

College of Wilmington



Your College. Your Future.

Instructor Training Work-Based Plan

2022-2023

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Dear Student,

Our Instructor Training Program provides 800 hours of education designed to prepare professionals not to just sit for state board licensure, but to be successful as an educator in the field of cosmetology and other advanced career opportunities. One of the many rewarding career options as a cosmetologist is an opportunity to share your knowledge with future generations of hairdressers, colorists, makeup artists, and skin care professionals. The College's primary goal for your Instructor Training work-based experience is to become comfortable, competent, and professional when working with students in a classroom setting.

You now have the opportunity to apply all the knowledge and skills you have learned in the classroom in a professional manner while under the supervision of the Clinic Supervisor. This is a very important stage in your development as an Instructor Trainer.

Dedicate yourself to your student's needs and embrace your clinic experience. Enjoy this journey!

Sincerely,

Patrick J. Thompson

President

INTRODUCTION

The College of Wilmington has been training students in the field of Instructor Training since 1964. The school has earned a reputation for **EXCELLENCE AND QUALITY OF EDUCATION**. This is evidenced by its graduates who have achieved success in the many different aspects of the Instructor Training profession, including: teaching in proprietary and/or public cosmetology programs.

MISSION STATEMENT

The mission of the College of Wilmington (COW) is to provide up-to-date, relevant, career training that leads to initial employment or career advancement in a student's chosen field of study. In support of this mission, the College's faculty and staff promises to:

- Continuously improve operations in order to keep current with ever-changing developments and new technologies.
- Observe all rules and regulations by state, accrediting, and federal agencies
- Encourage its instructors to stay current with the latest teaching methods in their respective fields by reading educational books and magazines, and by attending teacher's advanced programs, workshops, and trade shows.
- Participate in educational conferences and regional meetings in order to advance knowledge and application of skills
- Utilize acceptable teaching techniques and training aids [such as textbooks, workshops, films, and other audio visual aids] in order to provide the best possible training for its students.
- Purchase high grade, standard equipment, cosmetics, and supplies to be used for instruction of its students.
- Advertise truthfully and makes honest representations to its students.
- Refrain from acting in a manner that might reflect unfavorable on other schools and the cosmetology, massage, and medical professions.

HEALTH & SAFETY

The College of Wilmington has created an Emergency Procedure/Health and Safety Plan that must be followed in the event of a campus-wide emergency. The following basic procedures should be followed to help ensure the campus is safe for employees, students and guests.

1. Encourage all staff and students to think safety first. It is everyone's responsibility to be conscious of health and safety at the school
2. Entrance, exit, and bathroom doors meet state and federal dimensions.
3. Bathrooms are fitted with handles for use by handicapped individuals in accordance with ADA requirements.
4. Bathrooms and classrooms with sinks have an adequate supply of soap and disposable towels.
5. The facility is cleaned on a daily basis.
6. Floors are properly maintained and are safe for faculty, staff, students and guests.
7. All safety equipment (fire extinguishers, smoke alarms, security alarm) testing is scheduled periodically to ensure effective operation.
8. Students are accurately instructed on the proper use of medical apparatus or equipment.
9. OSHA guidelines are followed for medical waste.

10. First aid kit is kept in the student dispensary.
11. Eye wash stations are clearly marked and checked periodically to ensure effective operation

Please refer to the College's Emergency Procedures Health and Safety Plan for Employees, Students, and Guests as provided during the enrollment process.

WORK-BASED PLAN OVERVIEW

The Instructor Training program consists of 800 hours of education designed to prepare professionals for licensure as an Instructor Trainer and other advanced career opportunities. This program consists of theory and work-based activities. Work-based activities may be scheduled throughout the length of the program. Prior to the student beginning any work-based activity, the student is clearly made aware of the objectives, experiences, and competencies to be gained as a result of work-based participation. This information is reinforced throughout the length of the program.

If you love this industry and want to help others, then you have chosen the right career. The curriculum focuses on developing lesson plans, preparing exams, facilitating classroom interaction, developing course outlines and preparing students for state board exams. As part of this program, you will participate in student teaching and work individually with our on-site Instructor to prepare and teach your own lesson. The College does not have any Written Agreements with any other agencies outside of our institution to provide work-based assistance. All work-based activities must be performed in the College of Wilmington's facility. Students will be given a copy of this work-based plan during the enrollment process.

PROGRAM OBJECTIVES

It is the objective of the College of Wilmington to provide the training necessary to prepare the Instructor Training student with the skills required to successfully graduate, and secure and retain employment in the field of cosmetology education. The Instructor Training program qualifies the student to take the NC Board of Cosmetic Arts Licensing Examination. Course Syllabi are available to the student both in the document [EXHIBIT 1] and during the duration of the program.

