REID STATE TECHNICAL COLLEGE

COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

FALL SEMESTER 2017

I. COURSE PREFIX, NUMBER, TITLE
   CIT 211: Teaching and Curriculum Development

II. COURSE HOURS
   • 3 Theory Credit Hours
   • 3 Course Contact Hours

III. CLASS MEETING DATES/TIMES/LOCATION
   Tuesday 8:25A-11:05 A Building 600

IV. CLINICAL DATES/TIMES/LOCATION
   None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION
   Instructor: Shirley Johnson
   Email: sjohnson@rstc.edu
   Phone: (251) 578-1313 ext.139
   Office Hours: Mon-Thur 3:15P- 4:00P Fri 7:30A-11:00A
   Office Location: Building 600

   Instructor will be available for individual help session as stated on posted office hours. Students are encouraged to make an appointment. Help sessions can be scheduled during and after classes.
VI. COURSE DESCRIPTION:

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

VII. PREREQUISITE: None

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

Copyright Edition
Milady's Master Educator, 3rd Edition
3 Ring Notebook Binder
Pen, paper, highlighter

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

- Demonstrate professional traits of cosmetology instructors.
- Demonstrate organizational skills as professional cosmetology instructors.
- Develop and deliver a lesson plan.
- Comprehend techniques to improve classroom management.
- Comprehend techniques for creating an environment that facilitates student learning motivation.

INSTRUCTIONAL GOALS

- **Cognitive** – Comprehend principles and concepts related to teaching and curriculum development.
- **Psychomotor** – Apply principles of teaching and curriculum development.
- **Affective** – Value the importance of adhering to policy and procedures related to teaching and curriculum development.
STUDENT OBJECTIVES
Condition Statement: Unless otherwise indicated, evaluation of student’s attainment of objectives is based on knowledge gained from this course. Specifications may be in the form of, but not limited to, cognitive skills diagnostic instruments, manufacturer’s specifications, technical orders, regulations, national and state codes, certification agencies, locally developed assignments, or any combination of specifications.

STUDENT LEARNING OUTCOMES

MODULE A – THE ROLE OF THE PROFESSIONAL COSMETOLOGY TEACHER

<table>
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<tr>
<th>PROFESSIONAL COMPETENCIES</th>
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<tbody>
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<td>A1.0 Demonstrate professional traits of cosmetology instructors.</td>
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<td></td>
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</tr>
<tr>
<td>A2.0 Demonstrate organizational skills as professional cosmetology instructors.</td>
<td>A2.1 Maintain an organized teaching and learning environment.</td>
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LEARNING OBJECTIVES

A1.1.1 Explain common duties and responsibilities of instructors.
A1.1.2 Describe elements of a positive attitude.
A1.1.3 State the importance of a positive attitude.
A1.1.4 Describe proper relationships with other faculty and students.
A1.1.5 Identify key elements of the cosmetology ethics code.
A1.1.6 State the importance of the Cosmetology ethics code.
A1.1.7 Explain sanctions that can be imposed if the code is violated.
A1.1.8 Explain various traits of a professional instructor.
A1.1.9 List the expectations of professional conduct.
A1.1.10 Explain the importance of maintaining a positive attitude.
A1.1.11 Explain elements of effective communication.
A1.1.12 Explain how to overcome barriers to communication.
A1.1.13 Describe positive work ethic.
A1.1.14 State the importance of maintaining a positive work ethic.
A2.1.1 Describe methods to maximize use of time.
A2.1.2 Describe methods to manage a dynamic clinic.
A2.1.3 Explain the importance of following local instructional organization policies

**MODULE A OUTLINE:**

- Teaching roles
  - Duties and responsibilities
  - Positive example
  - Relationship with instructors and students
  - Cosmetology ethics code
- Instructor traits
  - Maturity
  - Self-motivation
  - Professional conduct
  - Attitude
  - Communication skills
  - Work ethic
- Getting organized
  - Time management
  - Classroom management skills
  - School policies
  - Following instructions

