

Syllabus

Nail Technician Instructor Program

Duration: 250 hours

PROGRAM OBJECTIVES

1. To instill the knowledge of basic classroom management techniques and conflict resolution
2. To engage in the creation of lesson plans and classroom curriculum specific to the goals of the program
3. To master various traditional and technological instruction delivery methods for evolving student needs.
4. To understand the importance of individual student success and learning in the classroom.
5. To promote mutual esteem, goodwill, harmony and cooperation with professional and related organizations.
6. To prepare for state board examination and a professional career as an instructor.

PROGRAM DESCRIPTION

The Nail Technician Instructor program consists of a combination of teaching principles, classroom management concepts, lesson plan development, curriculum development, and many hours of practice teaching live students. Students in this program must hold an active, current Nail Technician license in the state of GA in order to enroll.

CREDENTIAL AWARDED

Upon successful completion of the program, students receive a Diploma.

DELIVERY METHOD

This program is offered on campus only.

DISCLOSURE

After successful completion of the program, students must obtain a Georgia Cosmetology License in order to apply for employment.

DURATION

This program has a duration of 250 clock hours. Full-time students complete the program in approximately 10 weeks attending 30 hours weekly, Monday through Friday 9:00am to 4:00pm. Part-time students complete the program in approximately 13 weeks attending 22 hours weekly, Tuesday and Wednesday 9:00am to 9:00pm.

FORMAT

The clock hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry, Each student will receive instruction that relates to the performance or useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADE ASSIGNMENTS

Theory grades will be assigned based on the academic scores of exams administered at the end of each chapter and by the assigned projects related to the theoretical content being given. Practice grades, on the other hand, will be assigned taking into account the student's ability to apply the theory learned, in the development of work-based activities in the labs and clinics.

PRACTICAL SERVICES

Students will be involved in hands on activities to help familiarize them with the working environment. When such is the event, the student should willingly participate and complete the services assigned to them by their Instructor. Practical applications completion is monitored and tracked for each student via a credit hour sheet

The Following number of services are a requirement for graduation:

Curriculum Development	20
Lesson Plans and Presentations	20
Demonstrations and Theory Lectures	20
Various Methods of Evaluation	10
Practice Teaching	75

MEASURES USED

One clock hour constitutes 60 minutes of directed, supervised instruction and appropriate breaks.

TEXTBOOKS

1. *Milady Professional Educator, 4th Edition, 2022, ISBN 978-1-3377-8683-6.*

CURRICULUM

Competency 1 - The Professional Educator

Upon completing this lesson, the learner will be able to: identify areas of personal growth for a professional educator; describe the qualities that contribute to an educator's success in the learning environment; outline the characteristics looked for when hiring a professional educator.

Competency 2 - Study and Testing Skills

Upon completing this lesson, the learner will be able to: explain specific study skills that will contribute to learner success; define the benefits of different study strategies to the learner's overall success; list the positive influences of a healthy body and mind on learner success in school; describe how effective test-taking skills can enhance learner performance on exams; outline strategies educators can use that will improve learner studying and testing behaviors.

Competency 3 - Learner Characteristics and Principles

After completing this chapter, the learner will be able to: discuss different learner characteristics that may influence how an educator chooses to deliver content; describe the principles of learning styles and profiles; identify teaching strategies appropriate for each of the nine intelligences; discuss the educator's role in managing different intelligences in the learning environment.

Competency 4 - Methods of Teaching and Learning

After completing this chapter, the learner will be able to: discuss teaching methods that facilitate an interactive learning experience; describe effective teaching methods for generating learner engagement and excitement; list approaches educators can use to better facilitate learning and material retention; explain how to enable distance learning for learners.

Competency 5 - Program Development and Lesson Planning

Upon completing this lesson, the learner will be able to: outline approaches instructors should take to prepare for teaching and to organize learner information; explain the steps in the curriculum development process; define the parameters of an effective program outline; describe strategies for successful lesson plan development; state the goals of a comprehensive orientation program.

Competency 6 - Educational Aids and Technology

Upon completing this lesson, the learner will be able to: explain how the use of educational aids can enhance the learning environment; outline the criteria used to select appropriate educational aids; describe how to use different nonprojected educational aids to augment learning; summarize the impact of technology on the learning environment.

