

MAYLAND COMMUNITY COLLEGE
WELCOMES YOU TO
COS. 271 – Section 10 - INSTRUCTOR CONCEPT I
ROSITA LEDWELL
JAN. 8 – MAY 8, 2002

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of Cosmetology required by the North Carolina State Board Of Cosmetic Arts. Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching and development of evaluation instruments. Graduates of the program may be employed as cosmetology instructor in public, or private education, and business.

Pre-requisites – none
Co-requisites Cos. 272-10

INSTRUCTOR INFORMATION

INSTRUCTOR: Rosita Ledwell
OFFICE LOCATION: Cosmetology Building
TELEPHONE NUMBER: (828) 765-7351 Ext. 281
HOME PHONE (828) 756-7063
E-MAIL ADDRESS: rledwell@mayland.edu
OFFICE HOURS Mon. – Thurs. upon request

COURSE INFORMATION

CLASS MEETINGS: Mon & Tuesday 8:00 – 9:20 am
Wed. & Thursday 9:00 – 8:50 am

REQUIRED TEXT: Master Educator
Milady Publishing Co – New York, New York

Who's Teaching the Teach Library
Milady Publishing Co – New York, New York

CLASS SESSION:

Materials presented and activities conducted during class will both compliment and supplement the textbook. Classes will be taught by lecture, along with video, and laser disc presentations. Hopefully class sessions will encourage you as we both attempt to learn more, and have fun.

OBJECTIVES

1. Understand North Carolina laws governing Cosmetology.
2. Learn to prepare lesson plans, and evaluations
3. Learn methods of teaching

LRC RESOURCES: None
REQUIRED SUPPLIES Milady Master Educator

Attendance Policy/Tardiness/Make-Up Work:

You will be expected to attend all class sessions. Since the application of materials covered is required, failure to attend class is not advisable. If you must miss class because of the observance of a major holiday, please contact me one week in advance. If there is an emergency, and you cannot attend class, please contact me at the number listed above. Being late for class will not be tolerated, if you are more than five minutes late, you may not enter the classroom, if you continue to be late, after three tardies. **absent during class session on test day, test will be given next class session with an automatic 10 point deduction from final test grade. Absolutely no talking before ,during or after a test is being given.**

Grading Criteria/Tests/Projects:

You will be expected to complete weekly chapter test & study guide. Attitude toward instructors, and your fellow students is extremely important to the future of your career. Therefore, you will be graded on all of the following. You will be expected to complete your study guide and have a weekly test on all assigned chapters. You will be given a mid-term and final examination. There will not be makeup exams on mid-terms and finals unless pre-approved by your instructor. You must take a make-up chapter tests on the first day you return to class. **If or three absences, without calling you will be purged from the class roll. You must attend 80% of all classes to pass Cos. 171-10. No points will be taken for the first three absences. One point will be taken from your final grade for each absence thereafter. Three tardies equal one absence. Please note that the last day to unconditional withdraw is February 13, and the last day to conditional withdraw is March 27, 2007.**

GRADE

Performance – 60%

Attitude toward Instructors, and students -15%

Final Exam –25%

Grading Scale:

A = 94-100

B = 86-93

C = 79-85

D = 70-78

F = Failure, must repeat the class. North Carolina State Board has Cosmetic Arts rules and regulations that state, "If you do not successfully complete a portion of your curriculum, you must repeat that portion."

Inclement Weather Procedures:

Mayland Community College makes every effort to close school during inclement weather, however, conditions are vastly different throughout our service area. Students are responsible to use their own good judgment when attending classes in questionable weather conditions. Days missed for inclement weather will be made-up in Friday of the same week.

Academic Standards/Student Expectations/Ethics:

Academic Standards:

Disruptive or anti-social behavior including racial, ethnic and religious disparagement of any sort will not be tolerated in this class. Please be supportive of your classmates as they learn. We will strive to be a learning community in this class, and your personal **support is vital. Cheating will not be tolerated. If you fail to meet these expectations, you are subject to one or more of the following: (1) No credit for the related assignment, (2) Removal from class. If you wish to contest any assertion of failure to meet academic standards, you are offered due process options listed in the student handbook.**

Expectations:

1. **First and foremost the student will take responsibility for learning in the classroom.**
2. **Read all assignments, and complete study guides for each chapter.**
3. **Be on time for class.**
4. **You must practice North Carolina State Board Rules and Regulations at all times, otherwise Mayland Community College can be fined from \$50.00 up to \$500.00. If you do not practice these rules and regulations you will be sent home for the day with no hours. If this should happen twice you will be sent home for a week with no hours. You are expected to take no more than two ten-minute breaks, one in the morning, and one in the afternoon. You will be allowed 30 minutes for lunch which must be taken in the department, according to State Board Rules and Regulations.**
5. **Please do not ask to bring your children to class. Children distract the entire class, especially their mother.**
6. **You will be expected to make-up a test on the first day you return to class, 10 points will automatically be deducted if you are not present for a test. In the event of an emergency, it will be left to the discretion of the instructor.**
7. **Loud and disruptive behavior will not be tolerated in department.**

8. **Absolutely no profanity used on campus.**
9. You will be expected to exhibit exemplary professionalism both in appearance and behavior at all times.

Course Outline/ Weekly Topics:

Chapters 1 - 7

Workbooks worked on daily basis and checked for completion.

The following Administrative Withdrawal statement: If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Now available on campus cruiser is course syllabi as well as final grades at the following web site:

Leo.mayland.edu