**MODULE B – BASIC LESSON PLANNING**

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| B1.0 Develop and deliver a lesson plan. | B1.1 Develop a lesson plan.  
**NOTE:** Faculty may chose the specific type of lesson plan for students to develop.  
B1.2 Conduct a class using a lesson plan previously developed by the student. |

**LEARNING OBJECTIVES**

- B1.1.1 Explain the elements of a complete curriculum.
- B1.1.2 Describe common information found on a syllabus.
- B1.1.3 Describe the elements of effective learning objectives.
B1.1.4 Differentiate between a properly written and poorly written objective.
B1.1.5 Describe various methods to evaluate student’s knowledge and performance.
B1.1.6 Describe various types of lesson plans and their proper use.
B1.1.7 Explain the importance of a lesson plan.
B1.1.8 Explain the importance of audio-visual support.
B1.1.9 Describe the characteristics of effective audio-visual support.
B1.1.10 Explain policies and procedures for student management and record keeping.

MODULE B OUTLINE:

- Curriculum development
  - Syllabus
  - Writing objectives
  - Testing and evaluation
  - Lesson planning value and types
  - Audio-visual support
- Organization requirements
  - College requirements
  - State board of cosmetology laws and regulations
- Student record keeping

MODULE C – TEACHING CHALLENGES

MODULE DESCRIPTION –

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<td>C1.0 Comprehend techniques to improve classroom management.</td>
<td>C1.1 This competency is measured cognitively.</td>
</tr>
<tr>
<td>C2.0 Comprehend techniques for creating an environment that facilitates student learning motivation.</td>
<td>C2.1 This competency is measured cognitively.</td>
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LEARNING OBJECTIVES
C1.1.1 Identify common barriers to learning.
C1.1.2 Describe methods to overcome barriers to learning.
C2.1.1 Identify characteristics of various learning styles.
C2.1.2 Match instructional techniques to specific learning styles.
C3.1.1 Identify characteristics of various teaching methods.
C3.1.2 Describe effective questioning techniques.
C3.1.3 Identify the elements of various types of lesson plans.
C3.1.4 Explain characteristics of a properly setup learning environment.
C4.1.1 Explain the importance of motivation and learning.
C4.1.2 Describe various methods to facilitate student motivation.

MODULE C OUTLINE:

- Teaching challenges
  - Common barriers to learning
  - Overcoming barriers
- Learning styles
  - Visual
  - Auditory
  - Kinesthetic
- Teaching methods
  - Lecture
  - Demonstration
  - Small group interaction
  - Questioning techniques
  - Role playing
  - Other
- Learning environment setup
- Motivating students
X. EVALUATION AND ASSESSMENT

1. Written Evaluations
2. Assignments as indicated by instructor.

Written Evaluations 70%
Assignments/Work Ethics 30%
Total Grade 100%

GRADING SCALE:

A = Excellent 100-90
B = Good 89-80
F = Failure 79 or Below

Notice:  The Alabama Board of Cosmetology & Barbering requires a score of **80** for licensure.

A grade of W will be assigned to any student who officially withdraws from the college or a particular course if he or she withdraws by the midpoint of the semester as published in the college calendar.

A grade of I will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of I must be cleared by the end of the following semester or a grade of F will be assigned.

Guidelines for Testing and Grading:

**IMPORTANT**

- Exams and/or assignments missed due to a student’s **excused** absence will be make-up.
- The student must notify the instructor in the event of an absence by email.
- **Proper documentation must be dated the day of absence.** (Dr. Excuse, court document, etc.)
- Make-up exams and/or assignments must be taken the day the student return to that scheduled class. Proper documentation must be provided before or on the day the student returns.
- Make-up exams and/or assignments will be given at the end of the day beginning at 2:30 p.m.

**It is the student’s responsibility** to make sure missed exams and/or assignments are completed in the manner stated above.

**It is the student’s responsibility to read all chapters assigned in the course.**
Time and date will be given for Final Exam. If the student is not prepared or on time, the Final Exam grade will result in 0. If Final Exam is missed due to prior doctor’s recommendation, hospitalization or court referral, a grade of I will be given until exam is taken.

