**CSME 2514 Cosmetology Instructor II - Hybrid**

**Course Syllabus:** Summer II 2021



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

**Instructor: Necah Posey**

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| **Office** **Hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Online** |
| 2:00 pm–3:00 pm | 2:00 pm–3:00 pm | 2:00 pm–3:00 pm | 2:00 pm–3:00 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.*

**Course Description:** 4 Credit Hours

A continuation of the fundamentals of instructing cosmetology students.

**Prerequisite(s):** CSME 1534, Valid TDLR License, High School Diploma

# Student Learning Outcomes:

# Demonstrate effective classroom/clinic management

# Implement teaching methodologies

# Develop lesson plans

# Evaluation/Grading Policy:

# Tests will be in MindTap, grades will be taken from each chapter in MindTap. Students will also have an attendance grade for each week based on their assignment sheets for the week, and are also given a grade for lesson plans and all other assignments. Grades are averaged together equally to create a course average. Grades can be monitored by students via the blackboard gradebook 24/7 throughout the semester. Grades will be updated weekly.

# Required Instructional Materials:

# Publisher: Barnes/Master Educator Printed Text w/ MindTap + Exam Review Book

# ISBN Number: 978-1-337-81167-5

# Optional Instructional Materials: Mobile kit with practical application tools/equipment needed to preform demonstrations for students. Books/Binder, pens, pencils for note taking. Any items that a student’s instructor will need to student-teach with.

# Minimum Technology Requirements: Laptop/Desktop computer & Wi-Fi for MindTap use.

**Required Computer Literacy Skills**: Students must be able to log into blackboard, MyEagle Portal, NTCC email, and work through the applications in MindTap successfully. Students will have to write lesson plans using Microsoft Word and also make presentations using PowerPoint (or something equivalent to it).

# Course Structure and Overview: This course is the last course for an instructor student before graduation of the instructor program. During this course, they will do more hands-on things with students and be more involved with their learning process. Instructor students will make visual presentations and create more detailed lesson plans in this course. They will also create techniques of evaluating student success and skill levels.

# Communications: Emails will be returned in 24 hours.

# \*Reminder: NTCC email is the official form of communication used by the college.

# Institutional/Course Policy:

# Missed assignments may be made up with instructor approval. It is up to the student to contact the instructor if they miss a test to request a makeup exam. Students must login to MindTap, do all required assignments, and accrue required hours of log in participation time (5 hours per week).

If a student wishes to drop courses, it is the student’s responsibility to drop themselves from the cosmetology program courses through the admissions office.

The cosmetology course is designed to train individuals to be able to enter the field of Teaching cosmetology upon receiving their license, for a student to be completely ready to enter the world of teaching, student must display a professional maturity and appearance, which is required during training throughout the course. Students should dress and behave in a professional manner at all times.

Cell phones have become a part of our lives; *however,* we cannot let them take over our day. Vital information will not be heard if a student is using a cellphone during class. Cell phones should only be used during break.

* Students must come to class with all the necessary materials, tools, and supplies as needed daily.
* Fighting between students, and/or inappropriate interaction between students/instructor is not allowed-students will be immediately dropped from this course if a student initiates or takes any part in a violent episode or behavior. NTCC Security will be called and the student will be escorted from the campus, along with their possessions.
* A professional and positive attitude of good will and helpfulness is a requirement for a professional entering the career world and is required during training in this course.

Failure to adhere to the course guidelines/Cosmetology Student Handbook will be just cause for discipline action such as 1st Offense-verbal or written warning, 2nd Offense-Write Up, suspension from class for 3 days, 3Rd Offense-suspension or drop from the course

**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[.](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.

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

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| **Instructor Student Assignments - Summer II - Week 6-10**  |
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| *Assignments may be added to this list as we make our way through the semester* |
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| **Week : 6** | July 12 & 13, 2021  | MindTap Hours Goal: 30 Hours  |  |  |  |
| **CH. 5 - Basic Methods of Teaching & Learning**  |  |  |  |  |
| **Read Chapter 5 & make notes**  |  |  |  |  |  |  |
| Assignment Sheet - turn into basket |  |  |  |  |  |
| MindTap: All Ch. 5 Activities  |  |  |  |  |  |  |
| Teaching Methods Assignment (see in BB & submit)  |  |  |  |
| CH. 5 In Retrospect Questions (submit in BB)  |  |  |  |  |
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| **Week 7:**  | July 19 & 20, 2021 | MindTap Hours Goal: 35 Hours  |  |  |  |
| **Ch. 6 - Communicating Confidentely**  |  |  |  |  |  |
| **Read Chapter 6 & make notes**  |  |  | \* Mock School Inspection this week  |
| Assignment Sheet - turn into basket |  |  |  |  |  |
| MindTap: All Ch. 6 Activities  |  |  |  |  |  |  |
| CH. 6 In Retrospect Questions (submit in BB)  |  |  |  |  |
| Lesson Plan (student choice)  |  |  |  |  |  |  |
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| **Week 8:**  | July 26 & 27, 2021  | MindTap Hours Goal: 40 Hours  |  |  |  |
| **Ch. 7 - Effective Presentations**  |  |  |  |  |  |
| **Read Chapter 7 & make notes**  |  |  |  |  |  |  |
| Assignment Sheet - turn into basket |  |  |  |  |  |
| MindTap: All Ch. 7 Activities  |  |  |  |  |  |  |
| CH. 7 In Retrospect Questions (submit in BB)  |  |  |  |  |
| PowerPoint Presentation - Theory Lesson of choice - Submit in BB |  |  |
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| **Week 9:**  | Aug. 2 & 3, 2021  | MindTap Hours Goal: 45 Hours  |  |  |  |
| **Ch. 8 - Effective Classroom Management & Supervision** |  |  |  |
| **Read Chapter 8 & make notes**  |  |  |  |  |  |  |
| Assignment Sheet - turn into basket |  |  |  |  |  |
| MindTap: All Ch. 8 Activities  |  |  |  |  |  |  |
| CH. 8 In Retrospect Questions (submit in BB)  |  |  |  |  |
| Lesson Plan (student choice)  |  |  |  |  |  |  |
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| **Week 10:**  | Aug. 9 & 10, 2021  | MindTap Hours Goal: 50 Hours  |  |  |  |
| **Ch. 9 - Achieving Learner Results**  |  |  |  |  |  |
| **Read Chapter 5 & make notes**  |  |  |  |  |  |  |
| Assignment Sheet - turn into basket |  |  |  |  |  |
| MindTap: All Ch. 9 Activities  |  |  |  |  |  |  |
| CH. 9 In Retrospect Questions (submit in BB)  |  |  |  |  |