

# **RCCD School of Cosmetology**

## **Teacher Training 61A, 61B and 811**

### **Syllabus**

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**Office Hours** Refer to Office Hours posted by my office  
Please schedule an appointment in the office hours shown above. \*Please do not enter the instructor's offices without first checking with Ms. Hilton, our Instructional Department Specialist.

### **Course Description:**

This course is offered for experienced cosmetologists to become qualified instructors. Training consists of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audiovisual equipment operation. Emphasis is placed on preparation for the California State Board of Barbering & Cosmetology examination. Subsequent enrollment in section B will provide the student an opportunity for additional skill and competency within the subject matter. 61A or 61B have a total of 54 hours of lecture/technical instruction and 246 hours laboratory.

### **STUDENT LEARNING OUTCOMES**

Upon successful completion of the course, students should be able to:

1. Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio / visual aids.
2. Perform 13 of the 26 required classes required to pass the State Board of Barbering and Cosmetology instructor examination.
3. Synthesize information and apply critical thinking skills to solve instructional and classroom issues.
4. The correct use of audio/visual aids.
5. Know the correct procedure for the time clock.
6. Pass a mock written and practical state board test.
7. Recognize and possess a thorough knowledge of the State Board of Barbering and Cosmetology Rules and Regulations and the Barbering and Cosmetology Act.

## **METHODS OF INSTRUCTION**

Methods of instruction used to achieve course objectives may include but are not limited to:

1. Field trips and community service in order to expose the student to the work environment and better prepare them for job placement.
2. Audiovisual aids, handouts and web site reviews are used in order to better focus students on small sections of course content.
3. Demonstrations by instructors and guest artists are used in order to give the students a visual medium for the practical operations required.
4. Hands-on assignments on the clinic floor are necessary in order to create a real life workplace environment.
5. Class lectures, discussions and demonstrations in order to facilitate student learning.

## **METHODS OF EVALUATION**

Students will be evaluated for progress in mastery of learning objectives by methods of evaluation which may include, but are not limited to:

1. Written reports/presentations designed to evaluate knowledge of subject matter as well as demonstrate information retention, organization and critical thinking skills
2. Class and individual projects designed to test students' ability to work independently or collectively with others.
3. Quizzes/examinations designed to test student knowledge of subject matter per criteria mandated by the State Board of Barbering and Cosmetology.
4. Practical evaluations designed to test students' performance in order to prepare them for the state board test.

## **Required Materials**

- Equipment to carry out the illustrations & facilitation of any of the 27 classes required by the Bureau of Barbering & Cosmetology.
- Name Badge
- Lab coat (white)

## **Prerequisite and Purpose**

Cosmetology license or 1600 hrs of verified training.

## **Textbooks**

- Standard Textbook of Cosmetology by Milady, (Suggested)
- Performance Criteria by Board of Barbering and Cosmetology Program
- Master Educator Milady, Thompson Learning, 2001 or more recent
- California State Board of Barbering & Cosmetology Rules & Regulations and Cosmetology Act

## **Classroom Conduct**

**Student Contract;** please review student contract. Instructor facilitates a class, (business) according to the policies students agreed upon when signing the School of Cosmetology Student Contract and by "Standards of Student Conduct" as outlined in RCCD Student Handbook Board Policy 6080. There are other requirements by RCCD students that are not in the Cosmetology student contract. It is student's responsibility to know what the requirements are.

## **Responsibilities**

The syllabus and assignment sheets are the primary sources of instructions for this course. Read them carefully and refer to them regularly. Write down any instructions given orally and, if necessary, ask questions before due dates. Please try to look up information first so that informed questions are asked, and if students can't find the answers, ask Instructor during appropriate class times, after class or via voice mail or email. If student has difficulty figuring out best method of learning the material in this class, please make an appointment to see Instructor.

## **Cheating and Plagiarism**

**Plagiarism is a form of cheating.** Make sure that work is original. Any time students use someone else's work and do not give that person credit, it is plagiarism. If students are "suspected" of plagiarism, students will bear the burden of proof. Student must be able to present rough drafts or related materials and discuss the topic intelligently. This is important because Instructor must be able to gauge what students have learned. Copying the work of another person, whether an essay or answers during a test, is considered plagiarism. Some cultures considering this sharing work. If student is uncertain about sharing vs. plagiarism be sure to ask for clarification.

## **Special Needs**

If you have a documented disability requiring accommodation to achieve course objectives, please see me or contact the Office of Disabled Student Programs & Services immediately in order to assure timely services. If you have not already done so, you should call 222-8060 or visit one of their offices on our three campuses: SCI & TECH 150 on the Moreno Valley Campus, ADM 121, (City Campus) or STU SERV building on the Norco Campus. The DSP&S Staff and I will be happy to work with you in arranging for and assuring appropriate accommodations. All information and documentation is confidential.

## Grading Criteria

|           |     |
|-----------|-----|
| Practical | 50% |
| Theory    | 50% |

## Grading Breakdown

|             |   |                         |
|-------------|---|-------------------------|
| 100% - 95%  | = | A (WOW!)                |
| 94% - 88%   | = | B (Great!)              |
| 87% - 76%   | = | C (You did it)          |
| 75% - 70%   | = | D (Close, keep trying!) |
| 69% & below | = | F (Not even close!)     |

## Estimated Grade Point Breakdown

| <b>Practical</b>   |                                         |            |
|--------------------|-----------------------------------------|------------|
| Lab hours          | 1 pt for every hour (14 per week = 246) | 200        |
| Class Presentation | 1 required class (100 pts)              | <u>100</u> |
|                    | <b>Total points</b>                     | <b>350</b> |
| <b>Written</b>     |                                         |            |
| Final              | Comprehensive                           | 100        |
| Quizzes            | Weekly - Biweekly                       | 100        |
| Class Outlines     | 13 class outlines min                   | <u>130</u> |
|                    | <b>Total points</b>                     | <b>330</b> |

This grade breakdown is only an approximate and can be adjusted at any time by the Instructor. Additional assignments may be given that are not in the syllabus and will count on the tentative grade breakdown above. All written assignments must be handed in on time, typed, roman times, 12font, double spaced. You need to keep abreast of any changes made to this breakdown. **Your final grade in 61A or 61B** will be an average of all theory scores and practical scores.

NOTE: Successful passing of 61B will require that student has completed all 496 required lab hours. Failing to complete the required 492 lab hours will result in a failing grade for 61B.

## Important Lecture Requirement Procedure

\*\*\*\*The Student will be required to give a class at anytime, with or without warning. It is understood by the student that the student will bring to class each week a prepared class; including lesson plan and materials needed to carry out the class. This requirement will be in effect from the first day of class. **61B** students will be called first to give classes. If you are not able to give a class you will lose the opportunity to give a class presentation and be given 0 points for your presentation. Be prepared! This is a real life scenario and should be treated as that. In teaching, you will often be required to teach a class with no warning. \*\*\*\*\*

If You Help, Talk to this Guy....