**REQUIRED THEORY ASSIGNMENTS**

All required assignments are due upon request of the instructor. If assignments are not turned in by requested time or date, a grade of 0 will be given. Assignments missed due to a student’s absence will be accepted if the absence is excused. **10 point deduction applies.**

**Remediation Guidelines:**

The Alabama Board of Cosmetology & Barbering requires a score of 80 for licensure. The student will be required to remediate on all missed items on a test. A test score **below 80 is considered a failing score.**

**Important Note:** Refer to Cosmetology Student Handbook for department policies.

**XII. ATTENDANCE**

a. Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance should formally withdraw from that class. The student should see their advisor to complete the withdrawal form and the Registrar’s Office will process the withdrawal. Withdrawal from class can prohibit progression in the Cosmetology Instructor Training Program. Any student who fails to withdraw or discontinues class attendance will receive a grade of F due to missed evaluations and assignments.

b. The Cosmetology Instructor Training Program subscribes to the philosophy that academic success derived by students is directly proportional to their class attendance. There is a high correlation between the number of absences and the final grade. Attendance will be recorded from the first day of the student’s official enrollment. A student is considered officially enrolled upon payment of tuition and fees. The instructor is not required to notify the student when the student is in danger of being excessively absent, nor is the instructor required to review any material missed as a result of the student being absent. Students in courses will be reported if they have missed 5 consecutive class meetings for unofficial withdrawal.
c. The Cosmetology Instructor Training Program is a clock hour program. The student must complete 930 hours in order to apply for the Alabama Board of Cosmetology & Barbering Licensure Examination.

d. Any student who does not attend class during the drop/add period will be considered a no-show. It is the student’s responsibility to keep track of the exact number of absences in each class to ensure that any missed assignments are completed in a timely manner.

XIII. STATEMENT ON DISCRIMINATION/HARASSMENT

The College and the Alabama Community College System are committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XIV. AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student’s responsibility to provide appropriate disability documentation to the College.

Please contact the ADA representative.

For students requesting special accommodations, please contact:

Dr. Tangela Purifoy
P.O. Box 588
Evergreen, AL 36401
251-578-1313 Ext. 151
tpurifoy@rstc.edu

XV. COURSE CALENDAR

WEEK

1  Course Orientation Safety and Sanitation
2  Chapter 1: The Career Education Instructor
3  Chapter 2: The Teaching Plan and Learning Environment
4  Chapter 3: Teaching Study and Testing Skills
Chapter 4: Basic Learning Styles and Principles
Chapter 5: Basic Methods of Teaching and Learning
Chapter 6: Communicating Confidently
Review Chapter 1
Review Chapter 2
Review Chapter 3
Review Chapter 4
Review Chapter 5
Review Chapter 6
Assignment
Assignment
Final Exam

Note: Course calendar schedule may change due to student events or activities. Evaluations and or assignments will be administered as assigned by instructor.
XVI. STUDENT ACKNOWLEDGEMENT FORM

I have received the syllabus for CIT-111 and I understand the contents therein. I understand the grading scale of this program and must score at least 80 in the course to pass. I also understand the Cosmetology Instructor Training Program’s hours, department policies and dress code as stated in the Cosmetology Student Handbook.

___________________________________
Student’s Signature

____________________________________
Date
REID STATE TECHNICAL COLLEGE
COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

FALL SEMESTER 2017

I. COURSE PREFIX, NUMBER, TITLE

CIT 213: Cosmetology Instructor Co-Op

II. COURSE HOURS

- 9 Lab Credit Hours
- 3 Course Credit Hours

III. CLASS MEETING DATES/TIMES/LOCATION

Tuesday  11:10A-3:10P    Building 600
Wednesday 7:30A-12:00P

IV. CLINICAL DATES/TIMES/LOCATION

None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Instructor: Shirley Johnson
Email: sjohnson@rstc.edu
Phone: (251) 578-1313 ext.139
Office Hours: Mon-Thur 3:15P-4:00P  Fri 7:30A-11:00A
Office Location: Building 600

Instructor will be available for individual help session as stated on posted office hours. Students are encouraged to make an appointment. Help sessions can be scheduled during and after classes.
VI. COURSE DESCRIPTION:

The course provides students with additional opportunities to observe instructors and develop teaching materials and skills.