In order to achieve this objective, the graduates will be able to demonstrate the following:

1. Teaching hands-on courses on hair design, nail care and skin care
2. Provides the Instructor Training student with a comprehensive curriculum in the basics of Instructor Training and related subjects, with emphasis on current techniques utilized in the profession.
3. Teaches the value of professionalism in cosmetology, including high standards of workmanship and personal conduct.
4. Understand that teaching is both an art and science.
5. Train the student to prepare cohesive and thorough lesson plans and gain proficiency in course development.

6. Watching Instructor Training students perform a range of teaching skills and providing feedback or evaluating skills as needed
7. Overseeing Instructor Training students as they work with clients and cosmetology students, evaluating their work and giving suggestions for improvement
8. Practice Safety, Sanitation, Sterilization and Hygiene.

The Instructor Training Program is 800 clock hours in length. The course is a combination of theoretical and practical instructions. Students are able to develop and practice instructional skills, under the supervision of licensed instructors/clinic supervisors, in actual instructional conditions in the school's busy clinic and classroom. The Instructor Training program prepares the student to take the NC Board of Cosmetic Arts Licensing Examination.

EXPERIENCES

The Instructor Training Program from the College of Wilmington provides the hands-on training, practical experience and industry support it takes to pursue a successful career as an educator in the Cosmetology Industry. Teaching your knowledge to up-and-coming cosmetologists is a super rewarding career option. Instruction can take place in a number of settings: in a salon, a cosmetology institute or in advanced workshops or classes in various locations. Cosmetology instructors have to be great students themselves, as they must pass advanced training and be willing to constantly learn new skills and techniques to teach. They must be great visual and verbal communicators, patient, and able to work with a variety of personalities and learning styles. You will:

- Learn to teach theory and classroom assignments
- Understand lesson planning and development of student salon training area instruction
- Demonstrate to students how to consult with guests, sell products, rebook, and promote themselves to grow clientele.
- The goal is to understand the students' needs making learning fun and exciting.

COMPETENCIES

The curricula for the College of Wilmington's Instructor Training Program integrates academic competencies and occupational skill development by means of various methods such as: utilization of lectures, hands-on exercises, power-point presentations, audiovisuals, written materials and other instructional methodologies which provide differentiated learning for all types of learners. The program's curricula is sequential, providing optimal learning by correlating theory with work based practice. This program correlates to an industry certification and state licensure exam vetted through DL Roope Administration. Competencies [EXHIBIT 2] taught align to the certification/state licensure exam; therefore, instructional methodologies utilized are to prepare the student for the certification exam. Instructor Training experiences allow student the opportunity to work in a variety of job settings that require the application of these skills. The Instructor Training Program allows students the opportunities to apply classroom theory to real life situations. Within the curriculum framework provided by the College, the academic competencies are linked to the occupational skills for each skill required by the program.

EVALUATION OF WORK-BASED PLAN

In order to maintain the integrity of this work-based plan, the College will review and evaluate the effectiveness of this plan on an as needed basis. The College's *Institutional Effectiveness Plan* for follow-up information used to evaluate and improve the program outcomes.

STUDENT EVALUATIONS

The college uses systematic Instructor Training student evaluation to assist student learning and to demonstrate satisfactory student achievement before a diploma of completion is awarded. Each student is evaluated periodically on attendance, academic and/or practical learning, as applicable. Work-based learning is evaluated using written criteria, such as rubrics or similar means [EXHIBIT 3]. Student evaluation results are reviewed with the student.

The Instructor Training student will also evaluate the College's cosmetology instructor during the course of enrollment [EXHIBIT 4].

ON SITE SUPERVISOR

The Clinic Supervisor, with appropriate qualifications, will observe the Instructor Training student several times during the service, assist with technique, and answer any questions for the student or client. The Clinic Supervisor is a licensed Cosmetologist and is qualified to supervise all work-based activities for the Instructor Training Program.

STUDENT CONDUCT IN CLINIC

Clinical observation and practice is a key feature of the College courses of study and students are expected to show ethical awareness and behave appropriately in all clinical settings when interacting with clients, clinic staff and fellow students and concerning issues of confidentiality. All students will receive supervision and guidance from their Clinic Supervisor.

Students will be expected to work with fellow students and clients from all walks of life in clinical practicum irrespective of age, body shape, disability, gender, sexual orientation, religion, race, nationality, etc. Students must display appropriate behavior for professional practice at all times and maintain appropriate boundaries between the client and student practitioner.

