

# COSMETOLOGY INSTRUCTOR COURSE OUTLINE

## OBJECTIVE & GOALS

Students prepare for licensing in Michigan as a Cosmetology Instructor through courses in methodology of teaching as well as assisting and practicing in the classroom, lab, and student salon.

The goal of this course is to educate the students in both theory and practical experience in all areas of cosmetology instruction and to adequately prepare the Instructor for gainful employment in a cosmetology college as an entry-level licensed Cosmetology Instructor, and to help them develop employer/employee relationships and effective communication skills.

## COURSE DESCRIPTION - CIP 12.0413

A Cosmetology Instructor is a licensed Cosmetologist who has returned to college for Instructor training. A Cosmetology Instructor will learn all aspects of the teaching profession. This includes course outlining and developing, methods of teaching principles and student learning principles, lesson planning, basic teaching methods, effective development/use of teaching aids, classroom management, and various other subjects.

## COURSE LENGTH

The Cosmetology Instructor Course is 600 clock-hours in length.

### Attendance Schedules

Full time students are expected to attend for a total of 30 hours/week for 20 weeks (5 months), 21 weeks including 7% grace time (5 months).

#### *FULL TIME SCHEDULE EXAMPLE:*

4 days during the week: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**  
\* Every Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = 30 hours/week

$\frac{3}{4}$  time students are expected to attend a weekly average of 21 hours.  $\frac{3}{4}$  time students attend, in total, for 29 weeks (7 months), 31 weeks including 7% grace time (8 months).

#### *$\frac{3}{4}$ TIME SCHEDULE EXAMPLE:*

3 days during the week: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**  
\*Every Other Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = Avg. 21 hours/week

$\frac{1}{2}$  time students are expected to attend a weekly average of 15 hours/ week for a total of 40 weeks (10 months), 43 weeks including 7% grace time (11 months).

#### *$\frac{1}{2}$ TIME SCHEDULE EXAMPLE:*

2 days during the week: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**  
\*Every Other Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = Avg. 15 hours/week

\*Saturdays are mandatory for ALL students and will be color coded either Purple or Orange as indicated on the student's enrollment Agreement. Exceptions will be made at the discretion of the Director.

## **COSMETOLOGY INSTRUCTOR EQUIPMENT & BOOK(S)**

All students are responsible for obtaining the required book(s), *Milady's Master Educator* (ISBN-13: 978-1-133-69369-7). A student, at their option, may purchase the required book(s) from the college or from an outside vendor. The college will provide, free of charge, a copy of the State of Michigan Cosmetology Law book.

Each student will be furnished, upon request, a list of the required uniform. A student, at their option, may purchase the required uniform from the college or as individual pieces from an outside vendor. A list of area vendors, along with their address and phone number will also be included.

All students must have the required book(s) and uniforms on the first day of class unless other arrangements are made in advance.

Uniforms and book(s) may be purchased using federal student financial aid if the student qualifies.

## **EXPENSES**

Classes beginning July 1, 2025 through June 30, 2025.

Registration Fee	\$95.00
Tuition	\$4,020.00
Pivot Point LAB	N/A
**Equipment Fee + Tax	\$90.10
**Book Fee + Tax (includes Instructor & Cosmetology Books)	\$265.00
<b>TOTAL</b>	<b>\$4,470.10</b>

## **ESTIMATED COST OF ATTENDANCE-THIS IS NOT THE ACTUAL COST TO THE STUDENT**

Estimated Cost of Attendance factors in how much it will cost a student to attend the course outside of just the cost of tuition, equipment, book(s), and registration fees. It takes into consideration things such as whether or not a student is dependent on their parents/guardians, average cost of room and board, dependent care, transportation, and exam and licensing fees required after graduation. For those independent students that have children/dependents, they will also be given a child care/dependent care allowance that will be added into the totals below.

<b>ESTIMATED COST OF ATTENDANCE 2025 – 2026</b>	
<b>Without child/dependent care allowance</b>	
<b><u>THIS IS NOT THE ACUAL COST TO THE STUDENT</u></b>	
	<i>Total - 500 Hours</i>
Independent and Dependent Students Not w/Parent(s)	\$18,850.10
Dependent Students w/Parent(s)	\$14,050.10

## INSTRUCTIONAL METHODS

Students are taught teaching methodology and practical teaching experience throughout their entire education. Much of what is taught is focused on Course Outlining and Development as well as practicing teaching. Unlike the Cosmetology Course, the Cosmetology Instructor Course does not have levels.

Throughout their training students are given lectures, have written assignments, projects, and tests. They participate in hands-on demonstrations, delivering lectures, developing and assigning lessons, tests, and minimum practical applications, as well as grading.

Students are taught the basics of organizational structure and best business practices. They are taught how to properly perform various office functions and minor managerial responsibilities. Students will also be expected to review and orient themselves with the required Cosmetology Curriculum.