VII. PREREQUISITE: None

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

*Copyright Edition*
Milady's Master Educator, 3rd Edition
3 Ring Notebook Binder
Pen, paper, highlighter
Cosmetology tools and supplies

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

- Demonstrate communication skills.
- Demonstrate student assessment.
- Demonstrate appropriate teaching methods while assisting student in the lab.
- Develop teaching materials and skills.

STUDENT OBJECTIVES

**Condition Statement:** Unless otherwise indicated, evaluation of student's attainment of objectives is based on knowledge gained from this course. Specifications may be in the form of, but not limited to, cognitive skills diagnostic instruments, manufacturer's specifications, technical orders, regulations, national and state codes, certification agencies, locally developed assignments, or any combination of specifications.

STUDENT LEARNING OUTCOMES

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LEARNING OBJECTIVES

**NOTE:** Learning objectives for this module are measured as part of CIT 212 – Teaching and Curriculum Development.

MODULE A OUTLINE:

- Teaching roles
  - Duties and responsibilities
Cosmetology Instructor Co-Op

- Positive example
- Relationship with instructors and students
- Cosmetology ethics code

- Instructor traits
  - Maturity
  - Self-motivation
  - Professional conduct
  - Attitude
  - Communication skills
  - Work ethic

- Getting organized
  - Time management
  - Classroom management skills
  - School policies
  - Following instructions

MODULE B – BASIC LESSON PLANNING

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<td>2</td>
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<tr>
<td></td>
<td>B1.2 Conduct a class using a lesson plan previously developed by the student.</td>
<td>2</td>
</tr>
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LEARNING OBJECTIVES

NOTE: Learning objectives for this module are measured as part of CIT 212 – Teaching and Curriculum Development.

MODULE B OUTLINE:

- Curriculum development
  - Syllabus
  - Writing objectives
  - Testing and evaluation
  - Lesson planning value and types
  - Audio-visual support

- Organization requirements
  - College requirements
  - State board of cosmetology laws and regulations

- Student record keeping
X. EVALUATION AND ASSESSMENT

1. Performance Evaluations
2. Assignments as indicated by instructor.

Performance Evaluations 70%
Assignments/Work Ethics 30%

Total Grade 100%

GRADING SCALE:
A = Excellent 100-90
B = Good 89-80
F = Failure 79 or Below

Notice: The Alabama Board of Cosmetology requires a score of 80 for licensure.

A grade of **W** will be assigned to any student who officially withdraws from the college or a particular course if he or she withdraws by the midpoint of the semester as published in the college calendar.

A grade of **I** will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of **I** must be cleared by the end of the following semester or a grade of **F** will be assigned.

Guidelines for Testing and Grading:

**IMPORTANT**

- Exams and/or assignments missed due to a student’s **excused** absence will be make-up.
- The student must notify the instructor in the event of an absence by email.
- **Proper documentation must be dated the day of absence.** (Dr. Excuse, court document, etc.)
- Make-up exams and/or assignments must be taken the day the student return to that scheduled class. Proper documentation must be provided before or on the day the student returns.
- Make-up exams and /or assignments will be given at the end of the day beginning at 2:30 p.m.

**It is the student’s responsibility** to make sure missed exams and/or assignments are completed in the manner stated above.

