

## **INSTRUCTOR PROGRAM**

### **Course Description:**

The Instructor Program is based on the Milady's Master Educator Program. The purpose of PIC's Instructor program is to offer teaching methodology, learning philosophy, and professional development for aspiring cosmetology educators. It is designed to work effectively in an Instructor-led classroom environment and a Clinic floor environment. All courses are taught in English and based on clock hours.

### **Course Requirements:**

Instructor candidates must have two years salon experience or if just graduated, must be employed part time in a salon and work a period equivalent to six months while pursuing the instructor training program. All classes are taught in English.

The Instructor Course is available to those who have a high school diploma or equivalent, and a current North Carolina Cosmetologist License. Candidates are required to take an examination based on practical application. However, should the applicant have graduated within the past three years from PIC and has work experience as a cosmetologist, the entrance examination may be waived.

### **Course Objective:**

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

1. Identify reasoning for choosing to pursue a career as an educator.
2. Identify career opportunities available.
3. Understand the steps in the curriculum development process.
4. Know the value and advantages of lesson planning.
5. Apply learning of teaching methodology and skills.
6. Understand the purpose of the purpose of student's performance evaluation.
7. Prepare for state examination and licensing.

The Instructor Course prepares the candidate for licensure in North Carolina as an Instructor of Cosmetology through courses in methodology of teaching, assisting in the classroom and clinic, and practice in the classroom and clinic. The candidate must have an average of 80% or above to successfully complete the course.

### **Course Length:**

The PIC Instructor course consists of at least 800 clock hours of instruction in theory and practical application.

### **References:**

A comprehensive network of Milady's Master Educator curriculum books and workbooks, power point presentations, library, references, Redken Train the Trainer support materials, and audio/visual tapes to supplement the program of study.

## Teaching Methods:

Teaching methods include lectures, demonstrations, hands-on student participation in demonstrations, Milady's Course Guide and power point, videos, use of a blackboard/ flip chart, and chapter projects. Program is taught in a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. The program is presented through comprehensive lesson plans which reflect effective educational methods. Clinic equipment and salon are comparable to current industry standards.

## Grading Procedures

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic and practical learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are only counted as completed when rated satisfactory or better. If a performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, evaluation criteria.

The student's grade is calculated on written theory test results, simulated lesson plans, mock classroom teaching and practical assignments graded by an Instructor. An overall average of 80% is required. In addition, an attendance average of 75% or above is required. For the Master Educator Mock North Carolina State Board of Cosmetic Art – Final and Practical – a grade of 85% or above is required for graduation. All grades are recorded in The SMART system and are available for review. The grading scale for the written and practical work is:

An overall average of 80% must be maintained. The grading scale for written and practical work is as follows:

79% and below	=	Unsatisfactory
80%-86%	=	Satisfactory
87%-93%	=	Very Good
94%-100%	=	Excellent

## Curriculum:

1. One hundred fifty hours of instruction on methods of teaching and the laws governing cosmetology, to include the following topics:
  - a. Instruction in teaching techniques;
  - b. Instruction in preparing lesson plans;
  - c. Instruction in preparing class lectures and presentations;
  - d. Instruction in preparing examinations;
  - e. Chapter 88 of the North Carolina General Statutes and the Rule of the Board.
2. Six hundred fifty hour of practice teaching, to include the following:
  - a. Conducting theory classes from prepared lesson plans;
  - b. Preparing and giving examinations;
  - c. Presenting practical demonstrations;
  - d. Implementing rubrics in grading the student's practical procedures.

## Instructor Student Kit

Each student at PIC must purchase an Instructor Kit to use throughout the course of study. The kit belongs to the student and consists of the tools and items required to perform lectures/demonstrations in the classroom. Each student is responsible for the security and maintenance of his / her kit. Each PIC Kit contains the following:

- (1) Flip Chart
- (1) Milady's Master Educator Textbook
- (1) Workbook- Milady's Master Educator
- (1) Copy of "An Act to Regulate the Practice of Cosmetic Art in the State of North Carolina"
- (1) Copy of the Course Curriculum Requirements

## Requirements for Graduation:

The student must accumulate at least 800 hours of instruction, receive at least 85% of Pre-State Board examinations, complete all assigned projects and theory workbook, have the Instructor's approval regarding practical skills and must fulfill all financial obligations to PIC.

## Certificate:

Upon satisfactory completion of all academic requirements, projects and financial obligations, a certificate is awarded for graduation.