Students are to behave in a manner which promotes the well-being of themselves and others in the College surroundings and to observe the expectations of proper conduct at all times. This includes, but is not limited to:

- Observe all College of Wilmington policies and procedures, including those relating to student misconduct, confidential information, privacy and all health and safety requirements.
- Attend on time and remain in service until the completion of an assigned task.
- Refrain from talking excessively or at inappropriate times so as to cause disruption to the achievement of learning outcomes of others.
- Use of mobile phones in designated areas.
- Speak to other students and the supervisor in a proper manner, not causing distress.

Students have a responsibility to:

- Maintain professional and ethical conduct with regard to all Clinic matters;
- Be punctual;
- Abide by all requirements and expectations outlined in this document and the Rules and Regulations as received during the enrollment process;
- Maintain client, staff and peer confidentiality;

- Notify appropriate College staff if unable to handle a student/client situation;
- Assist with the smooth running of the Clinic.

In the event that a student's conduct in Clinic is inappropriate, the Clinic Supervisor will report this to the Program Director. The student may then be given consequences for engaging in any of the following behaviors:

- Unprofessional behavior towards fellow students, staff or clients
- Being unavailable for students while on the clinic floor
- Acting without the Clinic Supervisors permission
- Not following the Clinic protocols and standards outlined in this document
- Inappropriate dress
- Sexual harassment/misconduct
- Inappropriate remarks
- Breach of student/client confidentiality
- Not following Clinic Supervisor's recommendations
- Other professional misconduct

Any student who is under the influence of alcohol or other drugs will be excluded from the clinic setting immediately and subject to dismissal from the College permanently. The clinic supervisor will immediately consult the Program Director and Campus President in making such a judgment and immediate action will be taken.

With minor student misconduct, every effort will be made to resolve the issues as quickly as possible.

Please also refer to the College Catalog and the Cosmetology Rules and Regulations as provided during the enrollment process.

CLINIC ATTENDANCE

Instructor Training students are expected to participate in all aspects of the work-based activities, as part of their academic learning outcomes. This includes student/client consultation, customer/client service and promotion as well as dispensary duties (where relevant). Instructor Training students are encouraged to take ownership of their cosmetology student assistance and develop a well-rounded set of theory and work-based skills.

- Satisfactory student attendance and GPA are required to make satisfactory progress in courses of study.

Instructor Training students should be available to the cosmetology students and clients at all times. As an Instructor Training student, you should assist with the initial meeting with the student/client and frequently check back to check on how the cosmetology student is progressing. Positive reinforcement should be used at all times.

PROFESSIONALISM

As future cosmetology instructors, students are expected to adhere to the highest professional, ethical, and personal standards of conduct. Any activities that violate the standards of student conduct specified in the College Catalog, Rules and Regulations, and/or this work-based plan will form the basis of disciplinary actions towards those involved.

DRESS CODE

College of Wilmington has a basic professional dress code to be adhered to by all Instructor Training students in the Clinic setting. Professional manner, appearance and attire must be maintained in the Clinic at all times. Students are required to wear a student ID, black scrub top and pants in order to promote an atmosphere of professionalism. Students who are inappropriately dressed will be asked by the Clinic Supervisor to leave the facility.

PERSONAL HYGIENE

- Students must maintain their personal hygiene. Students are expected to have showered with the appropriate use of deodorants and antiperspirants.
- All clothing worn in Clinic must be clean.
- Breath fresheners[except chewing gum] should be used appropriately.
- Nails should be clean and trimmed to a reasonable length.
- Hair is to be clean and managed neatly at all times.
- Facial hair should be clean-shaven, or if a beard or moustache is worn, it should be neatly trimmed.
- Personal jewelry must not interfere with client treatment.
- Utilize only those materials furnished for the personal use of the client, including towels, scissors, that have been laundered or sanitized before reuse, or that are single-use items disposed of after treatment.

MAINTAINING CLEANING STANDARDS

Stations should be left clean, tidy and ready for the next client and student. Students are required to clean stations at the end of every Clinic service. N.C. Sanitation Guidelines and the College's laundry protocol are located in EXHIBITS 5 and 6 respectively.

- Linens such as towels, sheets, etc., are to be placed in the provided laundry containers. Do not put linens on the floor in any areas,
- When linen containers are full, it is the student's responsibility to transfer the dirty linen to the laundry area.
- Clean station and chair by spraying with provided cleaner and wiping them down.
- No food or drinks are to be consumed while at stations.

INAPPROPRIATE CLIENT CONDUCT IN CLINIC

If at any time during an appointment you feel uncomfortable because of inappropriate behavior by the client, stop the appointment immediately. Immediately notify the Clinic Supervisor of the situation.

