



GRAYSON COLLEGE

Course Syllabus

Course Information

CSME 1535 Orientation

Type of Course/Delivery Mode/Testing Requirements

In classroom theory/MindTap/in retrospect / lesson plans / test required after each chapter

Professor Contact Information

Professor name: Monsita Powell, powellmon@grayson.edu/ Phone (903) 415 - 2589/office hours, Monday – Thursday 8:00a.m. - 3:30p.m.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Access to the Internet, knowledge of computer operation and Canvas. To have current Cosmetology Operators Licenses, or Nail Tec. Licenses, or Esthetician License

COURSE DESCRIPTION:

An overview of the skills and knowledge necessary for the instruction of cosmetology students.

(2-5-4). The fundamentals of instructing cosmetology students. Prerequisite: Valid Texas Department of Licensing and Regulation license and High School Diploma or GED. (176 contact hours)

LEARNING OUTCOMES:

Identify the laws and rules of the state licensing agency; explain teaching methodologies and lesson plan development.

Required Textbooks and Materials

Master Educator 3rd Edition; Milady Publishing, 5 Maxwell Drive, Clifton Park, NY 12065 - 2919 (ISBN # 13:978 -1 – 133 -69369 - 7) Textbook and MindTap Bundle (ISBN # 9781337811682) and TDLR rules and regulations book

Outline of Topics Covered

Dates, topics, and sequence of instruction are subject to change. Changes will be announced in class in a timely manner.

- The Career Education Instructor
- The Teaching Plan and Learning Environment
- Teaching Study and Testing Skills
- Basic Learning Styles and Principles
- Basic Methods of Teaching and Learning
- Communicating Confidently
- Effective Presentations
- Effective Classroom Management and Supervision

All Test and Final Exam will be given in MindTap

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

		Topics, Readings, Assignments, Deadlines
	Weeks 1-8 for 500 hrs.	500/ 750 Hrs. Orientation on school policies
	Weeks 1-6 for 750 hrs.	Assist Instructor with beginner students Assist Instructor with beginner student's folder for TDLR
		Assist Instructor with beginner students Complete homework assignment MindTap activities Chapter 1 part 1 test,
		Prepare a lesson plan #1 Complete homework assignment MindTap activities Chapter 2 part1 test,
		Prepare a lesson plan #2 Complete homework assignment MindTap activities

		Topics, Readings, Assignments, Deadlines
		Chapter 3 part1 test,
		Teach classroom theory on the current chapter in Milady's Textbook Chapter 4 part 1
	750 hrs.	Chapter 5 part 1 Unit Test Chapter 1 - 5 part 1 Quota sheet 1535
	500 hrs.	Chapter 6 part 1
	500 hrs.	Unit Test Chapter 1-6 part 1 Quota sheet 1535

Methods of Evaluation

The student will be evaluated on the basis of his/her achievement in the classroom and the lab. The types of tests include both objective and subjective.

Grading Policy:

All Test and Presentation – 50%

Quota Sheet – 20%

Attendance – 20%

Assignments – 10%

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 65 – 69

F = 64

In addition to the clock hours required by Texas Department of Laws and Regulations, Grayson College Cosmetology policy is that students are expected to achieve satisfactory completion of practical's, exams, and assigned homework in a timely manner. Therefore, at the end of, 8th week, we will look over your progress and review your status. **Students will then be evaluated and will be removed from the program IF not passing with a “D”** For summer at the end of 4 weeks, we will look over your progress and review your status.

Methods of Instruction:

- A. Methods of instruction include: lecture, discussion, demonstration, and student performance.
- B. The student is required to read text assignments listen and participate in class discussions and complete required laboratory assignments.
- C. Instructional aides include: Audiovisuals, demonstrations on Manikins, and Charts.

SCHOOL SUPPLIES:

1. Three-ring Zippered Binder
 2. Notebook and Loose-Leaf Paper (which will go inside the binder)
 3. Pencils and Pens
 4. Tab/Subject Dividers
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Course & Instructor Policies

Reading Assignments: Students are required to read the assigned chapters and complete the MindTap activity on a weekly basis.

LESSON PLANS: Student are required to write six lesson plans until they have mastered it. Students are to use the Lesson Plan format found in Canvas. Student will present an oral presentation alone with a written lesson plan to be graded by faculty and student. Lesson Plans are due each Monday by class time.

