

# COURSE OUTLINE - INSTRUCTOR 1000 HOURS

## COURSE TITLE

Instructor

This course meets the minimum standard required by the State of Indiana.

This course includes free employment assistance and includes, but is not limited to classes/Career Path in professionalism, resume development, interview preparation, and job search skills.

## COURSE DESCRIPTION

This course is divided into three levels of study. The first level, 0 - 300 hours presents a review of the pertinent curriculum. During this level, the student will learn the basics skills of course outlining, lesson planning, and teaching techniques. The second level, 301-600 hours introduces the learner to lab activities, which allow the student the opportunity to practice those skills acquired during the freshman level of study. At this time, the student will have the opportunity to expand their education in the study of record keeping and law statutes. The third level, 601-1000 hours will provide the advanced lab opportunities needed to develop classroom skills. It allows the student time to practice teach. This level of training will provide the student with education needed to prepare and instruct a classroom situation. All levels of training provide theory lectures/demonstrations.

## COURSE OBJECTIVES/GOALS

The goal of the instructor's course is to provide the learner with the opportunity to obtain their instructor's license and to enter the job market with entry level skills.

## PROJECTS/ASSIGNMENTS

The student must complete the Indiana Progress Book and any independent assignments given during classroom activity.

The student progress during each of the three levels of training is evaluated quantitatively. The following is a list of required MINIMUM assignments:

0	- 450 Hours	25 Assignments
451	- 900 Hours	85 Assignments
901	- 1000 Hours	100 Assignments

## EVALUATION/GRADING

All assignments, projects, tests, and hours must be completed before the student is eligible for graduation. School finals completed with a minimum score of 80% enable the student to file for their licensing exam.

Grading scale A > 95 % - 100 % B > 94 % - 90 % C > 89 % - 80 % F > 0 - 79 %

## GRADUATION EVALUATION

All assignments, projects, tests, and hours must be completed before the student is eligible for graduation.

School finals completed with a minimum score of 80% enable the student to file for their licensing exam.

# COURSE OUTLINE - INSTRUCTOR 1000 HOURS

## ATTENDANCE

The maximum time frame for course completion is 150%. To complete the course within the contractual obligations, the student must attend class 90% of the time. Students will be billed for hours/work required beyond the terms of their enrollment contract.

## TEXTBOOKS/REFERENCES/PERIODICALS

Milady Master Educator  
Applicable Power Point Handouts  
Milady Standard Textbook of Cosmetology  
Milady's Art and Science of Nail Technology  
Milady Standard Textbook for Professional Estheticians

## LAB

Lab activities are applicable periodically throughout both the junior and senior levels of training. The intent of lab activity is to prepare the student for the salon and its various job descriptions.

## INSTRUCTORS

Miss Jan  
Miss Michelle  
Miss Becky  
Miss Val

## COURSE CONTENT/UNITS

Orientation/Curriculum Review	150 Hours
Introduction to Teaching	60 Hours
Course Outline and Development	330 Hours
Laws and Rules/Career Path	50 Hours
Teaching/Assisting	150 Hours
Teaching//Practice	260 Hours
TOTAL	1000 Hours

## COURSE FORMAT

This course will combine various methods of instructions which will include lecture, demonstration, participation by the student, evaluations, and actual "hands on" experiences. This course will enable the student to begin and learn theory and practical skills with their students as well as prepare for the teaching environment. Instructional techniques will be enhanced with the aid of guest lecturers, as well as various audio- visual materials

The academic portion of this program, dependent upon the school calendar, may be taught prior to the clinical and classroom experience, in tandem with the clinical and classroom experience and/or after the clinical and classroom experience. IT is divided into two portions, volume one and volume two. The methodology for instruction, participation and testing is determined by the school. All assigned work is appropriate to the applicable volume and the specific to the independent lesson.

All assigned homework and testing is preannounced. Missed classes require immediate communication with the instructor. The instructor will determine assigned makeup work and time allotments for such.