GRADUATION REQUIREMENTS

1. Satisfactory progress in both written and practical work has been maintained at 78% or above. [EXHIBIT 7]
2. Satisfactory attendance has been attained at 67% or above. [EXHIBIT 7]
3. All tuition requirements have been met.
4. Final written and practical examinations have been passed with a 78% or above.
5. Instructor Training student has achieved a minimum of 800 hours.

CONCLUSION

We are excited about having you on this journey. As instructor and a professional, you will be responsible for shaping the future of the beauty world and guiding emerging artists. Our areas of emphasis include how to teach theory, evaluating student performance and examinations, preparing students to pass the cosmetology state board exam, and much more.

ORGANIZATION OF EXHIBITS

This work-based plan is used to guide your expectations of the Instructor Training experience and the College's expectations of the Instructor Trainer student. The exhibit forms included for your review are:

- Exhibit 1: Course Syllabi
- Exhibit 2: Competency-Based Task/Competency List
- Exhibit 3: Instructor Training Student Evaluations
- Exhibit 4: Instructor Evaluation
- Exhibit 5: North Carolina Sanitation Guidelines
- Exhibit 6: Laundry Protocol
- Exhibit 7: Student Satisfactory Academic Progress

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Exhibit 1: Course Syllabi

[Forthcoming pages]

Course Name: Instructor Technique I

Course Code: COS 500

Course Prerequisites: None.

Contact Hours: 150
(150 Lecture; 0 Practical)

Course Description: This course introduces the both basic instructional techniques in cosmetology. Subjects include observation theory, motivation, and business management, student relations, teaching techniques, and preparing lesson plans. Upon completion of this course students will be able to create lesson plans and relate to students. Prerequisite: None.

Instructor Information:

Office Location: Classroom

Name:

Email:

Phone:

Office Hours:

Course Days/Times:

Required Textbook/Supplies:

Pivot Point Mindful Teaching Digital Curriculum/Lab Seat	Pivot Point International, Inc.	Digital
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Course Objectives:

Upon completing this course, the student will be able to

- Observation theory classes
- Learn teaching techniques and student motivation
- Prepare lesson plans
- Infection and Safety

Class Participation/Attendance: Please refer to the college attendance policy as publicized in the college catalog in addition to the Cosmetology Rules and Regulations.

Grading Measurements:		Grading Scale:
Exams	65%	A = 93-100
Quizzes	5%	B = 92-86
Assignments	5%	C = 85-78
Final Exam	10%	D = 77-70
Participation	15%	F = Below 70

Exams: Exams are given periodically throughout the course. The purpose of exams is to test students' knowledge of materials over a given section of the course. Exams may be in various formats including essay, multiple choice, short answer, computer-based, etc.

Quizzes: Short quizzes may be given at any time and may be announced or unannounced.

Assignments: The typical assignment is a comprehensive undertaking that demonstrates a student's proficiency on a given topic. Assignments may be completed by various methods including hands-on demonstrations, research papers, oral presentations, etc.

Final Exam: The Final Exam is comprehensive and includes subjects that test a student's mastery of the concepts covered in this course.

Resource Center: The learning resource center offers many electronic resources and services, including: e-books, online journals, online citation management, etc. from the online library known as *Library & Information Resources Network*. The learning resource center mainly serves the needs of COW students (both on-campus and off-campus), faculty, staff, and administration. Access to this online library is available 24 hours/7 days a week from home, office, school, etc.

Students with Special Needs

Students with special needs should contact their instructor by the first day of scheduled class, or earlier if possible. The instructor and/or College will arrange individual accommodations, as needed, for students with special needs.

Course Outline

Day	Chapter	Exam	
1	1. The Career Education Instructor.		
2	2. The Teaching Plan and Learning Environment.		
3	3. Teaching Study and Testing Skills.		
4	4. Basic Learning Styles and Principles.		
5	5. Basic Methods of Teaching and Learning.		
6	6. Communicating Confidently.		Exam Chps 1-5
7	7. Effective Presentations.		
8	8. Effective Classroom Management and Supervision.		
9	9. Achieving Learner Results.		
10	10. Program Development, and Lesson Planning.		
11	11. Educational Aids and Technology in the Classroom.		
12	12. Assessing Progress and Advising Students.		
13	13. Making the Student Salon an Adventure.	Exam Chps 6-12	
14	14. Career and Employment Preparation.		
15	15. The Art of Retaining Students.		
16	16. Educator Relationships.		
17	17. Learning Is a Laughing Matter.		
18	18. Teaching Success Strategies for a Winning Career.		Exam Chps 13-18
19	19. Teams at Work.		
20	20. Evaluating Professional Performance.	CFE Written CFE Practical	
21	Cumulative Final Exam Written		
22	Cumulative Final Exam Practical		

Course Name: Instructor Technique II

Course Code: COS 501

Course Prerequisites: COS 500

Contact Hours: 200

(15 Lecture; 185 Practical)

Course Description: This course builds on COS 500 and explores more advanced teaching techniques. Subjects include facilitating students on clinic floor, preparing class lectures and presentations, preparing examinations, grading and GS. 88B and the rules of the Board. Upon completion of this class students will be able to prepare lectures, present lectures, create assessments and grade exams.

