



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**COSMETOLOGY INSTRUCTOR TRAINING  
COS5109 9 Credit Hours**

**Student Level:**

This course is open to students on the college level in either the freshman or sophomore year.

**Catalog Description:**

**COS5109 - COSMETOLOGY INSTRUCTOR TRAINING (9 hrs)**

The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

**Prerequisites:**

Students must possess a valid Kansas Cosmetology license, Esthetics license, or Nail tech license and instructor approval.

**Controlling Purpose:**

This course is designed to train the student in basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

**Learner Outcomes:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence
2. Practice proper grooming and effective communications skills and visual poise
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, the graduate will continue to learn new and current information

related to techniques, communication skills, and teaching methodologies to improve teaching skills.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student’s achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

**UNIT 1: The Professional Teacher**

Outcomes: The student will gain familiarity with the aspects of technical knowledge, teacher’s characteristics, preparation for teaching including lessons plans and steps of teaching.

						Specific Competencies
A	B	C	D	F	N	Demonstrate the ability to:
						Use technical knowledge, understand teacher characteristics, and teachers as professionals
						Understand the preparation and steps of teaching
						Planning the course through objectives, outlines and student activities
						Prepare, present application, and administer test over application

**UNIT 2: Student Motivation and Learning**

Outcomes: The student will gain familiarity motivating and the learning processes of students.

						Specific Competencies
A	B	C	D	F	N	Demonstrate the ability to:
						To keep students motivated
						Stimulate class participation
						Understand individual learning differences
						Recognizing student personalities

**UNIT 3: Methods, Management, and Materials**

Outcomes: The student will gain familiarity of methods, procedures, and techniques of teaching, classroom management, and materials.

						Specific Competencies
A	B	C	D	F	N	Demonstrate the ability to:
						Prepare lectures, discussions, demonstrations, activities, and special situations
						Handle class supervision, routine, physical environment, student discipline, and administrative duties
						Select textbooks, creative aids, and note the value and correct usage of the different teaching materials

**UNIT 4: Testing and Evaluation**

Outcomes: The student will understand the purpose, types of tests and how to evaluate testing.

						Specific Competencies
A	B	C	D	F	N	Demonstrate the ability to:
						Create tests that evaluate performance
						Understand the purpose of testing
						To prepare students for state licensing examination

**UNIT 5: Evaluation**

Outcomes: The student will understand the purpose of performance evaluation.

						Specific Competencies
A	B	C	D	F	N	Demonstrate the ability to:
						Identify the various sources available for performance assessment and explain the benefits of each
						Identify work methods, habits, and problem solving
						Understand the importance of teacher evaluations

**Projects Required:****Textbook:**

Contact Bookstore for current textbook.

**Materials/Equipment Required:**

None

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Criterion Based Evaluation:**

See Unit Outcomes and Competencies.

**Maximum class size:**

Based on classroom occupancy

**Course Time Frame:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.