COURSE SYLLABUS

Hill College is committed to the principal of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, or veteran status in the administration of its educational programs, activities, or employment policies.

Catalog Description:
CSME 2415
Presentation of lesson plan assignments and evaluation techniques.

End-of-Course Outcomes: Develop and present lesson plans and the use of multimedia technology. Present evaluation techniques used in a cosmetology program.

Lecture Hours: 2 Lab Hours: 6 Semester Credit Hours: 4

Prerequisites: Valid operator license, Texas Department of Licensing and Regulation, and a high school diploma or G.E.D.

Introduction and Purpose:
This course is meant as overview of lesson plan presentation and a study of a variety of evaluation methods.

Instructional Materials:
Textbooks: (Bundled)

- Exam Review, Online Licensing Prep, Milady Publishing Company
- Milady’s Standard Cosmetology, Milady Publishing Company

Supplies: paper, pens, USB storage device, kit articles assembled from list provided at registration.

Objectives/Student Learning Outcomes:
Scans Skills: Scans is a list of skills developed by the Department of Labor to insure students are trained on necessary skills required by the industry. Each objective listed relates to one or more of these skills standards. The translation for these standards is attached to the end of this syllabi. More information about SCANS may be found in the book “Skills and Tasks for Jobs- A SCANS report for America 2000” published by the U.S. Department of Labor. The book may be purchased from the U.S. Government Printing Office under ISBN 0-16-036177-x.

1. Prepare accurate and concise lesson plans, using the computer to complete a minimum of six (6) lesson plans. C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-8, C-18, C-19, C-20

2. Use reference manuals to cross reference information used in lesson plans submitted. * C-5, C-6, C-7, C-8, F-1, F-2

3. Relate well to students, patrons, and instructors. * C-9, C-10, C-11, C-12, C-13, C-14

4. Make suggestions to improve the teaching/learning environment.
   * C-9, C-10, C-11, C-12, C-13, C-14, C-15, C-16, C-17

5. Teach actual classes using lecture, discussion, and demonstration methods. * C-1, C-2, C-3, C-4, C-7, F-5, F-6, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17

At the completion of this course the student should be able to:

1. List the 10 advantages for using educational aids.
2. Understand the eight important concepts to consider when preparing and selecting visual aids.
3. Identify the four categories of instructional materials.
4. Identify the types of standard, nonprojected, print materials used in classrooms and explain their use.
5. Explain the guidelines for effective use of chalkboards, multipurpose boards, and flip charts.
6. Understand the basic rules for preparing and using transparencies.
7. Understand the general guidelines that should be considered when using projected materials.
8. Understand the importance of integrating technology into educational programs.
9. Explain what is meant by the CREATE acronym with respect to education in the classroom.
10. Identify the various components of powerful presentations.
11. Explain 10 methods used for inspiring learner motivation.
12. Understand the importance of powerful openings and closings in each presentation.
13. Employ methods to strengthen the body or major content of the lesson.
14. Explain and identify methods for transition and varying the stimuli within a lesson.
15. Explain the importance of effective questioning and reinforcement during a lesson.

The students' success in completing these objectives will be measured using a set of examinations and assignments described, in detail under the section of this syllabus headed “Method of Evaluation”.

Annual Assessment Plan will be implemented each year to review course.

Methods of Instruction:

This course will be taught using the traditional lecture with a question and answer period daily. Audio-visual materials and computer based technology will be used when appropriate. Students will be required to complete a lab component.

Methods of Evaluation:

A series of chapter tests will be administered through the semester, including three major tests and a written/practical final.

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>WORKBOOK</td>
<td>20%</td>
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<tr>
<td>CHAPTER TESTS</td>
<td>20%</td>
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<tr>
<td>MAJOR TESTS</td>
<td>10%</td>
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<tr>
<td>FINAL EXAM</td>
<td>10%</td>
</tr>
<tr>
<td>CLASSWORK</td>
<td>40%</td>
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Letter grades for the course will be based on the following percentages:

- 90-100% A
- 80-89% B
- 70-79% C
- 60-69% D
- Below 60% F

Course Outline:

Class Policies:
Regular attendance at all class meetings is expected. Disruptions in class will not be tolerated.

