

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 : Orientation to the Instruction of Cosmetology

Section Name : CSME_1535_109

Start Date : 01/22/2013

End Date : 05/17/2013

Modality : FACE-TO-FACE

Credits : 5

Instructor Information

Name : Shelley Navratil

OC Email : snavratil@odessa.edu

OC Phone # : (432) 335-6434

Course Description

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

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

ICO'S (1, 2) – Hair Show

- 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 2 (Source: Odessa College Catalog of Courses)

Outcome	ICO
1. Student Instructor will assist with grading of assignments for Hairshow.	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 projects for Hairshow.	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

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

26.00 Professionalism/Student Instructor

30.00 Lesson Plans

31.00 Methods of Teaching

32.00 Visual Aids Preparation and Use

33.00 Classroom Management

34.00 Evaluation Techniques

All students must:

* 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.

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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Required Readings/Materials

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

Course Requirements (Lectures, Assignments and Assessments)

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

26.00 Professionalism/Student Instructor

30.00 Lesson Plans

31.00 Methods of Teaching

32.00 Visual Aids Preparation and Use

33.00 Classroom Management

34.00 Evaluation Techniques

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

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, 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](#).

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*)

7(Mon)

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).**

Institutional Calendar Spring 2013

<http://www.odessa.edu/college-calendar12-13.pdf>

NOTE: College business offices are closed from Dec 21 (Fri. at 1pm) - Jan 6 (Sun.)

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 14) 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).....Nov 12-Jan 21

In Person (See Business Hours Above).....Nov 12-Jan 18

*****REGISTRATION PAYMENT DEADLINE**

* For students registered who register prior to Jan 7.....Payment is DUE Jan 7 (Mon)

* For students who register on or after Jan 7.....Due on Day of Registration

Holiday (Martin Luther King Day - Offices closed except for Wrangler Express)..... Jan 21 (Mon)

Classes Begin.....Jan 22(Tue)

Late Registration & Schedule Changes (Add/Drop):

On the Web (5 am to Midnight, 7 days a week)..... Jan 22-23 (Tue-Wed)

In Person (See Business Hours Above)..... Jan 22-23 (Tue-Wed)

** Late Registration & Add/Drop Payment Deadline..... Due on Day of

Registration

Census Day.....Feb 6 (Wed)

Deadline for Spring Degree Application..... Mar 20 (Wed)

First Eight Weeks End.....Mar 22
 (Fri)
 Spring Break (Offices Closed – No Classes).....Mar 11-16 (Mon-Sat)
 Second Eight Weeks Begin.....Mar 25
 (Mon)
 Holiday (Good Friday).....Mar 29
 (Fri)
 Last Day to Drop or Withdraw with a "W" (full semester length courses).....Apr 16
 (Tues)
 Student Evaluation of Instruction Survey Available Online..... April 28-May 4
 Last Day to Drop or Withdraw with a "W" (2nd eight week courses).....Apr 30
 (Tues)
 Last Class Day..... May 11
 (Sat)
 Final Exams..... May 13-16 (Mon-Thurs)
 Spring Graduation..... May 17
 (Fri)
 End of Semester..... May 17
 (Fri)

Week 1

Date	Instructional Approach	Topic	Assignment	Assignment Submission
1/22/13	Lecture	Career Ed. Instructor	Cornell Notes	1/25/13
	Lab	Skill Development	Lab	1/25/13

Week 2

Date	Instructional Approach	Topic	Assignment	Assignment Submission
1/28/13	Lecture	Teaching Plan and Learning Environment	Enabling Exercises	2/1/13
	Lab	Skill Development	Lab	2/1/13

Week 3

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/4/13	Lecture	Learning Styles and Principles	Quiz	2/8/13
	Lab	Skill Development	Lab	2/8/13

Week 4

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/11/13	Lecture	Classroom Management	Cornell Notes	2/15/13
	Lab	Skill Development	Lab	2/15/13

Week 5

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/18/13	Lecture	Basic Methods	Enabling Exercises	2/22/13
	Lab	Skill Development	Lab	2/22/13

Week 6

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/25/13	Lecture	Program Review, Dev., Lesson Plan	Quiz	3/1/2013
	Lab	Skill Development	Lab	3/1/13

Week 7

Date	Instructional Approach	Topic	Assignment	Assignment Submission
3/4/13	Lecture	Ed. Aids and Technology	Cornell Notes	3/8/13
	Lab	Skill Development	Lab	3/8/13

Week 8

Date	Instructional Approach	Topic	Assignment	Assignment Submission
3/18/13	Lecture	Effective Presentations	Enabling Exercises	3/22/13
	Lab	Skill Development	Lab	3/22/13

Week 9

Date	Instructional Approach	Topic	Assignment	Assignment Submission
3/25/13	Lecture	Assessing and Advising	Quiz	3/28/13
	Lab	Skill Development	Lab	3/28/13

Week 10

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/1/13	Lecture	Student Salon	Notes/Cornell	4/5/13
	Lab	Skill Demonstration	Lab	4/5/13

Week 11

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/8/13	Lecture	Career and Employment	Enabling Exercises	4/12/13
	Lab	Skill Development	Lab	4/12/13

Week 12

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/15/13	Lecture	Review	Quiz	4/19/13
	Lab	Skill Development	Lab	4/19/13

Week 13

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/22/13	Lecture	Written State Board Prep	Lesson Plan	4/26/13
	Lab	Skill Development		4/26/13

Week 14

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/29/13	Lecture	Practical State Board Prep	Demonstration	5/3/13
	Lab	Skill Development	Lab	5/3/13

Week 15

Date	Instructional Approach	Topic	Assignment	Assignment Submission
5/6/13	Lecture	Review	Review	5/10/13
	Lab	Skill Development	Skills: St. Board	5/10/13

Week 16

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