

CORNERSTONE: MASTER EDUCATOR

WEEK ONE:

A. THE PROFESSIONAL EDUCATOR

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. WRITE AN ESSAY ON HOW TO HAVE A PROFESSIONAL IMAGE WHEN TEACHING. _____
2. SHADOW INSTRUCTOR AND TAKE NOTES ON THEIR LECTURES _____

B. EDUCATIONAL AIDS AND TECHNOLOGY IN THE CLASSROOM

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. MAKE A LIST OF EDUCATIONAL AIDS FOR THE CLASSROOM _____
2. LIST WAYS YOU CAN UTILIZE TECHNOLOGY IN YOUR CLASSROOM _____
3. SHADOW YOUR INSTRUCTOR AND TAKE NOTE OF HOW THEY UTILIZE TECHNOLOGY IN THE CLASSROOM _____
4. RESEARCH AND WRITE A ONE PAGE PAPER ON WHY TECHNOLOGY IS IMPORTANT TO USE FOR EDUCATIONAL PURPOSES _____

WEEK TWO:

A. METHODS OF TEACHING AND LEARNING

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. MAKE A LIST OF WHAT IS IN A CONFIDENTIAL STUDENT PROFILE.

2. MAKE A LIST OF LEARNING CHARACTERISTICS OF ADULT LEARNERS WITH BENEFITS AND WEAKNESSES OF EACH. _____
3. CREATE A STUDENT PROFILE SURVEY THAT CAN BE USED TO LEARN MORE ABOUT THE STUDENTS IN YOUR COURSE OF STUDY. USING THE LEARNING FACILITIES CHECKLIST FOUND IN TABLE 2-1, EVALUATE THE CLASSROOM AND LAB FACILITIES IN YOUR SCHOOL AND MAKE RECOMMENDATIONS IN THE COMMENTS SECTION FOR CREATING THE OPTIMAL TEACHING ENVIRONMENT. _____
4. EXPLAIN HOW MULTIPLE INTELLIGENC HELPS EACH LEARNING STYLE

B. SUCCESS STRATEGIES FOR STUDENTS

DATE/SCORE _____

MINDTAP COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. RESEARCH STRATEGIES THAT WILL HELP STUDENTS WITH THEIR LEARNING PROCESS, WRITE A ONE PAGE PAPER ON YOUR FINDINGS.
2. MAKE A POSTER OF THE DIFFERENT STRATEGIES TO HANG UP IN THE CLASSROOM

WEEK THREE:

A. STUDY AND TESTING SKILLS

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. CREATE A LIST OF AT LEAST 3 STUDYING TOOLS AND EXPLAIN HOW THEY HAVE HELPED YOU STUDY IN THE PAST

2. WRITE ABOUT NOTE TAKING SKILLS, WHEN/HOW TO STUDY, STUDY HABITS AND HOW LEARNING STYLES DIFFER ON STUDY HABITS.

B. THE STUDENT SALON

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. RESEARCH THE PRICE POINTS OF SEVERAL AREA SALONS AND EXPLAIN WHY EACH SALONS PRICING IS DIFFERNET ____
2. ROLE PLAY HOW TO PROPERLY GREET CLIENTS AT THE RECEPTION DESK _____
3. TELL US ON PAPER WHAT THE PURPOSE OF A PORTFOLIO IS AND HOW DO YOU BUILD ONE? _____
4. GO OVER THE INTAKE FORM AND RECORD CARD WITH STUDENTS AND INFORM THEM ON THE IMPORTANCE OF BOTH DOCUMENTS THEN HAVE THEM ROLE PLAY CONSULTATIONS WITH EACHOTHER ____

WEEK FOUR:

A. CHALLENGES TO LEARNING

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. SELECT 3 TOPICS THATYOU BELIEVE ARE THE MOST CHALLENGING TOPICS TO LEARN/TEACH AND EXPLAIN WHY _____
2. IDENTIFY LEARNING STYLES, STUDY TIPS FOR EACH LEARNING STYLE, STRENGTHS AND WEAKNESSES OF LEARNING STYLES. _____
3. STRENGTHS /WEAKNESS OF INTRAPERSONAL AND INTERPERSONAL INTELLIGENCE. _____

B. EMPLOYMENT PREPARATION & BUSINESS FUNDAMENTALS

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. WHAT WOULD YOUR DREAM SCHOOL LOOK LIKE? DESIGN A SCHOOL THAT WOULD ATTRACK THE KIND OF STUDENTS AND CLIENTS YOU WANT, OFFER THE SERVICES YOU WOULD LIKE YOUR STUDENTS TO SPECIALIZE IN AND PROVIDE AN EFFICIENT COMFORTABLE WORKING ENVIRONMENT. YOU CAN DRAW PICTURES AND USE WORDS. PAY ATTENTION TO PRACTICAL REQUIREMENTS.
2. WRITE AN ACTION-ORIENTED RESUME USING THE GUIDELINES CONTAINED IN THIS CHAPTER.
3. LIST WHAT SHOULD BE ON RESUME AND HOW MANY PAGES. _____
4. WRITE ABOUT THE IMPORTANCE OF WRITTEN CONTACT WITH THE INSTITUTION (LETTERS OF INTRODUCTION AND THANK YOU NOTES). _____
5. ROLE PLAY BEING THE EMPLOYER AND THE EMPLOYEE. _____
6. MAKE A BUSINESS BLUEPRINT. _____

WEEK FIVE:

A. METHODS OF TEACHING AND LEARNING

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. SELECT A TOPIC AND PREPARE A PRACTICAL DEMONSTRATION, THEN PRESENT IT TO A GROUP OF STUDENTS. REQUEST THEM TO GIVE YOU FEEDBACK ON YOUR PERFORMANCE. _____
2. SELECT 3 DIFFERENT TOPICS OR PROCEDURES AND DEPICT THEM IN THE WINDOW-PANE FORMAT, USING THE BLANK WINDOW-PANE PROVIDED IN FIGURE 5-4 AS A GUIDE. _____
3. WRITE A PAPER EXPLAINING HOW AND WHY MNEMONICS ARE HELPFUL.

