

**RANGER COLLEGE COSMETOLOGY INSTRUCTOR PROGRAM
COURSE SYLLABUS**

PROGRAM: Cosmetology Instructor II
COURSE TITLE: Instructional Theory & Clinic Management
COURSE NO. **CSME 2445**
HOURS: 2 Lecture, 6 Lab, 4 Credits
CLASS HOURS: 8:00 AM - 5:00 PM, Mon-Thurs. 8:00 AM – 1:00 PM on Fridays
(Saturdays if needed- example: bad weather days) Summer Hours:
8:00 am – 6:00 pm Mon-Thurs (Fridays if needed)

OFFICE TELEPHONE: (325) 646-0022

Program Director/Instructor:

Name: Wendy Herrod
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Office Hours: 9:30 till 4:00 by Appointment

I. CATALOG DESCRIPTION: This course will be conducted in a cosmetology lab setting with hands-on experience. The student instructor will be exposed to classroom management and practical application management. They will also learn goal management, teamwork and communication skills.

II. REQUIRED BACKGROUND: Pre/Co-requisite:
High School Diploma or GED
A Valid TDLR Cosmetology license
Meet all college requirements

II. TEXTS, OTHER REFERENCES MATERIALS:
Milady's Standard Cosmetology, Thomson Delmar Learning 2016
Milady's Master Educator Student Course Book, 2014,2009, 2001 Milady
TDLR, Cosmetology laws and Rules Book, latest edition

IV. METHODS OF INSTRUCTION: This course will be conducted in a cosmetology lab setting with hands-on experience. Sanitary procedures, in conjunction with various services offered in a salon. The activities during the class will include lecture and audio-visual aids and demonstrations by the student instructor.

V. METHODS OF EVALUATION:

Individual practical performances with attendance, dress and attitude included: 50%
Written unit tests..... 25%
Final written and practical exams..... 25%

A = 90-100

B = 80-89
C = 70-79
D = 60-69
F = 0-59

VI. MAKE-UP EXAMINATIONS

All weekly tests are to be taken in theory class time periods. Students must make up test upon re-entering the FIRST day of class after the absence. One make-up test only, others will be graded as "0". Semester final practical examinations will be made up at the instructor's discretion and convenience.

VII. ATTENDANCE REQUIREMENTS/ DROP POLICY

There are extra clock hours in excess of the 750 hours required by TDLR. Regular attendance is a must for students to complete the course. He/she will have to pay for make up hours if hours are not completed. Students may be dropped from program for too many days missed if it causes the student to fall behind in hours. For additional attendance requirements and drop policy see cosmetology handbook.

VIII. COURSE/CALENDAR

Week 1	Orientation, Syllabus, Guidelines and introductions to books. Safety and Sanitation. Chapter 9, Part I– Achieving Learning Results, Chapter 10, Part I– Program Development & Lesson Planning
Week 2	Chapter 11, Part I– Educational Aids & Technology in the Classroom
Week 3	Chapter 12 Part I– Assessing Progress & Advising Students
Week 4	Chapter 13, Part II – Making the Student Salon an Adventure
Week 5	Chapter 14, Part II – Career & Employment Preparation
Week 6	Chapter 15,Part II – The Art of Retaining Students
Week 7	Chapter 16, Part III – Educator Relationships
Week 8	Chapter 17, Part III – Learning is a Laughing Matter
Week 9	Chapter 18, Part III – Teaching Success Strategies for a Winning Career
Week 10	Chapter 19, Part III – Teams at Work
Week 11	Chapter 20, Part III – Evaluating Professional Performance
Week 12	REVIEW AND FINALS

Tests on Fridays (Instructor may change)

IX. COURSE/CLASSROOM POLICIES

Students are expected to take responsibility in helping to maintain a classroom that is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, students are **prohibited from using cell phones, beepers or any other electronic devices, making offensive remarks, reading material not related to class, sleeping or engaging in any other forms of distraction.** Inappropriate behavior in the classroom shall result, at a minimum, in a **request to leave class and/or clock out.** A more detailed list of inappropriate behaviors is found in the current cosmetology handbook.

X. LEARNING OBJECTIVES

Chapter 17, Part III – Learning is a Laughing Matter

Chapter 18, Part III – Teaching Success Strategies for a Winning Career

Chapter 19, Part III – Teams at Work

Chapter 20, Part III – Evaluating Professional Performance

XI. COURSE COMPETENCIES:

Upon completion of this course, the student will have basic knowledge:

1. Understand reading and study skills.
2. Understand the different strategies for effective studying.
3. How to teach testing skills and explain why they are important.
4. Understand the importance of having student self-assessment.
5. Understand the steps of a team building process.
6. Learn communication skills and the barriers to communication.
7. Identifying your communication style.
8. Know how to communicate with coworkers and managers.

XI. SCAN COMPETENCIES:

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems and Technology, and foundation skills in the areas of Basic Skills, Thinking Skills and Personal Qualities. For application of specific SCANS competencies and skills in this course, this course is part of a program in which each of these competencies and

skills are integrated. For application of specific SCANS competencies and skills in this course-(1) Reading (2) Writing (3) Arithmetic or Math (4) Speaking and Listening (5) Thinking Skills (6) Personal Qualities (7) Work Place Competencies (8) Basic use of Computers and Competencies required to enter employment.

XII. ADA STATEMENT

Ranger College provides a variety of services for students with learning and/or physical disabilities. The student is responsible for making the initial contact with the Ranger College Counselor. It is advisable to make this contact **before** or **immediately** after the semester begins.

XIII. NON-DISCRIMINATION STATEMENT:

Admissions, Employment, and Program Policies of Ranger College are non-discriminatory in regard to Race, Creed, Color, Sex, Age, Disability, and National Origin.