SYLLABUS
CSME2445
Instructional Theory and Clinic Operation

Course Description: An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination, including PSI-TDLR.

Semester Hours: 4

Suggested Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED

Textbook: Milady's Master Educator Student Coursebook, 2nd ed, 2009., Cengage
Texas Department of Licensing and Regulations Handbook, Texas Department of Licensing and Regulations, Texas

Course Schedule: The class meets for three (3) lecture hours and four (4) lab hours per week. Student will be dropped after three (3) consecutive or unexcused absences.

Student Contribution: Each student is expected to spend three (3) hours per week preparing for class. Attendance is crucial for success in this course.

Teaching Methods: 1. Written Examination
2. Outline/Assignments/Activity Sheet
3. Lab Performance/Attendance

Course Evaluation: Will be based on the following criteria

| Written examination | 50% |
| Outline/Assignments/Activity Sheet | 25% |
| Lab Skills | 25% |

Grade scale: A 100-90 Points, B 89-80 Points, C 79-70 Points, D 69-60 F 59 & below

End of course outcomes: Upon completion of this course, the student will be able to:
1. Demonstrate the skills required for the completion of the state licensing agency’s curriculum
2. Management of a Job/clinic in a cosmetology program
3. Classroom management skills

Scans Competencies: The Secretary's Commission on Achieving Necessary Skills (SCANS) has identified 1) reading, 2) writing, 3) mathematics, 4) speaking and listening, 5) thinking skills, 6) personal qualities, 7) resources, 8) interpersonal skills, 9) information, 10) systems, and 11) technology. Asterisk and number indicates one or more of SCANS competencies.

Plagiarism: Any student found to be plagiarizing will be dealt with in the manner set by the college and the division. Intentional plagiarizing will not be tolerated. At this time the penalty is that the student will earn an F in the class where caught plagiarizing and be put on scholastic probation by the college. (This includes the presentation of another student's work as your own, as well as directly copying sources without proper citation.)

Statement on Students with Disabilities
Each CBC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities, including learning disabilities, who wish to request accommodations in this class, should contact the Counseling Office as soon as possible to make arrangements. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Special Needs Counselor.

For more information, please go by the Counseling Office, or contact:
Beeville Counselor: Eddie Rojas, edrojas@coastalbend.edu (361)354-2731
Alice Counselor: Dee Berthold, deedeep@coastalbend.edu (361)664-2981
Kingsville Counselor: Pete Trevino, ptreviso@coastalbend.edu (361)591-1615
Pleasanton counselor: Lauren Denver, ldenver@coastalbendedula (830)569-1223

Students who are requesting accommodation must provide the instructor with a letter of accommodation from the Counseling Office (OSD). Accommodations can only be made after the instructor receives the letter of accommodation.

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

Revised August 2011