**It is the student’s responsibility to read all chapters assigned in the course.**

There is no Final Exam for this course.
XII. ATTENDANCE
   a. Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance should formally withdraw from that class. The student should see their advisor to complete the withdrawal form and the Registrar’s Office will process the withdrawal. Withdrawal from class can prohibit progression in the Cosmetology Instructor Training Program. Any student who fails to withdraw or discontinues class attendance will receive a grade of F due to missed evaluations and assignments.

   b. The Cosmetology Instructor Training Program subscribes to the philosophy that academic success derived by students is directly proportional to their class attendance. There is a high correlation between the number of absences and the final grade. Attendance will be recorded from the first day of the student’s official enrollment. A student is considered officially enrolled upon payment of tuition and fees. The instructor is not required to notify the student when the student is in danger of being excessively absent, nor is the instructor required to review any material missed as a result of the student being absent. Students in courses will be reported if they have missed 5 consecutive class meetings for unofficial withdrawal.

   c. The Cosmetology Instructor Training Program is a clock hour program. The student must complete 930 hours in order to apply for the Alabama Board of Cosmetology & Barbering Licensure Examination.

   d. Any student who does not attend class during the drop/add period will be considered a no-show. It is the student’s responsibility to keep track of the exact number of absences in each class to ensure that any missed assignments are completed in a timely manner.

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The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student’s responsibility to provide appropriate disability documentation to the College.

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For students requesting special accommodations, please contact:
Dr. Tangela Purifoy
P.O. Box 588
Evergreen, AL 36401
251-578-1313 Ext. 151
tpurifoy@rstc.edu
XV. COURSE CALENDAR

WEEK
1  Course Orientation, Safety and Sanitation
2  Develop teaching materials and skills for Thermal Curling
3  Develop teaching materials and skills for Haircutting
4  Develop teaching materials and skills for Chemical Waving
5  Develop teaching materials and skills for Hair Lightening/Color
6  Develop teaching materials and skills for Chemical Relaxing
7  Develop teaching materials and skills for Basic Facials
8  Develop teaching materials and skills for Manicuring
9  Develop teaching materials and skills for Blood Spill
10-15 Assist instructor in the teaching and learning environment
16  NO Final Exam

Note: Course calendar schedule may change due to student events or activities. Evaluations and or assignments will be administered as assigned by instructor.
XVI. STUDENT ACKNOWLEDGEMENT FORM

I have received the syllabus for CIT-213 and I understand the contents therein. I understand the grading scale of this program and must score at least 80 in the course to pass. I also understand the Cosmetology Instructor Training Program’s hours, department policies and dress code as stated in the Cosmetology Student Handbook.

___________________________________
Student's Signature

____________________________________
Date
REID STATE TECHNICAL COLLEGE
COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

FALL SEMESTER 2017

I. COURSE PREFIX, NUMBER, TITLE

CIT 214: Lesson Plan Methods and Development

II. COURSE HOURS

- 1 Theory Credit Hour
- 2 Lab Credit Hours
- 7 Course Contact Hours

III. CLASS MEETING DATES/TIMES/LOCATION

Wednesday 12:35P-3:10P
Thursday 7:30A-11:05A Building 600

IV. CLINICAL DATES/TIMES/LOCATION

None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Instructor: Shirley Johnson
Email: sjohnson@rstc.edu
Phone: (251) 578-1313 ext.139
Office Hours: Mon-Thu 3:15A- 4:00P  Fri 7:30A-11:00A
Office Location: Building 600

Instructor will be available for individual help session as stated on posted office hours. Students are encouraged to make an appointment. Help sessions can be scheduled during and after classes.
VI. COURSE DESCRIPTION:

During this course students have the opportunity to further apply knowledge of lesson planning and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for CIT 221. If used as a suitable substitute, this course becomes a core course.

VII. PREREQUISITE: None

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

*Copyright Edition*
Milady’s Master Educator, 3rd Edition
3 Ring Notebook Binder
Pen, paper, highlighter
Cosmetology tools and supplies

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

- Demonstrate communication skills.
- Demonstrate professional traits of cosmetology instructors.
- Comprehend techniques to improve classroom management.
- Comprehend techniques for creating an environment that facilitates student learning motivation.

STUDENT OBJECTIVES

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STUDENT LEARNING OUTCOMES

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**NOTE:** This is an ongoing evaluation. |
| A2.0 Demonstrate organizational skills as professional cosmetology instructors. | A2.1 Maintain an organized teaching and learning environment.  
**NOTE:** This is an ongoing evaluation. |
NOTE: Learning objectives for this module are measured as part of CIT 211 – Teaching and Curriculum Development.

