



CSME 1534 Cosmetology Course Instructor I-Hybrid

Course Syllabus: Fall 2020

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	11:00-1:00AM	11:00-1:00AM	11:00-1:00AM	11:00-1:00PM		11:00-1:00 PM

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

5 Credit Hours

Course Description:

The cosmetology instructor training program is a 500-750-hour program which prepares students in lesson planning, class presentation and clinical management. Upon completion, students will be awarded a certificate of completion and will be eligible to apply for the state examination. Prior to enrolling in a student instructor program, the applicant must produce a high school diploma or its equivalent, hold a current operator license and complete a successful interview with the program director. A demonstration of professional skills and a philosophy consistent with the program direction are also prerequisites to enrollment.

Space in this program is limited. Students are encouraged to apply early.

Prerequisite(s):

Students must have a valid and current Texas Cosmetology Operator License

Texas Department of Licensing & Regulations, Texas Occupations and Administrative Code, : January- 2013.

Northeast Texas Community College Cosmetology Handbook; Online availability www.ntcc.edu

Student Learning Outcomes:

1. Learn fundamental skills used for instructing students
2. Study, and practice teaching lab skills
3. Prepare skill lesson plans on beginner to intermediate student skills
4. Demonstrate wide variety of teaching skills, ideas, and methodology

Evaluation/Grading Policy

Notebook	30%
Class Preparation (video, overhead, charts & handouts)	10%
Class Participation (assigning weekly duties, interaction with student learner)	20%
Professional Appearance	10%
Competency Tests	30%
TOTAL	100%

Student instructors must make a minimum grade of 75 on a written objective test.

Student instructors must accumulate 500/750 hours in order to take the state instructor licensing examination. New TDLR rules allow instructors with one year of verifiable experience to accrue 500 hours of training; however it is advisable to continue training up to the 750 hours if the instructors believe the instructor student is in need of further training. There are limited opportunities for student instructors to make-up hours that are missed. Therefore, the importance of attendance cannot be overemphasized.

Required Instructional Materials:

Publisher: Milady Master Educator 3rd Edition w/Access Code ISBN Number: 9780357708569
Texas Department of Licensing & Regulations, Texas Occupations and Administrative Code, : January- 2013.
Northeast Texas Community College Cosmetology Handbook; Online availability www.ntcc.edu

Optional Instructional Materials: None

Must be able to navigate/have access to a computer and internet, student may utilize the college computer and internet during college hours if they do not have personal access.

Required Computer Literacy Skills:

Must be able to log-in to their student email, and log-in and out of and use MindTap. Student may be required to save materials to the cloud or a flash drive for use during classes.

Course Structure and Overview:

CSME 1534 will familiarize the cosmetology instructor student with teaching methods, and lesson planning, and also how to plan and design classroom seating for maximum student attention.

Cosmetology instructor students will be introduced to the various adult learning styles, and lecture/theory instruction, and time management skills. Visual aids and technology use will be introduced in this course.

Communications:

Emails will be responded to within 24-48 hours, depending on when the email has been sent. During holidays and campus closings, the instructors may not be at a time or place in which communications are available. During regular semesters instructors will be available during the week and will check in during weekends if able.

Students will login to the Remind app on their phones and advise the instructors if they change phone numbers. The Remind app is the general way the program relays messages to the class. Students will be able to login to Mind tap to keep up with the grades posted in this course.

Check you student email regularly, as this is the primary means of communication within the college.

Class delivery will be offered in one of four ways: Traditional face-to-face format, fully online format, Live Remote format, or a hybrid format (face to face with an online component)

Institutional/Course Policy:

Attendance Policy-Regular and punctual attendance at all scheduled classes is expected and is necessary for successful completion of the course work. An instructor student may drop a student for excessive absences in a course; every attempt will be made to notify the student before this action is taken.

