**CSME 2449 Cosmetology Instructor III-Hybrid**

**Course Syllabus:** Fall 2020



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

**Instructor: Debbie Lovelady**

**Office:** BT 102

**Phone:** 903-434-8208

**Email:** dlovelady@ntcc.edu

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| **Office** **Hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Online** |
| 11:00-1:00 AM | 11:00-1:00 AM | 11:00-1:00 AM | 11:00-1:00 AM | N/A | 11:00-1:00 AM |

***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.*

**Course Description:**

**5 Credit Hours**

The cosmetology instructor training program is a 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, submit a current health certificate, hold a current operator license, have had two years of work experience as an operator, 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. This program is approved by the Texas Department of Licensing and Regulation.

CIP: 12.0401

**Prerequisite(s):** The student must have completed and passed CSME 1534, and CSME 2514 if they have at least 1 year of verifiable salon experience, and are enrolling in the 500-hour cosmetology instructor course;

or they must have passed CSME 1534, CSME 1535, and CSME 2514 in order to take this course, if they do not have 1-year verifiable salon experience and wish to take the cosmetology instructor course.

# Student Learning Outcomes:

* Instructor students will practice giving lesson plans using various uses of technology in the classroom.
* Students will learn evaluation techniques used in cosmetology programs.
* Cosmetology Instructors will demonstrate practical applications in the classroom during this course.

# 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:

# Students will need a 3 to 4-inch binder, filler paper, assorted pens, pencils, and highlighters; flash drive for paperwork. Other working materials such as: manikin, assorted brushes and combs, spray water bottle, waterproof cape, shears, color bowl and brush, and any other working tools as preferred by the student should be obtained by the student. The department will furnish a rolling cart, and products used during the course of training.

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**PSI Exams Candidate Information Bulletin**

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# Optional Instructional Materials: None

# Minimum Technology Requirements:

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. Students must be able to create a document, and be willing to learn to create handouts, and a power point presentation during training.

**Required Computer Literacy Skills**:

Moderate computer skills required for this course. Students must be able to use a computer, know how to download and save a document, know how to create a document, and be familiar with researching items online.Student may be required to save materials to the cloud or a flash drive for use during classes.

# Course Structure and Overview:

This course will educate the cosmetology instructor students the value of how a training floor operates effectively, including the safety and sanitation requirements of those of the state of Texas. The student will review the TDLR Rules and Law Book and become very familiar with criteria required of schools and how to plan for a state compliance visit. During this course, students will learn classroom management skills and how to evaluate students.

# 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)

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

# 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.
* Horseplay, inappropriate language, distasteful jokes, and /or negative comments are not professional behaviors and are not acceptable in this course.
* Always maintain a close working relationship with the instructional staff, promote an attitude of maturity and appreciation for the business of cosmetology and the educational process.
* The use cell phones should be limited to breaks, and not used during class times or lectures. Cell phones must silent or quiet vibrate, as this is what is accepted in
* 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:
2. Maintain social distance (6ft) as much as possible
3. Wear your face covering/mask when entering buildings and in all public areas inside (hallways, bathrooms, lobbies, study areas, etc.)
4. Continuously practice hand hygiene with disinfectant and/or hand washing (recommended every 20 minutes) and utilize cough etiquette throughout your time on campus.
5. In classrooms/offices where social distancing is maintained while seated, wearing of face covering/mas is recommended but not required.
6. In classrooms/labs where social distancing is NOT possible, face covering/masks and PPE appropriate for class activities is recommended but not required.
7. 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 populations page on the NTCC website[.](http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1)

# 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.

SEE COURSE TIMELINE NEXT PAGE:

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

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| **Week**  | **Topics**  | **Assignments** | **Due Date** |
| **Week 1**06/08/2020 | **Chapter 8****Effective Classroom Management and Supervision** | Work Sheet #5List the 5 Performance Goals | August 30, 2020 |
| **Week 2**06/15/2020 | **Chapter 9****Achieving Learner Results** | List and explain the Key Terms Explain ‘Special Needs’ and ‘Accommodation Plans’ | September 6, 2020 |
| **Week 3**06/22/2020 | **Chapter 10****Program Review, Development and Lesson Planning** | Explain Curriculum DevelopmentWhat is the importance of an ‘Advisory Board’? | September 13, 2020 |
| **Week 4**06/29/2020 | **Chapter 10****Continued** | Work Sheet #6Questions 1-6 in Retrospect | September 20, 2020 |
| **Week 5**07/06/2020 | **Chapter 11****Educational Aids and Technology in the Classroom** | Describe the six Key TermsList Performance Goals and explain | September 27, 2020 |
| **Week 6**07/13/2020 | **Chapter 11****Continued** | Questions 1-6 in Retrospect | September 27, 2020 |
| **Week 7**07/20/2020 | **Chapter 12****Assessing Progress and Advising Students** | Create a Power Point Lesson for an operator class-your choice of subject and topic | October 4, 2020 |
| **Week 8**07/27/2020 | **Chapter 13****Making the Student Salon an Adventure** | Explain all of the Performance Goals listed  | October 11, 2020 |
| **Week 9**08/03/2020 | **Chapter 14****Career and Employment Opportunities** | Turn in state board lesson plan for final examination | October 18, 2020 |
| **Week 10**08/10/2020 | **Chapter 15****Methods and Processes of Teaching** | Explain all 7 of the Performance Goals listed and ‘In Retrospect’ questions 1-6 | October 25, 2020 |
| **Week 11** | **Chapter 16****Educator Relationships** | List and explain the 4 relationships of a master educatorQuestions 1-9 in Retrospect | November 1, 2020 |
| **Week 12** | **Chapter 17****Learning is a Laughing Matter** | Chapter Review Exams 1-8 | November 8, 2020 |
| **Week 13** | **Chapter 18****Teaching Success Strategies for a Winning Career** | Chapter Review Exams 9-15 | November 15, 2020 |
| **Week 14** | **Chapter 19****Teams at Work** | Chapter Review Exams16-20 | November 22, 2020 |
| **Week 15** | **Chapter 20****Evaluating Professional Performance** | Final Lesson Plan Presentation | November 29, 2020 |
| **Week 16** | **Final Semester Exams** | Comprehensive Written Exam over chapters 1-20 | December 6, 2020 |