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**X. EVALUATION AND ASSESSMENT**

1. Performance Evaluations
2. Assignments as indicated by instructor.

- Performance Evaluations 70%
- Assignments/Work Ethics 30%
- **Total Grade 100%**

**GRADING SCALE:**

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A grade of I will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of I must be cleared by the end of the following semester or a grade of F will be assigned.

**Guidelines for Testing and Grading:**

**IMPORTANT**

- Exams and/or assignments missed due to a student’s *excused* absence will be make-up.
- The student must notify the instructor in the event of an absence by email.
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**It is the student’s responsibility** to make sure missed exams and/or assignments are completed in the manner stated above.

**It is the student’s responsibility to read all chapters assigned in the course.**

Time and date will be given for Final Exam. If the student is not prepared or on time, the Final Exam grade will result in 0. If Final Exam is missed due to prior doctor’s recommendation, hospitalization or court referral, a grade of I will be given until exam is taken.

**XII. ATTENDANCE**

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b. The Cosmetology Instructor Training Program subscribes to the philosophy that academic success derived by students is directly proportional to their class attendance. There is a high correlation between the number of absences and the final grade. Attendance will be recorded from the first day of the student’s official enrollment. A student is considered officially enrolled upon payment of tuition and fees. The instructor is not required to notify the student when the student is in danger of being excessively absent, nor is the instructor required to review any material missed as a result of the student being absent. Students in courses will be reported if they have missed 5 consecutive class meetings for unofficial withdrawal.

c. The Cosmetology Instructor Training Program is a clock hour program. The student must complete **930 hours** in order to apply for the Alabama Board of Cosmetology & Barbering Licensure Examination.

d. Any student who does not attend class during the drop/add period will be considered a no-show. It is the student’s responsibility to keep track of the exact number of absences in each class to ensure that any missed assignments are completed in a timely manner.

**XIII. STATEMENT ON DISCRIMINATION/HARASSMENT**

The College and the Alabama Community College System are committed to providing both employment and educational environments free of harassment or discrimination.
related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XIV. AMERICANS WITH DISABILITIES
The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student’s responsibility to provide appropriate disability documentation to the College. Please contact the ADA representative.

For students requesting special accommodations, please contact:
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P.O. Box 588
Evergreen, AL 36401
251-578-1313 Ext. 151
tpurifoy@rstc.edu

XV. COURSE CALENDAR

WEEK
1  Course Orientation Safety and Sanitation
2  Apply appropriate teaching methods and lesson plan for thermal Curling.
3  Apply appropriate teaching methods and lesson plan for Haircutting.
4  Apply appropriate teaching methods and lesson plan for Chemical Waving.
5  Apply appropriate teaching methods and lesson plan for Hair Lightening/Coloring.
6  Apply appropriate teaching methods and lesson plan for Chemical Relaxing.
7  Apply appropriate teaching methods and lesson plan for Basic Facials.
8  Apply appropriate teaching methods and lesson plan for Manicuring.
9  Apply appropriate teaching methods and lesson plan for Blood Spill.
10-15 Applications in all aspects in the teaching and learning environment.
16  Final Exam

Note: Course calendar schedule may change due to student events or activities. Evaluations and or assignments will be administered as assigned by instructor.
XVI. STUDENT ACKNOWLEDGEMENT FORM

I have received the syllabus for CIT-214 and I understand the contents therein. I understand the grading scale of this program and must score at least 80 in the course to pass. I also understand the Cosmetology Instructor Training Program’s hours, department policies and dress code as stated in the Cosmetology Student Handbook.