Make-up Test

All make-up tests will be the student's responsibility. Legal documentation must be brought by the student in order to permit a make-up test the day the student returns to school.

CLASS ROOM DEMONSTRATION: Student will shadow instructor. Student will demonstrate practical skills for beginner students.

STUDENTS RESPONSIBLY: Student's responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. The students are responsible for completing all assignments, test, video, power point, and their own theory. Now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention and follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Class Attendance

School begins at 8:00 am for early morning, and 1:00 p.m. for High School Students. Students must attend theory class to take the chapter test and receive personal service. 8:00am Day **students will not be allowed to "clock-in" after 8:30 am. Student instructors will have to present a class schedule (the days and hours you expect to attend) must complete assigned hours within the allotted time. If you cannot make the late clock in time of 8:30, then you must wait until 12:00 pm not early or later.**

This for emergencies only with a professional note. Do not abuse this. If absent more than three (3) days before census date, you will be dropped a course.

Academic success is closely associated with regular classroom attendance and course participation.

All successful students, whether on campus or online, are expected to be highly self-motivated.

All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Cosmetology Department Hours

Day students - 8:00am – 3:30pm
High School students - 1:00pm – 5:00pm

Attendance is very important for many reasons:

1. Missed instruction is hard to repeat.
2. Your hours are a part of your grade.
3. This is a clock hour program.
4. Missed hours must be made up

Student Conduct & Discipline

The Counseling Statement is a written record of the verbal warning to identify behavioral incidents. **Your verbal warning is given at orientation.** Failure to attend orientation is grounds for dismissal from program. Instructors and students will sign this document and it will become a part of the student's file.

The Written Warning is an official notification that the student has demonstrated one or more areas of behavioral incidents that must be corrected. If a student has previously been issued a written warning, the second written warning will result in suspension from the program. The student is required to sign that he/she has received and read the written warning and understands its contents. The written warning will be placed in the student's

file. THE NEXT SUSPENSION IS FROM THE PROGRAM. A STUDENT MUST SIT OUT UNTIL THE NEXT SEMESTER TO RE-ENROLL.

Dismissal from Program – The student who has received:

1. Verbal Warning.
2. Written Warning will go home for the day
3. Second written warning goes home for two days
4. Three days suspension for third write up and if incident continues dismissal from program.

Appearance

1. Look Professional.
2. Female students are required to have their hair done and make-up on before clocking in.
3. Male student will be appropriately groomed before clocking in.
4. Students will not put on make-up or style their hair on school time.
5. No hats, caps, or doo rags

Dress code

1. Black scrubs only
2. No undershirts, other than black or white. No hooded shirts or jackets. No sweaters or jackets other than black or white.
3. Jeans must be BLUE, hemmed and have no holes, or worn spots. Worn on FRIDAY only.
4. No open toes, side or heels and no holes in shoes. TENNIS SHOES ONLY

Cell Phones

1. No cell phones are allowed.
2. If an instructor sees or hears a cell phone for any reason then you will be written up.
3. You must clock out to use your phone for any reason, even an emergency.
4. Desk phone can be used, no personal calls unless it is an emergency and you must be off the clock.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material. Any student who is found to have plagiarized on ANY assignment will be subject to the consequences listed in this section. Excuses of "I didn't know" or "I didn't understand" will not be accepted. Once again, if you do not understand what plagiarism is, please ask. Students who are caught submitting plagiarized material or who have engaged in collusion on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty. Students who are caught cheating on any course assignment or exam will receive an "F" in the course.

Drug Testing

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can affect judgment and reflexes which can create unsafe conditions for students, instructors, especially client. Drug – using students participating on the clinical floor or giving service to each other, and themselves, and may make injurious errors. For these reasons, the cosmetology has adopted a policy that all students enrolled in the cosmetology program must remain substance – free for the safety of our students, instructors and clients.

Our campus is drug free; no use of illegal drugs will be tolerated IMMEDIATE DISMISSAL FROM THE PROGRAM.

Random drug testing in the cosmetology department does have the right to do random drug testing. We will exercise this right as it becomes necessary to ensure the safety of everyone at the expense of the student, not the college.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color,

disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans' status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
 - Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
 - Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
 - Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
 - GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
 - GC Counseling Center: (903) 463-8730
 - For Any On-campus Emergencies: 911
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**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor.

** Grayson College campus-wide student policies may be found at the following URL on the College website:

<https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>