## CONTENT OF UNITS OF INSTRUCTION - COSMETOLOGY INSTRUCTOR

	STATE OF MICHIGAN BOARD OF COSMETOLOGY				CADILLAC INSTITUTE OF COSMETOLOGY			
CURRICULUM REQUIREMENTS	Theor y Hour s	Practical Hours	Total Hours	MPAs	Theory Hours	Practical Hours	Total Hours	MPAs
<b><u>Orientation &amp; Review of Cosmetology</u></b>	25	50	75	20	<b>25</b>	<b>50</b>	<b>75</b>	<b>50</b>
<b><u>Introduction to Teaching</u></b>	30	0	30	0	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>
<b><u>Teaching skills that include all of the following topics:</u></b> (i)Course outlining and development (ii)Lesson Planning (iii) Teaching Techniques (iv)Teaching Aids (v) Developing, administering, & grading examinations.	80	85	165	20	<b>80</b>	<b>86</b>	<b>165</b>	<b>50</b>
<b><u>Administration skills that include all of the following topics:</u></b> (i)Laws and Rules (ii)Record Keeping (iii)School Administration.	15	10	25	10	<b>15</b>	<b>10</b>	<b>25</b>	<b>80</b>
<b><u>Teaching theory and practical hours that include all of the following topics:</u></b> (i)Assisting in the clinic and theory classrooms (ii)Practice teaching in the	0	205	205	40	<b>0</b>	<b>205</b>	<b>205</b>	<b>165</b>

clinic and theory classrooms								
<b>Unassigned Hours</b>			<b>100</b>				<b>100</b>	
<b>TOTALS</b>	<b>150</b>	<b>350</b>	<b>600</b>	<b>90</b>	<b>150</b>	<b>350</b>	<b>600</b>	<b>345</b>

## SEQUENCE OF CURRICULUM

Students will be taken through an Orientation of their first scheduled day of class.

## THEORY

There may be other tests, quizzes, and/or projects that are not included on this chart. The topics listed are in no particular order. Tests will be graded according to the Satisfactory Academic Progress Policy.

0-600 Hours	
The Professional Educator	Success Strategies for Students
Study and Testing Skills	The Student Salon
Learner Characteristics and Learning Principles	Learning is a Laughing Matter
Methods of Teaching and Learning	Student Retention
Program Development and Lesson Planning	Teams at Work
Educational Aids and Technology	Employment Preparation and Business Fundamentals
Communicating Confidently	Evaluating Professional Performance
Effective Presentations	MI Rules & Regulations
Classroom Management and Supervision	Portfolio
Challenges to Learning	Final Preparation & Exams
Assessing Progress and Advising Students	

## MINIMUM PRACTICAL APPLICATIONS - BREAKDOWN BY TYPE

Amounts listed in this chart designated the minimum requirements of the course. Students should expect to perform well above these numbers. Formal practical evaluations will be graded according to the Satisfactory Academic Progress Policy.

<b>MINIMUM PRACTICAL APPLICATION (MPA)</b>	<b>MINIMUM AMOUNT REQUIRED</b>
Orientation & Review of Cosmetology Curriculum	50
Course Outlining and Development, Lesson Planning, Teaching Techniques, Teaching Aids, Developing, Administering and Grading Examinations	50
Laws and Rules, Record Keeping, School Administration	80
Assisting in the clinic and theory classrooms, Practice teaching in the clinic and theory classrooms	165

### **GRADING PROCEDURES (SATISFACTORY ACADEMIC PROGRESS EXCERPT)**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical applications or experiences.

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skill evaluations will be conducted during the course of study. Practical skills are evaluated according to the book and the Michigan State Board Exam procedures and set forth in practical skills evaluation criteria adopted by the college. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

91% - 100%	Excellent
81% - 90%	Very Good
75% - 80%	Satisfactory
Below 75%	Unsatisfactory

### **GRADUATION REQUIREMENTS**

The College will grant a Diploma and Official Transcript for the applicable course when the student has successfully completed all graduation requirements including: required course hours, all phases of study, required tests, practical assignments and portfolio; passed a final comprehensive written and practical examination; completed all exit paperwork; attended an exit interview and the student's account is paid in full.

### **LICENSING EXAM & REQUIREMENTS**

Because the graduate already holds a State of Michigan issued Cosmetologist License, it is not necessary for them to register with the State of Michigan Department of Licensing and Regulatory Affairs (LARA), however, the student is still responsible for a prorated licensing fee. The State of Michigan, before issuing a license, requires the following to be met by the individual: 1) be of good moral character\*, 2) has a high school diploma or equivalent, 3) is a licensed Cosmetologist under The Occupational Code, PA 299 of 1980, Article 12, 4) has at least 3 years of practical experience in

natural hair cultivation, hair care services, skin care services, and manicuring services, at least 1 year of which shall be in a cosmetology establishment\*\*, 5) has completed not less than 500 hours of instructor training, and 6) has passed an examination approved by the department and the board.

A college official will assist the student in filling out their PSI Exams Candidate Bulletin. It is the graduate's responsibility to mail or fax this form along with a test fee of **\$93.00**. It is also the student's responsibility to schedule their test dates. Students will be required to present at the examination site a VALID form of government issued identification which bears the graduates signature and photo.

The name on the ID must match the name on the Examination Registration Form.

\*Please see Conduct – Generally Known Prerequisites for Employment for “Good Moral Character” defined.

\*\*An individual who does not meet this requirement may be eligible for a Limited Instructor License.

## **EMPLOYMENT OPPORTUNITIES AS A COSMETOLOGY INSTRUCTOR**

A Cosmetology Instructor has many of the same employment opportunities available to them as a Cosmetologist however they now possess a more advanced and specialized education which can make them more desirable to salon owners and their guests. Cosmetology Instructors most often choose to teach at a school or college of cosmetology. They can also open their own school of cosmetology. Some Cosmetology Instructors who remain working in a salon choose to create an apprenticeship program.

Cadillac Institute of Cosmetology posts current employment opportunities for Cosmetology Instructors in a designated area on campus. While College Administrators may assist graduates with employment, they do not guarantee it.

The Department of Labor's Occupational Information Network (O\*Net) provides information regarding employment trends and wages at <http://www.onetonline.org/link/summary/25-1194.00>.