

## 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 matters 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.

**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 for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Written:	90-100	EXCELLENT	Practical:	90-100	EXCELLENT
	80-89	VERY GOOD		80-89	VERY GOOD
	70-79	SATISFACTORY		70-79	SATISFACTORY
	BELOW 70	FAILING		BELOW 70	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 AND HOURS**

SUBJECT	HOURS
<b>ORIENTATION</b>	<b>60</b>
<p>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</p>	
<b>INTRODUCTION TO TEACHING &amp; CURRICULUM</b>	<b>120</b>
<p>Preparation, presentation, application, testing, lecture, workbooks, demonstrations, return demonstrations, discussion, question and answer, projects, field trips</p>	
<b>COURSE DEVELOPMENT AND LESSON PLANNING</b>	<b>330</b>
<p>Planning, analysis, implementation, benefits, outline, examples of lesson plans, components of effective lesson plans, principles of lesson plans.</p>	
<b>COSMETOLOGY LAW</b>	<b>90</b>
<p>Cosmetology school management and record keeping</p>	

**TEACHING – ASSISTING IN THE CLASSROOM AND CLINIC**

**150**

Independent classroom instruction, records and reports, safety measures, classroom conditions and maintenance, class supervision and control, classroom problems and solutions.

**PRACTICE TEACHING – CLASSROOM AND CLINIC**

**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**

**Overtime Charges:**

Each course/program has been scheduled for completion in an allotted amount of time. A grace period of 10% has been added to each program's calculated completion date. If a student does not graduate within the contract period, any additional training will be billed at the hourly rate of \$9.00 per hour.

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.