Competency 7 - Communicating Confidently

Upon completing this lesson, the learner will be able to: illustrate the communication cycle as it relates to the sender and the receiver; describe how a message may be conveyed both verbally and nonverbally; define the role of active listening in the communication cycle; describe the four different communication styles; list strategies for effective communication; outline strategies to overcome four different types of communication barriers encountered in the learning environment; define the different relationships

encountered in the learning environment that require effective communication skills to be successful.

Competency 8 - Effective Presentations

Upon completing this lesson, the learner will be able to: outline how to create motivating opportunities in the classroom and student salon; list guidelines for creating memorable openings; explain strategies for creating engaging and successful content; identify effective methods of connecting the different parts of a lesson; explain how to effectively ask and answer questions in the learning environment; describe how to create impactful closings to presentations; define the steps of the CREATE approach to presentation design; describe ways to arrange the learning environment for maximum positive influence on the student experience.

Competency 9 - Classroom Management and Supervision

Upon completing this lesson, the learner will be able to: identify how professionalism impacts learner management; describe the principles of learner behavior management; discuss the four methods of managing chronic misconduct; explain strategies for managing various disruptive learner behavior; outline specific approaches to managing conflict in the learning environment.

Competency 10 - Challenges to Learning

Upon completing this lesson, the learner will be able to: explain the definition of disability as outlined by the Americans with Disabilities Act; give examples of how an accommodation plan outlines actions to assist learners with differing disabilities and challenges; explain the impact learning disabilities have on the four stages of information processing in learning; define the characteristics of dyslexia and ADHD, the two most common learning disabilities; describe learner attributes related to behaviors arising from substance abuse; describe student attributes and behaviors that may pose a challenge to successful learning; identify strategies to accommodate students who learn at different speeds; describe instructor behaviors that can remove barriers and enhance the learning experience for students.

Competency 11 - Assessing Progress and Advising Students

Upon completing this lesson, the learner will be able to: outline criteria a professional educator can use in determining grading protocols for student materials and performance; describe characteristics of eight styles of grading to avoid; differentiate the components of thorough test development; explain the process for evaluating student projects; distinguish between different types of descriptive performance evaluation; list factors that educators should consider when evaluating student assessment results; outline the administrative responsibilities of educators regarding student performance; discuss the instructor's role in academic advising and coaching; explain the PRAISE approach

as a means of evaluating students and offering them feedback on their performance.

Competency 12 - Success Strategies for Students

Upon completing this lesson, the learner will be able to: discuss specific actions learners can take that will pay value to themselves; outline strategies learners can adopt that will enhance internal motivation; describe the actions of a learner who demonstrates an expectation to win; explain methods a learner can adopt that will foster successful goal management; list learner behaviors that convey a strong work ethic; illustrate learner actions that display respect and value toward the client.

Competency 13 - The Student Salon

Upon completing this lesson, the learner will be able to: describe the physical attributes of the effective student salon environment; outline approaches for successfully mentoring learners in the student salon; discuss how to foster an effective learning environment in the student salon; list the administrative requirements necessary for the student salon; summarize the role that customer service plays in skills education; outline the business skills needed for success in the student salon.

Competency 14 - Learning is a Laughing Matter

Upon completing this lesson, the learner will be able to: differentiate humor and sarcasm in the learning environment; describe the psychological, physical, and work-related benefits of laughter; explain how laughter can enhance creativity; illustrate strategies for integrating humor into the learning environment; outline approaches for integrating humor into the workplace.

Competency 15 - Student Retention

Upon completing this lesson, the learner will be able to: describe how an educator's leadership can influence student retention; outline specific approaches educators can adopt that demonstrate adherence to school policies; explain strategies educators can use to strengthen communication with students; identify different ways educators can get to know their students that will support student success; give examples of how educators can engage their students in the learning process.

Competency 16 - Georgia Law

In this lesson, students will learn the ins and outs of the Georgia State Board of Cosmetology and Barbering board's rules, policies, regulation, and laws as it relates to the program's area of study.

Competency 17 - The Healthy Professional

Upon completion of this lesson, students will be able to: explain the healthy professional; discuss nutritional needs in a beauty context; practice proper hydration; describe how immunity keeps the body safe; explain when to take a sick day; identify common beauty professional health issues; protect yourself with proper body mechanics; and recognize the challenges posed by pregnancy.

Competency 18 - Infection Control Principles and Practices

Upon completion of this lesson, students will be able to: explain infection control; describe federal and state regulatory agencies; recognize the principles of infection; identify different types of pathogens; employ the principles of prevention; follow Standard Precautions to protect yourself and your clients; and demonstrate safe work practices and safety precautions.