Instructor Information:

Office Location: Classroom

Name:

Email:

Phone:

Office Hours:

Course Days/Times:

Required Textbook/Supplies:

Pivot Point Mindful Teaching Digital Curriculum/Lab Seat	Publisher: Pivot Point International, Inc.	Digital
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Course Objectives:

Upon completing this course, the student will be able to

- facilitating students on clinic floor
- preparing class lectures and presentations
- preparing examinations and grading

Class Participation/Attendance: Please refer to the college attendance policy as publicized in the college catalog in addition to the Cosmetology Rules and Regulations.

Grading Measurements:		Grading Scale:
Exams	65%	A = 93-100
Quizzes	5%	B = 92-86
Assignments	5%	C = 85-78
Final Exam	10%	D = 77-70
Participation	15%	F = Below 70

Exams: Exams are given periodically throughout the course. The purpose of exams is to test students' knowledge of materials over a given section of the course. Exams may be in various formats including essay, multiple choice, short answer, computer-based, etc.

Quizzes: Short quizzes may be given at any time and may be announced or unannounced.

Assignments: The typical assignment is a comprehensive undertaking that demonstrates a student's proficiency on a given topic. Assignments may be completed by various methods including hands-on demonstrations, research papers, oral presentations, etc.

Final Exam: The Final Exam is comprehensive and includes subjects that test a student's mastery of the concepts covered in this course.

Resource Center: The learning resource center offers many electronic resources and services, including: e-books, online journals, online citation management, etc. from the online library known as *Library & Information Resources Network*. The learning resource center mainly serves the needs of COW students (both on-campus and off-campus), faculty, staff, and administration. Access to this online library is available 24 hours/7 days a week from home, office, school, etc.

Students with Special Needs

Students with special needs should contact their instructor by the first day of scheduled class, or earlier if possible. The instructor and/or College will arrange individual accommodations, as needed, for students with special needs.

Course Outline

Day	Topic	Exam
1-5	Prepare Lectures based on topics assigned	Lecture preparation assessment
6-10	Prepare exams on the Lectures from Days 1-5	Exam preparation assessment
11-14	Present Lecture to fellow COS INS students and instructor	Presentation assessment
15-20	Prepare lesson plans based on topics assigned	Lesson plan assessment
21-24	Grade exams as provided by the instructor	Exam grading assessment
25-30	Monitor the clinic floor	Clinic floor assessment

Course Name: Instructor Practicum

Course Code: COS 502

Course Prerequisites: COS 501

Contact Hours: 450

(20 Lecture; 430 Practical)

Course Description: This course is designed to develop practical applications. Subjects include conducting theory classes from prepared lessons, preparing and giving examinations and giving practical demonstrations. Upon completion of this course students should be ready to sit for Licensure Examination and meet program requirements.

Instructor Information:

Name:

Phone:

Course Days/Times:

Required Textbook/Supplies:

Office Location: Classroom

Email:

Office Hours:

Pivot Point Mindful Teaching Digital Curriculum/Lab Seat	Publisher: Pivot Point International, Inc.	Digital
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Course Objectives:

Upon completing this course, the student will be able to

- conduct theory classes from prepared lessons
- prepare and administer examinations
- prepare and administer practical demonstrations

Class Participation/Attendance: Please refer to the college attendance policy as publicized in the college catalog in addition to the Cosmetology Rules and Regulations.

Grading Measurements:		Grading Scale:
Exams	65%	A = 93-100
Quizzes	5%	B = 92-86
Assignments	5%	C = 85-78
Final Exam	10%	D = 77-70
Participation	15%	F = Below 70

Exams: Exams are given periodically throughout the course. The purpose of exams is to test students' knowledge of materials over a given section of the course. Exams may be in various formats including essay, multiple choice, short answer, computer-based, etc.

Quizzes: Short quizzes may be given at any time and may be announced or unannounced.

Assignments: The typical assignment is a comprehensive undertaking that demonstrates a student's proficiency on a given topic. Assignments may be completed by various methods including hands-on demonstrations, research papers, oral presentations, etc.

Final Exam: The Final Exam is comprehensive and includes subjects that test a student's mastery of the concepts covered in this course.