4. MAKE A MIND MAP OF A COSMETOLOGY CHAPTER OF YOUR CHOICE.

B. STUDENT RETENTION

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. LIST ALL THE ELEMENTS YOU FEEL WOULD BE CRITICAL FOR A SOUND NEW STUDENT ORIENTATION PROGRAM. _____
2. ROLE PLAY A NEW STUDENT ORIENTATION. _____
3. WRITE ABOUT WHY STUDENT RETENTION IS IMPORTANT AND HOW TO ACHIEVE IT. _____

WEEK SIX:

A. COMMUNICATING CONFIDENTLY

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. WRITE ABOUT BODY POSTURES, WHAT IS GOOD, WHAT IS NOT. _____
2. WRITE ABOUT HOW ACTIVE LISTENING AND RESPONSIVENESS WORKS IN THE CLASSROOM. _____
3. WRITE ABOUT HOW SELLER/THINKER/ACHIEVER/RELATER IS APPLIED TO ADULT LEARNERS. _____

B. EFFECTIVE PRESENTATIONS

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

WEEK SEVEN:

A. CLASSROOM MANAGEMENT AND SUPERVISION

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. CREATE AT LEAST 5 CONTROLLED ENERGIZERS THAT COULD BE USED WITHIN ANY PRESENTATION. _____
2. SELECT 3 TOPICS WITHIN THE DISCIPLINES YOU WILL BE TEACHING AND CREATE A MINIMUM OF 6 HIGH ORDER QUESTIONS FOR EACH THAT COULD BE USED DURING AN EFFECTIVE CLASS REVIEW. _____
3. DEVELOP AN ENTIRE LESSON PRESENTATION INCORPORATING ALL THE TECHNIQUES PRESENTED IN THIS CHAPTER AND THEN PRESENT IT.

4. WRITE ABOUT HOW TO DEAL WITH CONFLICT IN THE CLASSROOM. _____
5. ON PAPER, DISCUSS CHRONIC CLASSROOM BARRIERS AND SITUATIONAL BARRIERS. _____
6. ROLE PLAY-TEACH LESSON AS STUDENTS PLAY "DIFFICULT STUDENTS".

7. WRITE ABOUT HOW YOU WOULD GO ABOUT TEAMBUILDING, RECOGNITION AND REWARDING A STUDENT. _____
8. WRITE A PERSONAL MISSION STATEMENT FOR YOUR ROLE AS AN EDUCATOR. _____

B. LEARNING IS A LAUGHING MATTER

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

C. TEAMS AT WORK

DATE/SCORE _____

MINDTAP COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

PROJECTS:

1. WRITE A RESEARCH PAPER ON THE EFFECTS OF LAUGHTER ON THE BRAIN.
2. _____
SELECT ONE COURSE OF STUDY OFFERED BY YOUR SCHOOL AND CREATE AT LEAST ONE HUMOROUS ACTIVITY THAT CAN BE INCLUDED WITH THE LESSONS FOR EACH CHAPTER OR UNIT. _____
3. WRITE ABOUT HOW LAUGHING AND JOKES HELP LEARNERS. _____
4. WRITE ABOUT HOW TO INSPIRE STUDENTS, IMAGINATION. _____

WEEK EIGHT:

A. PROGRAM DEVELOPMENT AND LESSON PLANNING

DATE/SCORE _____

CIMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. WRITE ABOUT HOW TO TEACH WHEN YOU DON'T LIKE THE TOPIC. _____
2. WRITE ABOUT HOW TO HELP STUDENTS REACH GOALS, PERSONAL, PROFESSIONAL AND EDUCATIONAL. _____

B. SUCCESS STRATEGIES FOR STUDENTS

1. LIST SUCCESS STRATEGIES THAT HAVE HELPED YOU IN THE PAST AND HOW ____
2. EXPLAIN WHY SUCCESS STRATEGIES ARE SO IMPORTANT TO LEARNING ____
3. RESEARCH SUCCESS STRATEGIES AND WRITE A PAPER ON WHAT YOU FOUND ____

C. EVALUATING PROFESSIONAL PERFORMANCE

DATE/SCORE _____

C IMA COMPLETED-- INSTRUCTOR INITIAL _____

PROJECTS:

1. DEVELOP AN EVALUTION POLICY SUITABLE FOR EVALUATING PROFESSIONAL INSTRUCTORS. _____
2. WRITE A POSITION DESCRIPTION SUITABLE FOR AN INSTRUCTOR.

3. CONDUCT A CLASS AND THEN HAVE YOUR PERFORMANCE EVALUATED BY STUDENTS IN THE CLASSROOM. _____
4. WRITE ABOUT WORK METHODS/ HABITS AND HOW TO KEEP YOUR MOTIVATION UP. _____
5. WRITE ABOUT PROBLEM SOLVING TECHNIQUES. _____