Competency 19 - Chemistry & Chemical Safety

Upon completion of this lesson, students will be able to: explain chemistry and chemical safety; identify the basics of chemical structure; explain the differences between solutions, suspensions, and emulsions; describe potential hydrogen and how the pH scale works; summarize neutralization and redox reactions; practice chemical safety; and interpret safety data sheets.

Competency 20 - Electricity and Electrical Safety

Upon completion of this lesson, students will be able to: explain electricity and electrical safety; outline electrical theory; practice electrical equipment safety; identify electrotherapy modalities; and discuss light energy.

FINAL EXAMINATIONS

Final – Full Theory Lecture

Final – Full Demonstration Session

GRADING SCALE

- 100 – 90% A (Excellent)
- 89.9 – 80% B (Above Average)
- 79.9 – 70% C (Satisfactory)
- 69.9 – 0% D (Failing)

TRANSCRIPT

This program is taught by utilizing the chapters/competencies of the Milady Cosmetology Textbook. Each chapter/competency grade is assigned to one of the following courses listed below:

Course #	Course Name	Content
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NAIL 390	Health & Safety Review	a. The Healthy Professional b. Infection Control Principles c. Chemistry and Chemical Safety d. Electricity and Electrical Safety
NAIL 400	Theory of General Education I	a. Cosmetology Laws, Rules, & Regulations b. Principles of Teaching Nail Care
NAIL 410	Teaching Techniques & A/V Aids I	a. Teaching Techniques & A/V Aids b. Curriculum development c. Lesson plans and presentations d. Classroom management and discipline e. Demonstrations and Theory lectures f. Various methods of evaluation
NAIL 420	Practice of Teaching	Students will be supervised in conducting actual lectures & demonstrations to the classroom of Cosmetology students

GRADUATION REQUIREMENTS

The school has defined successful completion of the selected program as follows:

- (i) documented attendance for the total hours of instruction contracted in the program pursuant to state law requirements;
- (ii) have an overall GPA of 70% or above;
- (iii) tuition contract and course costs are fulfilled (payment plan established, if necessary);

Upon satisfactory completion of the graduation requirements, USA Beauty Academy will issue a Diploma (a document that certifies the student has met all requirements in the chosen course of study).

SCHOOL CATALOG AND POLICIES

All school general information, policies, rules, and procedures are published in the official school's student catalog, which is required to be reviewed by each student prior to starting the first class. Policy updates are made occasionally based on changes in laws, regulations, or GA board policies. The most updated version of the student catalog can be requested from the school staff, or can be found at <https://www.usa-beautyacademy.com/student-services/>.

INSTRUCTION BY WEEK SCHEDULE

WEEK(S)	COMPETENCY	COMPETENCY INSTRUCTION	TEXTBOOK REFERENCE
1	17, 18, 19, 20	Health & Safety Review	N/A
2	1	The Professional Educator	1
	2	Study and Testing Skills	2
	3	Learner Characteristics/Principles	3
	7	Communicating Confidently	7
	16	GA Law	N/A
3 – 4	4	Methods of Teaching/Learning	4

5 – 6	5	Program Development & Lesson Plans	5
7	6	Educational Aids and Technology	6
7	8	Effective Presentations	8
8	9	Classroom Management and Supervision	9
8	10	Challenges to Learning	10
8	12	Success Strategies for Students	12
8	14	Learning is a Laughing Matter	14
9	11	Assessing Progress & Advising Students	11
10	13	The Student Salon	13

EVALUATIONS

COURSE	COMPETENCY	TEST #	ASSESSMENT NAME
NAIL 400	1, 2, 3, 7	Test 1	Theory Assessment Chapters: 1, 2, 3, 7 + GA Law
NAIL 410	4, 5, 6, 8	Test 2	Theory Assessment Chapters: 4, 5, 6, 8
NAIL 410	9, 10, 12, 14, 11	Test 3	Theory Assessment Chapters: 9, 10, 12, 14, 11
NAIL 410	5	Practical 1	Practical Assessment: Lesson Plan Development
NAIL 420	4, 6, 8, 9, 10, 12	Practical 2	Practical Assessment: Theory Lecture
NAIL 420	4, 12, 11	Practical 3	Practical Assessment: Demonstration Lecture