Resource Center: The learning resource center offers many electronic resources and services, including: e-books, online journals, online citation management, etc. from the online library known as *Library & Information Resources Network*. The learning resource center mainly serves the needs of COW students (both on-campus and off-campus), faculty, staff, and administration. Access to this online library is available 24 hours/7 days a week from home, office, school, etc.

Students with Special Needs

Students with special needs should contact their instructor by the first day of scheduled class, or earlier if possible. The instructor and/or College will arrange individual accommodations, as needed, for students with special needs.

Course Outline

Day	Topic	Assessment
1-5	Prepare lesson plans on topics assigned	Lesson plans
6-9	Create a lecture on topics assigned	Lecture prep
10-13	Conduct a theory class	Lecture presentation
14-18	Administer exams for the theory class Grade and return exams Review with the class	Exam preparation & administration
19-25	Provide a practical demo for a class	Demo
26-31	Prepare lesson plans on topics assigned	Lesson plans
32-38	Create a lecture on topics assigned	Lecture prep
39-45	Conduct a theory class	Lecture presentation
46-50	Administer exams for the theory class Grade and return exams Review with the class	Exam preparation & administration
51-55	Provide a practical demo for a class	Demo
56-68	Clinic Monitoring Final Review of Exam Review Text	CFE

Exhibit 2: Competency-Based Task/Competency List

1. Successful completion of all chapters in the Milady's Master educator
2. Completion of seven [7] lesson plans
3. Presentation of six [6] lesson plans
4. Completion of 800 clock/program hours
5. Successful completion of State Board Written and Practical Exam Review
6. Successful completion of both Work-based and Theory Practice

Exhibit 3: Instructor Training Student Evaluations

COLLEGE OF WILMINGTON								
Instructor Training Student Evaluations								
Student Name _____				Instructor Name _____				
Complete each evaluation using the following scoring system: 1=Yes 0=No								
Lesson Plan Evaluation		#1	#2	#3	#4	#5	#6	#7
1	Provides original lesson plan							
2	Lesson plan is types							
3	Lists course title							
4	Lists assigned topic							
5	Lists time required for topic							
6	Lists learning objectives relevant to topic							
7	Lists reasons why topic is important for student [What is in it for me?]							
8	Lists references used to prepare lesson plan							
9	Lists supplies, implements, equipment, teaching/visual aids needed for lesson							
10	Provides safety procedures relevant to topic							
11	Lists students prior assignment							
12	Outline topic/procedure steps in correct order							
13	Provides summary							
14	Lists student follow-up assignment							
15	Lists methods of assessment [test, quiz]							
	Date of evaluation							
EARNED POINTS out of 15								
% GRADE								
Presentation Evaluation		#1	#2	#3	#4	#5	#6	
1	All materials for lesson are present							
2	States assigned topic							
3	Presents lesson objectives specific to topic							
4	Presents reasons why topic is important for students [What is in it for me?]							
5	Uses teaching aids to focus students attention; identifies implements, supplies, &							
6	Teaching aids/demo is visible to students							
7	Explains safety & client protection procedures listed in lesson plan							
8	Presents topic/procedure in the sequence outlined in lesson plan; demonstrates &							
9	Asks questions relevant to topic to elicit student response							
10	Make eye contact throughout room							
11	Speaks audibly throughout lecture/demonstration							
12	Stays on topic							
13	Covers complete content of lesson plan							
14	Summarizes lesson							
15	Present student with follow-up assignment							
16	Presents methods of assessment [test, quiz]							
17	Practices infection control procedures throughout lesson							
18	Maintains work area in a safe manner throughout lesson							
19	Lesson fills assigned timing							
	Date of evaluation							
EARNED POINTS out of 19								
% GRADE								

Exhibit 4: Instructor Evaluation

College of Wilmington

Instructor Evaluation

One of the best avenues for enhancing the quality of our School's education is through timely and accurate feedback from you, the student. Please take this opportunity to complete the following survey for the class in which you are currently enrolled. We thank you for your input and value how your guidance will help shape how we deliver quality education to you. All input that you provide is **anonymous** – all responses are viewed ONLY by the Campus Director.

