**Last Day to Drop or Withdraw with a “W” (2nd eight week**

**courses).....Nov 26 (Tues)**

**Student Evaluation of Instruction Survey Available Online..... Nov 18-22**

**(Mon-Fri)**

**Thanksgiving Holiday (begins 9 pm Tues, Nov**

**26).....Nov 27-30 (Thurs-Sat)**

**Last Class**

**Day.....Dec 7**

**(Sat)**

**Final**

**Exams.....Dec 9-**

**12 (Mon-Thurs)**

**End of**

**Semester.....Dec 12**

**(Thurs)**

**Fall**

**Graduation.....”Dec 14**

**(Sat)College Offices**

**Closed..... Dec 21(Sat-Sun)**

Week 1

Date	Instructional Approach	Topic	Assignment	Assignment Submission
8/26/13	Lecture	Orientation	Social Contract	8/31/13
	Lab	Skill Development	Lab	

Week 2

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/2/13	Lecture	Permian Basin Fair	Assisting	9/10/13
	Lab	Skill Development	Lab	

Week 3

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/9/13	Lecture	Permian Basin Fair	Assisting	9/15/13
	Lab	Skill Development	Assisting	

Week 4

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/16/13	Lecture	Ch. 1 – Career Ed. Instructor	Enabling Exercises	9/22/13
	Lab	Skill Development	Lab	

Week 5

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/23/13	Lecture	Ch. 1 - Career Ed. Instructor	Enabling Exercises	9/29/13
	Lab	Skill Development	Lab	

Week 6

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/30/13	Lecture	Test Ch. 1 – Career Ed. Instructor	Quiz	9/3/13
	Lab	Skill Development	Lab	

Week 7

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/7/13	Lecture	Manor Crest	Assisting	10/13/13
	Lab	Skill Development	Lab	

Week 8

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/14/13	Lecture	Ch 2 – Teaching Plan and Environment	Enabling Exercises	10/20/13
	Lab	Skill Development	Lab	

Week 9

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/21/13	Lecture	Ch. 2 – Teaching Plan and Environment	Enabling Exercises	10/27/13
	Lab	Skill Development	Lab	

Week 10

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/28/13	Lecture	Test Ch. 2 – Teaching Plan and Environment	Quiz	11/3/13
	Lab	Skill Demonstration	Lab	

Week 11

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/4/13	Lecture	Ch. 3 – Basic Learning Styles/Principles	Enabling Exercises	11/10/13
	Lab	Skill Development	Lab	

Week 12

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/11/13	Lecture	Ch. 3 – Basic Learning Styles/Principles	Enabling Exercises	11/17/13
	Lab	Skill Development	Lab	

Week 13

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/18/13	Lecture	Test Ch. 3 – Basic Learning Styles/Principles	Quiz	11/24/13
	Lab	Skill Development	Lab	

Week 14

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/25/13	Lecture	Review	Review	12/1/13
	Lab	Skill Development	Lab	

Week 15

Date	Instructional Approach	Topic	Assignment	Assignment Submission
12/2/13	Lecture	Review	Review	12/8/13
	Lab	Skill Development	Lab	

Week 16

Date	Instructional Approach	Topic	Assignment	Assignment Submission
12/9/13	Lecture	Exams	Exams/Written	12/14/13
	Lab	Skill Development	Exams/Practical	5/16/13

