

OLYMPIAN ACADEMY OF COSMETOLOGY

COURSE OUTLINE: Instructor

SOC: 25-1194 / CIP: 12.0413

DESCRIPTION: The primary purpose of the Instructor Course is to train the student in the 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 employment as an Instructor or related career avenue.

OBJECTIVES: Upon completion of the 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 and effective communications skills and visual poise.
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 information related to techniques, communications skills and teaching methodologies to improve teaching skills.

FORMAT: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of demonstration and student participation. Student Instructors will demonstrate their level of competency through completion of required classroom and clinic student teaching activities. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

REFERENCES: Students follow Milady's Master Educator Student Course Book. 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.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. 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 set forth in the Practical Skills Evaluation Criteria. Students must maintain a theory grade average of 75% and complete of all written and practical requirements including the final written and practical examination with passing score prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

91 – 100 Excellent 75 – 80 Satisfactory
81 – 90 Above Average below 75 Unsatisfactory

1000 HRS | SUBJECT/ UNIT

Instructor Curriculum

75 THEORY - CLASSROOM INSTRUCTION: Limited to Orientation, Licensing Requirements, State Laws and Regulations, Organizational Requirements, Professional Image, First Aid, Career and Employment Information, Job Seeking, Professional Ethics, Effective Communications and Human Relations, Compensation Packages and Payroll Deductions, Principles of Teaching, Teacher Maturity, Student Learning Principles and Academic Advising

The following subjects include related theory, anatomy, physiology, preparation, skill procedures, practices, products, materials, implements, hair analysis, client consultation/Record keeping and safety and review of practitioner course content.

100 COURSE DEVELOPMENT AND LESSON PLANNING: Planning, Analysis, Implementation, Benefits, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Principles of Teaching, Learning and Preparing Lesson Plans and Course Review

100 TEACHING METHODOLOGY: Preparation, Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects and Field Trips

50 TEACHING AIDS (Use in classroom student teaching): Ims or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies

200 THEORY TEACHING AND CLASSROOM MANAGEMENT: Independent Classroom Instructing, Administrative Responsibilities, Records and Reports Management, Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions and Academic Advising

50 TESTING AND STUDENT EVALUATION: Assessment or Measurement of Student Ability/Achievement/Learning, Diagnosis of Student Weaknesses, Student Motivation for Study and Learning, Oral and Written Testing, Evaluation of Overall Progress, Development and Use of Testing/Measurement Instruments

300 LABORATORY SUPERVISION: Independent Clinic Supervision, Client Communications, Reception Desk, Inventory Control, Effective Dispensary Procedures, Supervision of Clinic Sanitation, Client Safety and Technical Skills Ability

125 MISCELLANEOUS: Fundamentals of Business Management; Remaining hours to be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

1000 TOTAL HOURS

The above hour requirement must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The portion of creative preference hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.