

# GREAT PLAINS TECHNOLOGY CENTER

## COURSE OF STUDY

<b><u>Career Cluster:</u></b>	Human Services (HM)		
<b><u>Career Pathway:</u></b>	Personal Care Services		
<b><u>State Program:</u></b>	Master Instructor (HM0046010)		
<b><u>Local Program:</u></b>	Cosmetology – Master Instructor (HM0040084)		
<b><u>Program Hours:</u></b>	Adult Students:	600 Hours	
<b><u>Instructor:</u></b>	Name	Office	E-Mail
	Krissy Miller	580-250-5686	kmiller@greatplains.edu
<b><u>Academic Credit:</u></b>	Adult Students:	Transcript	
<b><u>Prerequisites:</u></b>	Current Cosmetologist license		

### **Program Description:**

This program is designed for licensed cosmetologists with salon experience who want to become licensed master instructors of cosmetology theory and practice, both within the industry and in educational institutions. The curriculum covers teaching methods, course planning and development, and effective evaluation techniques. Additionally, it includes training in legal aspects, beauty school management, and record-keeping. Under the guidance of GPTC instructors, Master Cosmetologist students will gain experience teaching cosmetology courses to future students. This involves assisting in delivering course content on skin, hair, and nails, grading students' work and exams, and supervising students' practical work with clients in the on-campus salon. To achieve state certification, students must complete the required instructional hours and pass the written and practical exams administered by the Oklahoma State Board of Cosmetology.

### **Program Goals:**

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter the field of cosmetology instruction according to their personal choice, ability, and resourcefulness. Program covered provides a variety of career goals or continuing education in personal care services and cosmetology.

Upon achieving the goals of this program, students should:

- Become competent in the field of cosmetology education
- Demonstrate and maintain good work ethics and behavior
- Demonstrate productive study and work habits
- Work as a team member
- Pass at least one Occupational State of Oklahoma certification area
- Become qualified for further related education and/or enter the job market
- Demonstrate independence in using problem solving and critical thinking techniques in completing all work assignments
- Develop the ability to work with limited or no supervision
- Accept and abide by the rules and regulations established by the school program and/or place of employment

**Related Career Opportunities:**

- Cosmetology Instructor
- Esthetics Instructor
- Nail Tech Instructor
- State Board Inspector
- State Board Examiner

**Program Objectives:**

After successful completion of this program, the student will be able to:

- Effectively manage a cosmetology classroom including guiding students in both theory and clinical settings,
- Apply diverse teaching methods to address various student needs,
- Foster a supportive learning environment, utilizing best educational practices,
- Design a comprehensive cosmetology course including thorough lesson plans and effective assessment tools, utilizing technology resources,
- Educate students on legal and ethical practices within the cosmetology profession,
- Apply skills in administrative and organizational tasks related to school management including records keeping, documentation, and budgeting.

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**DESCRIPTION OF COURSES**

<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>AST</u></b>	<b><u>ASL</u></b>
<b>TI02840</b>	<b>Teaching and Assisting in the Classroom and Clinic</b>	<b>25</b>	<b>75</b>
This course focuses on developing effective classroom management and instructional skills. Students will learn to assist and guide learners in practical clinic settings, employing diverse teaching methods to accommodate various learning styles, and creating a supportive learning environment.			
<b>TI02837</b>	<b>Introduction to Teaching and Curriculum</b>	<b>30</b>	<b>55</b>
Students will explore foundational principles of education and pedagogy, identifying the key characteristics of effective educators. The course covers basic lesson planning, instructional strategies, and the application of these methods in cosmetology education.			
<b>TI02838</b>	<b>Course Outlining and Development</b>	<b>55</b>	<b>110</b>
This course teaches students to design comprehensive course outlines and detailed lesson plans. Emphasis is placed on aligning with educational standards, developing assessment tools, and integrating modern educational technology and resources into curriculum planning.			
<b>TI02839</b>	<b>Board Rules, Regulations &amp; Statutes, School Management &amp; Record Keeping</b>	<b>30</b>	<b>40</b>
Students will gain knowledge of state and federal cosmetology regulations and laws, including legal responsibilities of instructors and schools. The course covers compliance with health and safety standards and educating students on legal and ethical practices within the profession. This course covers the management of student records, financial aspects of school operation, and implementation of effective policies and procedures.			
<b>TI02841</b>	<b>Practice Teaching</b>	<b>40</b>	<b>85</b>
Providing hands-on teaching experience, this course allows students to apply theoretical knowledge in real-world scenarios under supervision. Constructive feedback helps students improve their instructional techniques, building confidence and competence in leading both classroom and clinic sessions.			

**TI02836 Orientation to Master Instructor**

**15 40**

This course familiarizes students with the complete cosmetology curriculum, understanding its sequence and integration. It prepares students to introduce and review curriculum content effectively, developing strategies for continuous improvement and adaptation to industry trends.

<b>Program Total:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
Adult Student:	195	405	600

**Evaluation Policy:**

**Employability Grades (100 points per week; 50% of final grade)**

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor’s discretion. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up due to excused absences only (see Student Handbook).

**Performance Grades (20% of final grade)**

Live projects, Performance or skills tests, Homework, Written Assignments

**Test Grades (30% of final grade)**

- Test grades will be based on a 100-point scale.
- Test grades include written and/or skills tests.
- A test will be given for each unit of instruction.
- Tests are to be taken as a unit is completed.
- Tests must be completed within allotted time.

**Final Grade (9 Weeks Period)**

Semester grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

**Grading Scale:**

The grading scale as adopted by the Board of Education is as follows:

A = 90 – 100	S = Satisfactory
B = 80 – 89	W = Withdrawn
C = 70 – 79	I = Incomplete
D = 60 – 69	N = No Grade (Refer to Student Handbook)
F = Below 60	

Students must attain a 75% composite average to qualify to take the Board of Cosmetology Exam.

**Make-Up Work Policy:**

**All Make-Up Work Is The Responsibility Of The Student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

**Attendance Policy:**

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

**Course Requirements and Expectations:**

Course Requirements and Expectations are published in the Program's Handbook.

**Student Behavior Includes:**

Student Behavior Guidelines are published in the Program's Handbook.

***NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.***

**Industry Alignments:**

- Oklahoma State Board of Cosmetology and Barbering

**Certification Outcomes:**

**Tier 1** – Certifications Recognized, Administered and/or Endorsed by Industry

- Master Instructor (3829)

**CIP Code and SOC Code Crosswalk:**

- CIP Code – 12.0413
- SOC Code – 39-5012 – Hairdressers, Hair Stylists, and Cosmetologists

**Instructional Materials:**

**Textbooks:**

Milady. Milady's Professional Educator. 4<sup>th</sup> ed. ISBN: 9781337786836. Milady, 2021 (\$207.96)

Milady. Professional Educator Exam Prep Book. 4<sup>th</sup> ed. 978-1337786874. Milady, 2021 (\$59.39)