

# METHODS OF TEACHING

All classes are held at ACE Academy @ Kenneth Shuler Corporate Office  
1630 Browning Rd., Columbia, SC, 29210

Dear Future Instructor,

Thank you for your interest in the Methods of Teaching course. I am sending you the current registration information for the next scheduled class. As you can see, the classes are Sunday - Monday, on separate weekends, for a total of 6 class meetings. We are staggering the weekends as to allow for any plans you may have. The class hours are 9AM - 5PM.

Teaching cosmetology is a wonderful way to share your expertise and love of the industry with others and to help your profession as well. Receiving your Instructor's License will also allow you to participate in Continuing Education classes in the state. The Methods of Teaching course I am offering will do much more than prepare you for the Board. You will go to your first teaching experience /professional demonstration with confidence because you will know how to do the following:

- ✂ Present **interesting, lively lessons** that will get your point across using the most current and successful methods available
- ✂ **Lessen your work load** by making students more responsible
- ✂ Handle the **disruptive student**
- ✂ Keep ALL **students interested**
- ✂ Diagnose and address every **learning style**, including your own
- ✂ Ensure that your students retain what they learn ~ **long term learning** ~ not just enough to pass the next test
- ✂ **Involve your students** in the learning process
- ✂ Promote **cooperative learning** in a variety of ways
- ✂ Show students how to **work together** to achieve a common goal
- ✂ Keep your sense of **humor**
- ✂ Utilize the most current interactive **technology** on the market
- ✂ **Enjoy your job**

Learning to teach is one thing. Learning to handle your classroom and all aspects of learning is something else. My educational background, a Master's Degree in Secondary Education, 36+ years' experience in the classroom, Pivot Point and Milady training and knowledge acquired as Educational Director for 8 cosmetology schools will be what makes the difference in *your* education. Having served as co-chairman of the national Cosmetology Educators' Association (CEA) for 4 years and presenting classes for the past 12 years, as well as presenting at the Chicago Midwest Beauty Show and at the Orlando Premiere Hair Show will give *you* an edge. I have also taught Instructor CEU classes for many state associations. This is my 34<sup>th</sup> Methods Class. I look forward to working with you and sharing my love for teaching.

Sincerely,

Angie Shuler

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## Winter Session 2018 Class #34

Location	Weekend #1	Weekend #2	Weekend #3
*ACE Academy @ Kenneth Shuler Corp Office 1630 Browning Rd. Columbia, SC 29210	January 28 <sup>th</sup> & 29 <sup>th</sup>	February 11 <sup>th</sup> & 12 <sup>th</sup>	February 25 <sup>th</sup> & 26 <sup>th</sup>

- \* The ACE Academy is located on the frontage road between St. Andrews Rd. and Bush River Rd. It is beside Southeastern Institute (Formerly ITT Tech.)
- \* **Attendance is required on all 6 days for 45 hours credit.**
- \* Failure to attend the first day, and missing more than one day, will result in an automatic roll over to the following class session. Make up time, if a full day is missed other than day one, will be at the convenience of the educator.
- \* The Methods of Teaching course can be taken at any time once you have received your Cosmetology, Esthetics, or Nail Technology license. However, you must be licensed for two years before you can test to receive your Instructor license.

**Any late payments must be made with cash, money order or certified check.  
You must attend all classes and complete all assignments for credit.**

### **Option #1 - Early Bird Special Payment – SAVE \$50**

**Total cost - \$750 with this special.** To qualify - you must pay a total of \$375 by December 6, 2017. \$200 now will hold you a spot in the class but you must also pay the remaining \$175 balance of the first installment by December 6<sup>th</sup>. The remaining balance of \$375 would be due on or before the first day of class – January 28, 2018. You may make payments along the way towards your balance in amounts of \$100 or more. All checks and money orders made out to Angie Shuler. If you do not meet the December 6<sup>th</sup> deadline, you will automatically be rolled over to Option #2.

### **Option #2 – Regular Plan**

**Total Cost - \$800.** You must pay a total of \$400 by January 8, 2018. \$200 now will hold you a spot in the class but you must also pay the remaining \$200 balance of the first installment by January 8<sup>th</sup>. The remaining balance of \$400 would be due on or before the first day of class – January 28<sup>th</sup>. You may make payments along the way towards your balance in amounts of \$100 or more. All checks and money orders made out to Angie Shuler.

Fill out the registration form and submit it with your first payment. Be sure to check your payment option.

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## Registration Form

Methods Class #34 Winter 2018

Please register me for the Methods class with **dates of Jan. 28, 29 & Feb. 11, 12, 25, 26.**

Payment Options – Please check one

\_\_\_\_\_ **Option #1 \$750 tuition** – save \$50. **\$375 due by December 6, 2017** (see details p. 2)  
I agree to pay the remaining balance of \$375 due **on or before January 28, 2018.**  
Enclosed is my deposit of \$\_\_\_\_\_

\_\_\_\_\_ **Option #2 \$800 tuition** - Enclosed is my deposit of \$\_\_\_\_\_. \$400 must be received **on or before January 8, 2018.** (See details p.2) I agree to pay the remaining \$400.00 **on or before January 28, 2018.**

Make checks payable to: **Angie Shuler** (NOT to Kenneth or the school)

Mail to: **1630 Browning Road Columbia, SC 29210**

**(Returned check fee= \$25.00)**

Please **PRINT** the following contact information:

Name:		What do you prefer to be called?	
Street Address:			
City:	State:	Zip Code:	
Home Phone:	Cell Phone:		
Email:			
Current License:	<input type="checkbox"/> Cosmetology <input type="checkbox"/> Esthetics <input type="checkbox"/> Nail Technology <input type="checkbox"/> Barbering		

Make sure we can read everything on your registration. **We will communicate by email** so watch for emails from [sdawson@kennethshuler.com](mailto:sdawson@kennethshuler.com). Check your mailbox and spam folders just in case.