Disabilities/ADA:
In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), Hill College’s designated ADA coordinator, Debra Hargrove, Vice President, Human Resources and Organizational Development, shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Salley Schmid, Director of Counseling, at (254) 659-
Course Requirements:
   A. Regular and punctual attendance
   B. Turn in all assignments on time
   C. Proper classroom behavior

Topics and Tests:
   I. The Master Educator’s Role
   II. Why Use Educational Aids and Technology?
      1. Advantages of Using Instructional Aids and Technology
   III. What to Consider
      1. Important Concepts
   IV. Classifications of Educational Materials
      1. Standard Print Materials (Nonprojected)
      2. Audiovisual Materials (Nonprojected)
      3. Audiovisual Materials (Projected)
      4. Equipment
   V. Communication Skills
      1. Steps for Increasing Personal Awareness
   VI. CREATE
      1. C—Consider the Topic
      2. R—Research the Topic
      3. E—Examples for Clarification
      4. A—Analyze Your Learners
      5. T—Teach with Poise
      6. E—Enjoy and Be Enthusiastic
   VII. What Makes a Powerful Presentation
      1. Powerful Motivation
      2. Creating Motivational Circumstances
      3. Powerful Openings
      4. Building Powerful Content
      5. Closings with Impact
      6. Connecting All the Parts
      7. Varying the Stimuli
      8. Questioning
      9. Reinforcement

Bibliography:

Milady’s Master Educator Student Course Book, 2E, Letha Barnes, 2009, Cengage Learning, P. O. Box 6904, Florence, KY, 41022

Milady’s Standard Cosmetology, 2008, Cengage Learning, P. O. Box 6904, Florence, KY 41022

Texas Administrative Code: Chapters 60 and 83.
ANNUAL ASSESSMENT PLAN FOR THE ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY

The Master Educator Plan Statement #1
Students will understand different the use of educational aids and their implementation with lesson plans with lesson

Intended Outcome #1.
An understanding of the importance of developing creativity in the classroom to reinforce learning

Assessment Measures, Techniques, and Target Courses/Activities.
Chapter tests with embedded questions pertaining to teaching styles for diverse learners will be administered at the end of each chapter.

Assessment Criteria/Expected Results.
Students will pass chapter test with a minimum of 70% accuracy.

The Master Educator Plan Statement #2
Students will understand the classifications of educational aids and their uses

Intended Outcome #2.
An understanding of educational aids and their uses

Assessment Measures, Techniques, and Target Courses/Activities.
Chapter tests with embedded questions pertaining to the four steps in learning will be administered at the end of each chapter.

Assessment Criteria/Expected Results.
Students will pass chapter test with a minimum of 70% accuracy.

The Master Educator Plan Statement #3
Students will understand the importance of a powerful opening and the importance of a motivational energizers during the lesson

Intended Outcome #3.
An understanding of the importance of powerful openings and motivations during the lesson

Assessment Measures, Techniques, and Target Courses/Activities.
Chapter tests with embedded questions pertaining to the effects of a positive environment will be administered at the end of each chapter.
Assessment Criteria/Expected Results.
Students will pass chapter test with a minimum of 70% accuracy.

The Master Educator Plan Statement #4
Students will understand the importance of varying stimuli in the classroom

Intended Outcome #4.
An understanding of the steps necessary to keep learners stimulated during lessons

Assessment Measures, Techniques, and Target Courses/Activities.
Chapter tests with embedded questions pertaining to effective classroom behavior will be administered at the end of each chapter.

Assessment Criteria/Expected Results.
Students will pass chapter test with a minimum of 70% accuracy.