Special Requirements required of instructor students:

- Regularly attend classes & notify instructor if going to absent or tardy
- All instructor students should be prepared to observe and practice freshmen skills training with the operator students, so that it is certain that skills are correct, to ensure the instructor student assists the operator expertly when needed.
- Professional clothing and footwear that is appropriate for an instructor in the field is required. Lab coat, enclosed low heeled and comfortable shoes, and hair style & makeup (if appropriate) are required of all instructor students. Tube tops, sleeveless blouses and tank tops are prohibited.
- Name tag is to be worn stating the students first and last name, and that the student is an instructor student.
- Observe the student and instructor interaction daily, learning how to pattern the same behavior as well.
- Assist the operator student only after having learned from the instructor the skills needed by the operator student.
- Avoid the use of cell phones, horseplay, inappropriate language, distasteful jokes, and /or negative comments.
- Maintain a close working relationship with the instructional staff at all times, promote an attitude of maturity and appreciation for the business of cosmetology and the educational process.
- The role of the instructor student is to learn the many important components of being a professional cosmetology instructor, which involves many parts. A student instructor should not fraternize with the cosmetology operator students to the point where the student does not hold the instructor student in a high regard. The instructor student must learn behavior patterns and observe instruction that is key to the success of the student instructor in a short amount of time. The instructional staff will closely monitor the interactions between the student instructor and the cosmetology operator student in order to train the instructor student in the most professional manner possible.

Video Recording of Course Activities:

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Students who are attending any Zoom classes will only get attendance or work credit by the following guidelines:

- Students must attend class at the designated times: **This is a regular scheduled class-be sure to create time for this class.** If you do not attend because of any reason, you will get an absence for the day and zero grade. Excuses such as I was at the grocery store, getting oil changed etc. is not an excuse for missing a remote class. Prepare for Zoom classes like you would for a face to face on campus class.
- Students be present by video recording (we must see you during the class)
- Students must be dressed, sitting (not in bed!) without distraction while in classes.

All Students and Faculty:

1. While on Campus, everyone will be required to:
 - a) Maintain social distance (6ft) as much as possible
 - b) Wear your face covering/mask when entering buildings and in all public areas inside (hallways, bathrooms, lobbies, study areas, etc.)
 - c) Continuously practice hand hygiene with disinfectant and/or hand washing (recommended every 20 minutes) and utilize cough etiquette throughout your time on campus.
 - d) In classrooms/offices where social distancing is maintained while seated, wearing of face covering/mas is recommended but not required.
 - e) In classrooms/labs where social distancing is NOT possible, face covering/masks and PPE appropriate for class activities is recommended but not required.
 - f) Students will promptly leave campus premises at conclusion of classroom/lab activities.

Temperatures will be taken and recorded daily-Any student feeling ill or having a temperature over 100.4 will not be allowed to remain in class and must monitor personal health for any contagious illness including influenzas or Covid-19.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special population's page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in

writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Week	Topic	Assignment	Due Dates
1.	Master Educator Text: The Career Education Instructor	Ch. 1 Quiz	09/8/2020
2.	TDLR Laws	# 1 Assignment Sheet	09/14/2020
3.	Master Educator Text- The Teaching Plan and Learning Environment	Ch. 2 Quiz	During Class
4.	PSI Exams CIB	#2 Assignment Sheet	09/14/2020
5.	Master Educator Text-Teaching Study and Testing Skills	Ch. 3 Quiz	During Class
6.	TDLR Laws	#3 Assignment Sheet	09/21/2020
7.	Master Educator Text-Basic Learning Styles and Principles	TDLR First Draft Lesson Plan	During Class
8.	PSI Exams CIB	# 4 Assignment Sheet	10/12/2020
	Mid Semester Exams	Chapters 1-4	10/14/2020
9.	Master Educator Text: Basic Methods of Teaching and Learning	Ch. 4 Quiz	During Class
10.	TDLR Laws	#5 Assignment Sheet	10/26/2020
11.	Master Educator Text-Communicating Confidently	Ch. 5 Quiz	During Class
12.	PSI Exams CIB	# 6Assignment Sheet	11/16/2020
13.	Master Educator Text: Effective Presentations	Ch. 6 Quiz	During Class
14.	Review of Semester Assignments	Comprehensive Written Exam	11/24/2020
15.	Master Educator Text: Achieving Learner Results	#7 Assignment Sheet	11/30/2020
16.	Final Written Review Exam over Chapters 1-6	TDLR Lesson Plan Presentation	Monday 12/10/2020