

## 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 : Instructional Theory And Clinic Operation

Section Name : CSME 2545.109

Start Date : 01/22/2013

End Date : 05/16/2013

Modality : FACE-TO-FACE

Credits : 5

## Instructor Information

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Name : Machelie Bright

OC Email : mbright@odessa.edu

OC Phone # : (432) 335-6662

## Course Description

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An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. The student will exhibit the skills required for the Texas Department of Licensing and Regulation curriculum including the management of lab/clinic in a cosmetology program and classroom management.

#### Prerequisites/Corequisites

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Current Texas Department of Licensing and Regulation License

#### ICO's 6

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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

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

26.00 Professionalism/Student Instructors

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

34.00 Evaluation Techniques

#### Course Requirements (Lectures, Assignments and Assessments)

"This course, Cosmetology Instructor III CSME 2545 SPRING 13, 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."

All students must:

1. Attend class on a regular basis, whenever absent, notify instructor.
2. Wear required uniform to be permitted to attend class and to receive clock hours.
3. Bring supplies and textbook daily.
4. Write a report on an assigned topic and possible report orally.
5. Complete exams covering specified unit material.
6. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
7. Participate in class assignments by working on manikins, models or other students and allowing other students to perform temporary services on them.

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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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All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
  2. Attendance requirement: Students must attend 90% of class and lab time in order to obtain credit. You will only be able to make-up 4 excused absences.
  3. Wear required uniform to be permitted to attend class.
  4. Bring supplies 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

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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)

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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 Plans and Lab assistant	50%
Attendance	25%
Participation/skill sheets	25%

## 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 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

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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](#).