METHODS OF TEACHING – Course Syllabus

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SECTION I: COURSE & FACULTY DIRECTORY

Course Title:
Methods of Teaching (Cosmetology Educator Licensing Course)

- 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.

Total Clock Hours:
45 Hours (State Board Approved)

Schedule:
6 Class Sessions across 3 two day classes (Sunday & Monday, 9:00 AM – 5:15 PM; 45-minute lunch daily)

Instructional Location:
Kenneth Shuler School of Cosmetology, 172 McSwain Drive, West Columbia, SC 29169



Instructional Faculty:
Tammie Stevens | Barbara Padget | Steven Dawson (At least two Instructors will be in attendance at all times)
Note: Angie Shuler, M.Ed. may attend as a Guest Speaker, but is no longer offering the course.

Administrative Contact & Registration Submissions:
info@kennethshuler.com

Email Correspondence:

- Tammie Stevens: tstevens@kennethshuler.com
- Barbara Padget: bpadget77@gmail.com
- Steven Dawson: sdawson@kennethshuler.com

SECTION II: COURSE DESCRIPTION & LEARNING OUTCOMES

This 45-hour Methods of Teaching course prepares licensed beauty professionals for practical and theory classroom instruction and fulfills the educational prerequisite for the South Carolina Instructor Licensing Examinations. Grounded in adult learning theory and instructional best practices, this course equips educators with the skills required to design curricula, manage classroom environments, and lead dynamic technical demonstrations.

Core Competencies & Learning Objectives
Upon successful completion of this course, candidate instructors will be able to:

1. **Lesson Plans:** Effectively write a theory and lesson plan in practice for the practical licensing examination.
2. **The Professional Educator:** Define a personal teaching philosophy, cultivate executive presence, and uphold educator ethics and regulatory standards.
3. **Learner Characteristics & Principles:** Diagnose diverse adult learning styles and generational learning preferences to tailor instructional delivery.
4. **Communicating Confidently:** Apply nonverbal cues, active listening, voice modulation, and clear articulation to engage diverse student groups.
5. **Study & Testing Skills:** Implement cognitive study systems and test-taking strategies that alleviate student anxiety and prepare candidates for board examinations.

6. **Methods of Teaching & Learning:** Facilitate interactive lectures, structured demonstrations, collaborative group inquiry, and hands-on skill transference.
7. **Learning is a Laughing Matter:** Integrate purposeful humor, educational gamification, and low-stress delivery to boost knowledge retention.
8. **Program Development & Lesson Planning:** Build compliant, objective-driven lesson plans, design course roadmaps, and balance instructional pacing between theory and clinical floors.
9. **Educational Aids & Technology:** Utilize modern presentation software, digital instructional aids, and interactive media to reinforce visual learning.
10. **Effective Presentations:** Deliver high-impact lectures and clinical platform demonstrations with structured introductions and clear takeaways.
11. **Classroom Management & Supervision:** Maintain an orderly, focused learning climate through proactive boundary setting and de-escalation protocols.
12. **Challenges to Learning:** Identify learning barriers and accommodation requirements early to implement targeted remediation strategies.
13. **Assessing Progress & Advising Students:** Formulate grading rubrics, administer objective written and practical evaluations, and lead productive student coaching sessions.
14. **Student Retention Strategies:** Recognize early indicators of student attrition and apply intervention practices to ensure student program completion.
15. **The Student Salon:** Manage clinic floor operations, balancing client satisfaction, student coaching, practical sanitation, and state safety standards.
16. **Teams at Work:** Cultivate collaborative classroom culture through peer mentoring, group exercises, and collective accountability.
17. **Employment Preparation & Business Fundamentals:** Guide students in salon financial structures, client retention strategies, resume building, and portfolio design.
18. **Evaluating Professional Performance:** Conduct reflective educator self-assessments, student feedback analysis, and professional growth planning.

SECTION III: REQUIRED TEXTBOOKS & INSTRUCTIONAL MATERIALS

Materials Included with Tuition

- *Milady's Professional Educator* Textbook and Digital Access to CIMA (Learning Management System)
- Comprehensive course handouts, instructional modules, and Official Certificate of Completion (45 Hours)

Student-Supplied Materials (Required Day 1)

- Laptop or Tablet to utilize the online Learning Management System
- 1.5-inch or 2-inch heavy-duty 3-ring binder
- Pens, pencils, and 2 distinct highlighter colors
- College-ruled loose-leaf notebook paper
- 1 package of standard 3x5 index cards

Licensure-Specific Theory Textbook (Required)

