

INSTRUCTOR COURSE OUTLINE

TEXTS: Milady's Master Educator Student Course Textbook
Milady's Master Educator Student Exam Review

COURSE DESCRIPTION: The primary purpose of the instructor course is to train the student in basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in job entry level positions as an instructor or related career avenue. The course is a 1000 clock hour course.

COURSE OBJECTIVES: Upon completion of the course of training and all course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, poise and effective communication skills.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and Audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current educational practices for career development as a teacher and to maintain professional proficiency in cosmetology and related fields.

EVALUATION: of achievement in a given subject is the official responsibility of the assigned instructor, grading of achievement is based upon predetermined criteria, which are announced to the students at the beginning of the course.

GRADING: Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% or greater and pass a written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Written:	93-100	EXCELLENT	Practical:	4	EXCELLENT
	85-92	VERY GOOD		3	VERY GOOD
	75-84	SATISFACTORY		2	SATISFACTORY
	BELOW 75	FAILING		1	FAILING

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student

participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

INSTRUCTOR COURSE UNITS

<u>SUBJECT</u>	<u>HOURS</u>
THEORY	150
Limited to orientation, state laws, regulations, professional image and conduct, first aid, job seeking, compensation packages, payroll deduction, fundamentals of business management, ethics, principles of learning, teaching maturity, student learning principles	
INTRODUCTION TO TEACHING & CURRICULUM	120
Preparation, presentation, application, testing, lecture, workbooks, demonstrations, return demonstrations, discussion, question and answer, projects, field trips	
COURSE DEVELOPMENT AND LESSON PLANNING	150
Planning, analysis, implementation, benefits, outline, examples of lesson plans, components of effective lesson plans, principles of lesson plans.	
TEACHING AIDS (used in classroom student teaching)	60
Film or videos, charts, mannequins, reference materials, chalkboard, overhead projectors and transparencies.	
TESTING AND STUDENT EVALUATION	120
Measurement of student ability/achievement, diagnosis of student weaknesses, motivation for study, oral and written testing.	
THEORY TEACHING AND CLASSROOM MANAGEMENT	150
Independent classroom instruction, records and reports, safety measures, classroom conditions and maintenance, class supervision and control, classroom problems and solutions.	
LABORATORY SUPERVISION	250
Independent clinic supervision, client communications/receptions desk, inventory control, effective dispensary procedures, supervision of clinic sanitation/client safety, technical skills ability.	
TOTAL HOURS	1000

The above hour requirements must be met in each category in addition to all other licensing requirements to be eligible for the state licensing examination.