



**TRINITY VALLEY COMMUNITY COLLEGE  
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

**Course Title**

Instructional Theory and Clinic Operation

**Course Prefix and Number**

CSME 2445

**Department – Division**

Workforce Education – Cosmetology

**Course Type** – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
4	2	8

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

## Course Catalog Description

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. The student will exhibit the skills required for the completion of the Texas Department of Licensing and Regulation curriculum; demonstrate the management of a lab/clinic in a cosmetology program; and exhibit classroom management skills.

## Prerequisites/co requisites

A student must be at least 18 years of age, have a current cosmetology license and have at least 2 years of verified salon experience.

## Topical Outline

### Preparing for Licensure and Employment

- a. Preparing for Licensure as an Educator
- b. Preparing for Employment
- c. Targeting the School
- d. Employment

## Course Learning Outcomes

Upon completion of this course you will be able to:

- a. Understand why training learners to become test wise is important.
- b. Know how to prepare learners in test-taking skills.
- c. Explain the importance of preparing for employment
- d. Write an achievement-oriented resume' and prepare an employment portfolio.
- e. Complete a typical employment application and be prepared to complete an effective employment interview.
- f. Explain strategies to maintain employment once it is obtained.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
x	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.

	C. To understand mathematical information and utilize mathematical skills.
x	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
x	J. To develop skills and strategies to become an engaged learner.

**Required Text(s)**

Milady's Master Educator Student Course Book and Milady's Master Educator Exam Review

**Optional Text(s)**

None

**Material/Technology to be supplied by the Student**

Students will be required to purchase the Student Course Books.

**Course Requirements/Grading System** – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

**Course Requirements:**

1. Attend class regularly.
2. Work on assigned textbook/workbook.
3. Assist instructor with student work.
4. Assist students with client services.
5. Prepare for state board exam.

**Grade Computation:**

Students will be graded accordingly:

- A - Excellent Work
- B - Good Work
- C - Fair Work
- D - Poor Work
- F - Failure to Perform Work at Required Standard

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by Janet Cotton	Signature	Date 03/24/2008
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date