Directions:

1. In the space below table below please evaluate the following instructor:
Instructor: _____
2. Rate your opinion of your instructor on the following sentences. Place a check-mark in the column that best represents your opinion where:
1 = Strongly Disagree
2 = Disagree
3 = Agree
4 = Strongly Agree

(Strongly Disagree...Strongly Agree)

#	Question	1	2	3	4
1	The instructor demonstrates an ability to interest and motivate students				
2	The instructor shows concern for student learning and success				
3	The instructor demonstrates knowledge of the subject				
4	The instructor is available to help students as needed				
5	The instructor is considerate in dealing with students				
6	The instructor encourages student participation and involvement				
7	The instructor presents the material in a clear manner that is conducive to learning				
7	I would recommend this instructor to new students				
9	Overall, I highly rate this instructor				
RC	The learning resources were adequate for my educational process				

Please provide your written input to the following questions:

- *Is your instructor teaching relevant material during the scheduled theory hour[s]? [If not, please explain].*
- *Does your instructor maintain a professional and respectful relations at all times? [If not, please explain].*
- *What are the most effective aspects of the instructor?*
- *What are the least effective aspects of the instructor?*
- *Other comments/suggestions*

This concludes the survey. We thank you for your participation and the input that you have provided to us.

Exhibit 5: North Carolina Sanitation Guidelines

21 NCAC 14H .0403 DISINFECTION PROCEDURES

- (a) Sanitation rules that apply to towels and cloths are as follows:
- (1) Clean protective capes, drapes, linens, and towels shall be used for each patron;
 - (2) After a protective cape has been in contact with a patron's neck it shall be placed in a clean, closed container until laundered with soap and hot water and dried in a heated dryer. Capes that cannot be laundered and dried in a heater dryer may be disinfected with an EPA registered hospital grade disinfectant mixed and used in accordance with the manufacturer directions; and
 - (3) After a drape, linen, or towel has been in contact with a patron's skin it shall be placed in a clean, covered container until laundered with soap and hot water and dried in a heated dryer. A covered container may have an opening so soiled items may be dropped into the container.
- (b) Any paper or nonwoven protective drape or covering shall be discarded after one use.
- (c) There shall be a supply of clean protective drapes, linens and towels at all times. Wet towels used in services must be prepared fresh each day. Unused, prepared wet towels must be laundered daily.
- (d) Clean drapes, capes, linens, towels and all other supplies shall be stored in a clean area.
- (e) Bathroom facilities must be kept clean.
- (f) All implements shall be cleaned and disinfected after each use in the following manner:
- (1) They shall be washed with warm water and a cleaning solution and scrubbed to remove debris and dried.
 - (2) They shall be disinfected with either:
 - (A) disinfectant that is bactericidal, virucidal and fungicidal and approved by the EPA for use in beauty salons, or salon settings that is mixed and used according to the manufacturer's directions. They shall be rinsed with hot tap water and dried with a clean towel before their next use. They shall be stored in a clean, closed cabinet or container until they are needed;
 - (B) 1 and 1/3 cup of 5.25 percent unexpired household bleach to one gallon of water for 10 minutes. They shall be rinsed with hot tap water and dried with a clean towel before their next use. They shall be stored in a clean, closed cabinet or container until they are needed; or
 - (C) UV-C, ultraviolet germicidal irradiation used accordance with the manufacturer's directions.
 - (3) If the implement is not immersible or is not disinfected by UV-C irradiation, it shall be cleaned by wiping it with a clean cloth moistened or sprayed with a disinfectant that is bactericidal, virucidal and fungicidal and approved by the EPA for use in beauty salons, or salon settings used in accordance with the manufacturer's directions.
- (g) All disinfected non-electrical implements shall be stored in a clean, closed cabinet or clean closed container.
- (h) All disinfected electrical implements shall be stored in a clean area.
- (i) Disposable and porous implements and supplies must be discarded after use or upon completion of the service.
- (j) Product that comes into contact with the patron must be discarded upon completion of the service.
- (k) Containers with open faces may be covered or closed with plastic wrapping. Disinfected implements must not be stored with any implement or item that has not been disinfected.
- (l) Lancets, disposable razors, and other sharp objects shall be disposed in puncture-resistant containers.
- (m) All creams, lotions, wax, cosmetics, and other products dispensed to come in contact with patron's skin must be kept in clean, closed containers, and must conform in all respects to the requirements of the Pure Food and Drug Law. Any product apportioned for use and removed from original containers must be distributed in a sanitary manner that prevents contamination of product or container. Any product dispensed in portions into another container must be dispensed into a clean container and applied to patrons by means of a disinfected or disposable implement or other clean methods. Any product dispensed in portions not dispensed into another container must be used immediately and applied to patrons by means of a disinfected or disposable implement or other clean methods. No product dispensed in portions may be returned to the original container.
- (n) As used in this Rule whirlpool or footspa means any basin using circulating water.
- (o) After use by each patron each whirlpool or footspa must be cleaned and disinfected as follows:
- (1) All water must be drained and all debris removed from the basin;
 - (2) The basin must be disinfected by filling the basin with water and circulating:
 - (A) Two tablespoons of automatic dishwashing powder and 1/4 cup of 5.25 percent household bleach to one gallon of water through the unit for 10 minutes; or
 - (B) Surfactant or enzymatic soap with an EPA registered disinfectant with bactericidal, fungicidal and virucidal activity used according to manufacturer's instructions through