You will receive a registration **confirmation email approximately 2 weeks after your registration has been received. You need to respond to confirm your email. There will be another before the class starts.** It will give you more **class info**, a reminder of the necessary **materials you will need** to bring, and **a map** to the ACE Academy, if needed.

By signing below, I understand and agree to the conditions of the payment plan and the requirements of the class. Any money not paid by the due date(s) may cause me to be dropped from the class. **There is no refund of money unless the class is cancelled.** You will be rolled to the next class if you can't attend this session. Rollovers are good for the next session only. The class may be cancelled or postponed due to lack of sufficient enrollment. Dates may be adjusted if we experience inclement weather. These dates will be at the discretion of the instructor. Failure to attend the first day, and missing more than one day, will result in an automatic roll over to the following class session.

Signature: \_\_\_\_\_

Need a map    Yes    No

**MUST READ Additional Information on next page:**

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## **Make checks/ Money orders out to Angie Shuler – NOT to Kenneth Shuler.**

- \_\_\_\_\_ 1. Be sure you have **written in the name** on the registration you want to be called. It will be on your name tag.
- \_\_\_\_\_ 2. A map to the ACE Academy will be emailed approximately 2 weeks prior to the class if you requested one. See written directions at the end of this letter. The map is also on our web site at [www.kennethshuler.com](http://www.kennethshuler.com).
- \_\_\_\_\_ 3. You may send a **deposit of \$200.00** to hold your spot, with the remaining due on the dates listed on the registration form, per your option.
- \_\_\_\_\_ 4. Your tuition includes all paperwork, certificate of completion, textbooks and classroom materials.
- \_\_\_\_\_ 5. You will need to bring the following materials to class.

## **Have them on the first day - Organization is key to keeping your materials together.**

- ✂ 1 1/2 inch or 2 inch binder
- ✂ Pens and pencils
- ✂ 2 colors of highlighters
- ✂ Notebook paper
- ✂ 10 divider tabs – a list of tabs is on page 5
- ✂ 1 package 3 x 5 index cards
- ✂ Textbook\*\*\*

**\*\*\*IMPORTANT-** You need a current student textbook for the program in which you are licensed. (For example: If you have a Nail Tech license, then you will need a current Nail Tech theory textbook.) You will only need 1 book for your area of licensure! Amazon has deals as well as eBay if you need to purchase a copy - does not have to be new.

**Cosmetology** – Milady’s Standard Cosmetology (2012 or newer). Salon Fundamentals is also acceptable.

**Nail Technology** - Milady’s Standard Nail Technology (2010 or newer)

**Esthetics** - Milady’s Standard Esthetics Fundamentals (2012 or newer)

**Barbering** - Milady’s Standard Professional Barbering (2010 or newer)

- \_\_\_\_\_ 6. Dress is your choice but do not be sloppy or too casual. You are training to be a Professional Educator. We also expect you to be on time for all classes.
- \_\_\_\_\_ 7. There is a refrigerator and microwaves at the office. Since we have 30 minutes for lunch, some enjoy bringing their lunch but many fast food restaurants are nearby. Water will be provided daily and light snacks will be provided on Day 1 & 2.

If you need accommodations for overnight stays, we recommend the following:

**Comfort Suites on Saturn Parkway 803-407-4444 or Wingate Inn 803-407-3328 off Hwy 378...  
There are many others in the area.**

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## **Your first homework assignment:**

Have your binder assembled with the following written on your divider tabs **BEFORE COMING TO CLASS ON THE FIRST DAY!** You will need 10 or so sheets of notebook paper per section. Do not over stuff as this is where you will put all of your handouts.

### **Divider Tabs:**

1. Daily Agendas/Class Info
2. Lesson Plans
3. Chapter Notes
4. Tests
5. Learning Styles
6. Homework
7. Activities & Games
8. Humorous Handouts
9. Board/ PCS
10. My Stuff

### **Directions to ACE Academy**

(Kenneth Shuler Corporate Offices @ 1630 Browning Rd, Columbia, SC 29210)

The office is located on the frontage road that runs between St. Andrews Rd. and Bush River Rd near the intersection of I-20 & I-26. It will require the same travel time as going to our school on St. Andrews Rd.

Chuckie Cheese (kiddie eating spot) is your landmark from St. Andrews Rd. and then the ACE building will be on your left after crossing the I-20 bridge.

H. Rubin (Optical shop) is your landmark from Bush River Rd. Turn by H. Rubin. Take the first left. Go around the curve and building will be on your right.

It is a gray building with a Kenneth Shuler sign and red shutters. It is directly beside Southeastern Institute (Formerly ITT Tech). You will turn in between our office and Southeastern Institute. *Parking is around the back side of our building. Please leave the front spots for office visitors and staff.* Come in the door at the ACE entrance in back. On Sundays, the front glass door will not be open. Allow an extra 30 minutes travel on Mondays due to heavy area traffic.

**If you need further information, please let me know by email to:**  
**[angbshuler@aol.com](mailto:angbshuler@aol.com) or call 803-798-8515 and ask for Marilyn.**