Every student must bring one theory textbook corresponding to their current active license area (Milady or Pivot Point; previous editions accepted as long as the copyright date is within the last 10 years)

SECTION IV: 6-DAY TOPICAL COURSE OUTLINE (Subject to change)

Meeting Day	Hours	Instructional Modules & Content Covered
Session 1 — Day 1	9:00 AM – 5:15 PM	• Lesson Planning Part 1 • The Professional Educator • Study and Testing Skills • Learner Characteristics & Principles

Meeting Day	Hours	Instructional Modules & Content Covered
Session 1 — Day 2	9:00 AM – 5:15 PM	• Lesson Planning Part 2 • Methods of Teaching and Learning • Program Development and Lesson Planning
Session 2 — Day 3	9:00 AM – 5:15 PM	• Educational Aids & Technology • Communicating Confidently • Effective Presentations (Theory & Practical) • Classroom Management and Supervision
Session 2 — Day 4	9:00 AM – 5:15 PM	• Challenges to Learning • Assessing Progress & Advising Students • Student Retention Strategies • Lesson Plan Due
Session 3 — Day 5	9:00 AM – 5:15 PM	• The Student Salon • Learning is a Laughing Matter • Teams at Work
Session 3 — Day 6	9:00 AM – 5:15 PM	• Employment Preparation & Business Fundamentals • Evaluating Professional Performance • Final Examination

SECTION V: ACADEMIC POLICIES & REGULATIONS

Mandatory Attendance

Attendance across all 6 days (45 clock hours) and completion of all practical/ written assignments is mandatory to receive certification.

First- Day Attendance & Rollover Policy

Failure to attend Day 1, or missing more than one class day overall, results in an automatic rollover to the next session. Makeup time for any missed hours (excluding Day 1) requires prior approval, depends on faculty availability, and may incur an additional makeup instructional fee.

Prerequisite Requirements

Candidates may enroll after obtaining an active Cosmetology, Esthetics, Nail Technology, or Barbering license. State regulatory guidelines require two years of active professional licensure prior to sitting for the Instructor Licensing Examination. Candidates in other fields of study may take this course, but it may not be accepted for licensure or continuing education purposes (please contact for details).

Professional Standard of Conduct

- Attendees must maintain professional or business- casual attire.
- Punctuality is strictly enforced.
- Keep personal mobile devices silenced and stowed away during instructional lectures, guest speaker presentations, and group activities.
- Demonstrate active listening by avoiding sidebar conversations while instructors, guest speakers, or fellow classmates are presenting.
- Be prepared by completing all assignments prior to class and bringing all required supplies and laptop/ tablet (fully charged) to class each day.
- Treat campus facilities, shared materials, lecture areas, and restrooms with care by leaving them clean at the end of each session.

Facility Guidelines

Lunch is 45 minutes daily. Students may bring their lunch or utilize local dining options on US-378 / Sunset Blvd. Drinks are acceptable to have in class. Water fountains and vending machines are available onsite.

SECTION VI: TUITION, PAYMENTS, DEADLINES, AND MORE

The information below is for the January-February 2027 Course.

Tuition:

Tuition includes books and digital access through the Learning Management System

Payment Plans:

You may make payments along the way towards your balance in amounts of $100 or more.

Option #1: Early Bird Special (Save $250)	Option #2: Regular Tuition Plan ($1500)

Total cost - $1250 with this special. To qualify - you must make the following payments by the following dates:
• November 20, 2026 – pay a total of $500.
  ○ Paying $250 now will reserve a spot as long as the remaining $250 balance is paid by this first installment.
  ○ If you do not meet the deadline above, you will automatically be rolled over to Option #2.
• January 4, 2027 – pay the remaining balance of $750.
	Total Cost - $1500. To qualify - you must make the following payments by the following dates:
	• December 18, 2026 – pay a total of $500.
	  ○ Paying $200 now will reserve a spot as long as the remaining $300 balance is paid by this first installment.
	• January 4, 2027 – pay the remaining balance of $1000.

Payment Methods

Payments are accepted via Cash App (https://cash.app/$LEVELLIFT). Registrants must select "Friend / Personal" to avoid convenience deductions. Any incurred processing fees remain the responsibility of the registrant.



Cancellations, Refunds, Roll Overs, and Inclement Weather

There will be no refund of money unless the course is cancelled. 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/or missing more than one day, will result in an automatic rollover to the following class session. Excessive tardies may cause you to be rolled over to the next class.

Registration Form

Please complete the registration form, that is available online, and email it to info@kennethshuler.com. Be certain to make your initial payment the same day! You will receive a confirmation email approximately two weeks after your completed registration and payment.