- the unit for 10 minutes;
 - (3) The basin must be drained and rinsed with clean water; and
 - (4) The basin must be wiped dry with a clean towel.
 - (p) At the end of the day each whirlpool or footspa must be cleaned and disinfected as follows:
 - (1) The screen must be removed and all debris trapped behind the screen removed;
 - (2) The screen and the inlet must be washed with surfactant or enzymatic soap or detergent and rinsed with clean water;
 - (3) Before replacing the screen one of the following procedures must be performed:
 - (A) The screen must be totally immersed in a household bleach solution of 1/4 cup of 5.25 percent household bleach to one gallon of water for 10 minutes; or
 - (B) The screen must be totally immersed in an EPA registered disinfectant with bactericidal, fungicidal and virucidal activity in accordance to the manufacturer's instructions for 10 minutes;
 - (4) The inlet and area behind the screen must be cleaned with a brush and surfactant soap and water to remove all visible debris and residue; and
 - (5) The spa system must be flushed with low sudsing surfactant or enzymatic soap and warm water for at least 10 minutes and then rinsed and drained.
 - (q) A record must be made of the date and time of each cleaning and disinfecting as required by this Rule including the date, time, reason, and name of the staff member who performed the cleaning. This record must be made for each whirlpool or footspa and must be kept and made available for at least 90 days upon request by either a patron or inspector.
 - (r) The water in a vaporizer machine must be emptied daily and the unit disinfected daily after emptying.
 - (s) The area where services are performed that come in contact with the patron's skin including treatment chairs, treatment tables, and beds shall be disinfected between patrons.
 - (t) A manufacturer's label for all disinfectant concentrate must be available at all times. If a concentrate bottle is emptied, it must remain available until a new bottle is available.
 - (u) When mixed disinfectant concentrate is placed in a secondary container such as a spray bottle, tub or jar, that container must be labeled to indicate what chemical is in the container. SDS sheets must be readily available for all disinfectants in use at all times.
 - (v) Disinfectants must be stored and disposed of in accordance with all local, State and federal requirements.
- The cabinet and supplies of a towel warmer machine must be emptied daily and the unit dried daily after emptying.

Exhibit 6: Laundry Protocol

Laundry Protocol

The Washer and Dryer are located in the Back of the dispensary:

- The Washer is self-injected with soap and any chemicals needed. Students do not have to touch or use any chemicals.
- Brame services the washer 1 time a month to ensure the soap, chemicals, and water temperature is correct.

To Operate the Washer you choose one of the Following:

- Ensure the washer has a FULL LOAD! This is important to the functionality of the machine.
- Press 1 Massage white Sheets and Towel (Hot /Hot Water)
- Press 2 Color Sheets (Hot/Med Water)
- Press 3 Cosmetology Towels (Med/ Cool Water)
- Press 4 Reclaim-extra bleach (Hot/Hot Water)
- Press Green Button Twice
- Machine will start
- When Laundry is finished the machine will beep wait till stops and open the door

To Operate the Dryer you choose one of the Following:

- Press (45 Min Cycle)
- Press B (1 hours Cycle)
- Press C (1/ ½ hour cycle)
- Machine will Start
- When Laundry is finished immediately place in CLEAN CLOSE BAG OR CONTAINER fold and store

If you have any questions or concerns please see the Campus Director or Program Director for more information.

Thank you,
COW

Exhibit 7: Student Satisfactory Academic Progress

The College uses FAME as our Financial Aid Servicer. The software system creates SAP reports for each student as he/she reaches a measurement point. Below is an example of an Instructor Training SAP Report at the 450 hour measurement point.

**COLLEGE OF WILMINGTON
FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION**

Student (First, Last Name)	1457 Jane Doe
Program	Cosmetology Instructor
Program version	Cosmetology Instructor
Date FA SAP Verified	4/30/2019
FA SAP Checkpoint	400 Actual hours after start date
Total Hours Completed	400.00
Scheduled Hours	367.13
Percentage of Attendance Completed	108.95% (66.00% minimum required)
Cumulative Grade	4.00 (2.00 minimum required)

The purpose of this document is to certify that the above referenced student's records were checked for financial aid satisfactory academic progress in accordance with the standards established by this institution. The student was found to be:

Maintaining satisfactory academic progress

Not maintaining satisfactory academic progress

Student Signature

Date

Financial Aid Officer Signature

Date

School Director Signature

Date