



CSME 1534 Cosmetology Instructor I

Course Syllabus: Summer 2021

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

Instructor: Necah Posey

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	3:00-4:00pm	3:00-4:00pm	3:00-4:00pm	3:00-4:00pm	TBA	Mon-Thurs

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: Fundamentals of instructing cosmetology students.

Prerequisite(s): Valid Texas Department of Licensing & Regulation license and high school diploma/GED.

Student Learning Outcomes: Demonstrate classroom/clinic management; Differentiate teaching methodologies; identify different learning styles; and assess lesson plans.

Evaluation/Grading Policy: Grades are entered into blackboard gradebook for students to monitor. It is the STUDENT’S RESPONSIBILITY to monitor their own grades using this resource. The following grade categories will be averaged together equally to create the current course average.

Grading Categories:

Attendance, MindTap Chapter Averages, Tests, Review Question Assignments, Lesson Plan Assignments

Required Instructional Materials: Instructor students need to have a (small) kit of supplies to teach practical and theory lessons. Instructor students are issued a trolley cart to keep supplies in.

Required:

Publisher: Cengage - Milady Master Educator- MindTap (Digital Online Platform, includes online textbook)

ISBN Number: 9781337398848

Optional Instructional Materials:

Publisher: Cengage – Milady Master Educator Textbook

ISBN Number: 9781133693697

Publisher: Cengage – Milady Master Educator Exam Review Book

ISBN Number: 9781133776598

Minimum Technology Requirements: Laptop/Desktop to complete MindTap activities & blackboard assignments. Must use google chrome or Mozilla Firefox as web browser. No Chromebooks, tablets or phones can be used for MindTap or Blackboard.

Required Computer Literacy Skills: Minimal

Course Structure and Overview: This course focuses on developing teaching skills, exploring ideas and building lesson plans for diverse topics relating to cosmetology. Instructor students will also monitor/shadow current licensed instructors during theory lessons and demonstrations. Student instructors will be able to work at their own pace while in this course, by following their assignment chart.

Communications: NTCC Email, Text using Remind App, Personal Text when necessary.
*Reminder: NTCC email is the official form of communication used by the college.

Institutional/Course Policy: Student instructors are licensed individuals, therefore are held to a high standard of professionalism when in the educational environment of the lab floor/classroom. No unprofessional behavior, attitudes or language will be tolerated. Positive reinforcement and/or assistance may be given to students while under the supervision of a licensed instructor. NTCC student handbook and Cosmetology Program Handbook policies will be strictly followed at all times, as well as TDLR rules & regulations.

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.

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.

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):

Instructor Student Assignments - Summer I - Week 1-5					
<i>Assignments may be added to this list as we make our way through the semester</i>					
Week 1:	June 7 -8, 2021	MindTap Hours Goal: 5 Hours			
	Assignment Sheet - turn into basket				
	Essay - Your Decision to Become an Instructor				
	Theory Lesson over Ch. 1 from Cos. Textbook				
Week 2:	June 14 & 15, 2021	MindTap Hours Goal: 10 Hours			
	Assignment Sheet - turn into basket				
	Read: Ch. 1 The Career Instructor				
	MindTap: All Ch. 1 Activities				
	Ch. 1 Chapter Review Questions - Submit in BB				
	Practice Lesson Plan (using template) - Submit in BB				
Week 3:	June 21 & 22, 2021	MindTap Hours Goal: 15 Hours			
	Assignment Sheet - turn into basket				
	Read: Ch. 2 The Teaching Plan & Learning Environment				
	MindTap: All Ch. 2 Activities				
	Ch. 2 Chapter Review Questions - Submit in BB				
	*Prep for next week's Lesson plan (brainstorming ideas!)				
Week 4:	June 28 & 29, 2021	MindTap Hours Goal: 20 Hours			
	Assignment Sheet - turn into basket				
	Read: Ch. 3 Teaching Study & Testing Skills				
	MindTap: All Ch. 3 activities				
	Ch. 3 Chapter Review Questions - Submit in BB				
	Lesson Plan (using template): Draping - Submit in BB				
Week 5:	July 5 & 6, 2021	MindTap Hours Goal: 25 Hours			
	Assignment Sheet - turn into basket				
	* Monday July 5th is a School Holiday (No Class)				
	Read: Ch. 4 Basic Learning Styles & Principles				
	MindTap: All Ch. 4 Activities				
	Ch. 4 Chapter Review Questions - Submit in BB				

Summer Academic Calendar:

Summer	
Summer Graduation Application Opens	06/01/2021
Payment due for Summer classes	06/02/2021
First Class Day (10-Week and 1st 5-Week)	06/07/2021
Late Registration Ends 1st 5-Week Course	06/07/2021
Late Registration Ends 10-Week Course	06/09/2021
Priority Deadline for Fall Financial Aid	06/09/2021
Deadline for Summer Graduation Application	06/24/2021
Last Day to Withdraw From 1st 5-Week Course	06/30/2021
Independence Day Holiday	07/05/2021
Last Class Day/Final Exams for 1st 5-Week Course	07/07/2021
First Class Day 2nd 5-Week Course	07/12/2021
Late Registration Ends 2nd 5-Week Course	07/14/2021
Last Day to Withdraw From 10-Week Course	07/29/2021
Last Day to Withdraw From 2nd 5-Week Course	08/05/2021
Last Class Day/Final Exams for 10-Week and 2nd 5-Week Course	08/11/2021
Summer Graduation	08/13/2021