___________________________________
Student’s Signature

___________________________________
Date
REID STATE TECHNICAL COLLEGE
COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

FALL SEMESTER 2017

I. COURSE PREFIX, NUMBER, TITLE
   CIT 212:  Teacher Mentorship

II. COURSE HOURS
   9  Contact Hours
   • 3  Course Credit Hours

III. CLASS MEETING DATES/TIMES/LOCATION
   Monday  7:30A-3:10P
   Tuesday  7:30A-8:20A    Building 600

IV. CLINICAL DATES/TIMES/LOCATION
   None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION
   Instructor: Shirley Johnson
   Email:      sjohnson@rstc.edu
   Phone:      (251) 578-1313 ext.139
   Office Hours:  Mon-Thur 3:15A- 4:00P   Fri 7:30A-11:00A
   Office Location: Building 600

Instructor will be available for individual help session as stated on posted office hours. Students are encouraged to make an appointment. Help sessions can be scheduled during and after classes.
VI. COURSE DESCRIPTION:

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

VII. PREREQUISITE: None

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

*Copyright Edition*
Milady’s Master Educator, 3rd Edition
3 Ring Notebook Binder
Pen, paper, highlighter
Cosmetology tools and supplies

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

- Demonstrate communication skills.
- Demonstrate student assessment.
- Demonstrate appropriate teaching methods while assisting student in the lab.
- Develop a course of study for practical skills taught in the lab.

STUDENT OBJECTIVES

Condition Statement: Unless otherwise indicated, evaluation of student’s attainment of objectives is based on knowledge gained from this course. Specifications may be in the form of, but not limited to, cognitive skills diagnostic instruments, manufacturer’s specifications, technical orders, regulations, national and state codes, certification agencies, locally developed assignments, or any combination of specifications.

STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>PROFESSIONAL COMPETENCIES</th>
<th>PERFORMANCE OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.0 Demonstrate professional traits of cosmetology instructors.</td>
<td>A1.1 Exhibit professional traits of instructors.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This is an ongoing evaluation.</td>
</tr>
<tr>
<td>A2.0 Demonstrate organizational skills as professional cosmetology instructors.</td>
<td>A2.1 Maintain an organized teaching and learning environment.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This is an ongoing evaluation.</td>
</tr>
</tbody>
</table>

NOTE: Learning objectives for this module are measured as part of CIT 211 – Teaching and Curriculum Development.
<table>
<thead>
<tr>
<th>PROFESSIONAL COMPETENCIES</th>
<th>PERFORMANCE OBJECTIVES</th>
</tr>
</thead>
</table>
| B1.0 Develop and deliver a lesson plan. | B1.1 Develop a lesson plan.  
**NOTE:** Faculty may choose the specific type of lesson plan for students to develop. |
|                           | B1.2 Conduct a class using a lesson plan previously developed by the student. |

**X. EVALUATION AND ASSESSMENT**

1. Performance Evaluations  
2. Assignments as indicated by instructor.

<table>
<thead>
<tr>
<th>Performance Evaluations</th>
<th>70%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments/Work Ethics</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total Grade</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

**GRADING SCALE:**

- A = Excellent 100-90  
- B = Good 89-80  
- F = Failure 79 or Below

**Notice:** *The Alabama Board of Cosmetology & Barbering requires a score of 80 for licensure.*

A grade of W will be assigned to any student who officially withdraws from the college or a particular course if he or she withdraws by the midpoint of the semester as published in the college calendar.

A grade of I will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of I must be cleared by the end of the following semester or a grade of F will be assigned.

**Guidelines for Testing and Grading:**

**IMPORTANT**

- Exams and/or assignments missed due to a student’s *excused* absence will be make-up.  
- The student must notify the instructor in the event of an absence by email.  
- **Proper documentation must be dated the day of absence.** (Dr. Excuse, court document, etc.)  
- Make-up exams and/or assignments must be taken the day the student returns to that scheduled class. **Proper documentation must be provided before or on the day the student returns.**
- Make-up exams and/or assignments will be given at the end of the day beginning at 2:30 p.m.

It is the student’s responsibility to make sure missed exams and/or assignments are completed in the manner stated above.

It is the student’s responsibility to read all chapters assigned in the course.

Time and date will be given for Final Exam. If the student is not prepared or on time, the Final Exam grade will result in 0. If Final Exam is missed due to prior doctor’s recommendation, hospitalization or court referral, a grade of I will be given until exam is taken.

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Chapters for discussion:
• Chapter 9 Achieving Learner Results
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