

PAROBA COLLEGE
INSTRUCTOR TRAINING PROGRAM OUTLINE
600 Hours

DESCRIPTION: The primary purpose of the Instructor Program is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue.

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

SUBJECT - UNIT	HOURS
Theory - Classroom Instruction	75
Course Development and Lesson Planning	75
Teaching Methodology	75
Teaching Aids (Use in classroom student teaching)	25
Theory Teaching and Classroom Management	150
Testing and Student Evaluation	50
Laboratory Supervision	150
Total Hours	600

*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

COURSE DESCRIPTIONS

Theory - Classroom Instruction

Orientation, Licensing Requirements, State Laws and Regulations, Organizational Requirements, Professional Image, First Aid, Career and Employment Information, Job Seeking, Professional Ethics, Effective Communications and Human Relations, Compensation Packages and Payroll Deductions, Principles of Teaching, Teacher Maturity, Student Learning Principles, Academic Advising, Products, Materials, Implements, Record Keeping and Safety

Course Development and Lesson Planning

Planning, Analysis, Implementation, Benefits, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Principles of Teaching, Learning and Preparing Lesson Plans, Course Review

Teaching Methodology

Preparation, Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips

Teaching Aids (Use in classroom student teaching)

Films or videos, Charts, Manikins, Reference Materials, Chalkboards, Overhead Projectors and Transparencies

Theory Teaching and Classroom Management

Independent Classroom Instructing, Administrative Responsibilities, Records and Reports

Management, Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Academic Advising, Classroom Set Up

Testing and Student Evaluation

Assessment or Measurement of Student Ability/Achievement/Learning, Diagnosis of Student Weaknesses, Student Motivation for Study and Learning, Oral and Written Testing, Evaluation of Overall Progress, Development and Use of Testing/Measurement Instruments

Laboratory Supervision

Independent Clinic Supervision, Client Communications, Reception Desk, Inventory Control, Effective Dispensary Procedures, Supervision of Clinic Sanitation and Client Safety, Technical Skills Ability

TEACHING METHODS: The Instructor Training Program is taught using a variety of methods including lecture and workbooks, demonstrations, written assignments, discussion, question and answer, projects and field trips

GRADING: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each chapter of study. Practical assignments are evaluated as completed and counted towards completion only when rated as satisfactory or better. Practical skills are evaluated according to the text or taught procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a

theory grade average of 76% 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:

A 93-100 Excellent

B 85-92 Very Good

C 76-84 Satisfactory

D 70-75 Needs Improvement

F 00-68 Failing