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| **TEXAS CTE LESSON PLAN**  [www.txcte.org](http://www.txcte.org) | |
| **Lesson Identification and TEKS Addressed** | |
| **Career Cluster** | Human Services |
| **Course Name** | Introduction to Cosmetology |
| **Lesson/Unit Title** | Ethics and the Work Environment – Introduction to Cosmetology |
| **TEKS Student Expectations** | **130.282. (c) Knowledge and Skills**  (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (F) Evaluate data or outcome of a broad range of personal care services  (2) The student applies academic skills to the field of cosmetology. The student is expected to:  (A) Appraise safe and effective personal care products and services |
| **Basic Direct Teach Lesson**  (Includes Special Education Modifications/Accommodations and  one English Language Proficiency Standards (ELPS) Strategy) | |
| **Instructional Objectives** | Students will:   * Understand the guidelines of ethical behavior in the personal care industry * Determine what they would do in workplace situations * Determine correct behavior for handling clients and co-workers * Understand the difference between moral behavior and ethical behavior |
| **Rationale** | There may be many different types of individuals who will walk through the door of a salon or spa. These individuals will be your co-workers as well as your clientele. When we study moral and ethical behavior, we learn what is appropriate in regard to dealing with these different types of people. It is essential to know the laws and regulations for the cosmetology industry to be able to comply with the legal responsibilities. Making the right decisions in the work environment will promote a positive work ethic. |
| **Duration of Lesson** | Three 45-minute class periods |
| **Word Wall/Key Vocabulary**  *(ELPS c1a, c, f; c2b; c3a, b, d; c4c; c5b) PDAS II (5)* | **Ethics:** Moral principles that govern a person’s behavior; a set of beliefs about what is right and what is wrong  **Honesty:** When you are truthful and loyal in your words and actions  **Integrity:** The quality of being honest and having strong moral principles; moral uprightness  **Morals:** Concerning or relating to what is right and wrong in human behavior  **Manners:** A way of doing something or the way in which a thing is done or happens  **Professionalism:** The ability to show respect to everyone around you while you perform your responsibilities as best as you can  **Unethical:** Conduct that does not conform to generally accepted standards of conduct for professionals |
| **Materials/Specialized Equipment Needed** | **Equipment:**   * Computer with projector for PowerPoint presentation * Computers with Internet access (be sure to follow district guidelines) * Light projector (Elmo) * Presenter/remote   **Materials:**   * Basket * Cardstock * Milady Textbook of Cosmetology   **Supplies:**   * Appointment book * Mirror * Style books * Stylist equipment   + Blow dryer   + Brushes   + Comb   + Make-up   + Scissors * Telephone * Copies of handouts   **PowerPoint:**   * Ethics and the Work Environment – Introduction to Cosmetology   **Technology:**   * Free iPad Apps * Hairstyles+ * Amazing collection of the prettiest hairstyles from around the world<https://itunes.apple.com/us/app/hairstyles+/id423201739?mt=8>   **YouTube:**   * Five Tips for building better communication skills in the salon * Today’s salon guests are very sophisticated and fashion aware. Here are five tips that can help build better communication in your salon behind the chair.<http://youtu.be/pzLIKoxwKnY>   **Graphic Organizers:**   * Five Workplace Ethics for Job Success * Slide Presentation Notes   **Handouts:**   * Introduction to Cosmetology – Work Ethics Scenario Cards * Personal Characteristics and Behavior at the Workplace * Rubric for Ethics and Work Environment Flyer |
| **Anticipatory Set**  (May include pre-assessment for prior knowledge) | **Prior to class:**  Note to Teacher: More information on ethics can be found in these courses:  Restaurant Management  What Would You Do? Ethics in Restaurant Management  Culinary Arts  What Would You Do? Ethics in Culinary Arts  Travel and Tourism Management  What Would You Do? Ethics in Travel and Tourism Management  Hospitality Services  What Would You Do? Ethics in Hospitality Services  Hotel Management  What Would You Do? Ethics in Hotel Management  Print the Introduction to Cosmetology – Work Ethics Scenario Cards on cardstock and cut apart so that the students can draw one for the activity during Independent Practice. Place cards in a basket.  Become familiar with the following articles:  How to Make a Flyer for a Beauty Salon A flyer can help attract potential customers.<http://www.ehow.com/how_6595829_make-flyer-beauty-salon.html>  How to Make a Flyer in Microsoft® Word Flyers are useful, low-cost advertising tools, and you can use Microsoft® Word to create flyers to your liking.<http://www.ehow.com/how_4903668_flyer-microsoft-word.html>  Display as many of the lesson-related supplies (see Materials or Specialized Equipment Needed) as you have available on a table in front of the room.  Become familiar with PowerPoint, handouts, and activities.  Before class begins:  Distribute Personal Characteristics and Behavior at the Workplace and have students complete the questionnaire about what they would consider acceptable characteristics and behavior in the work atmosphere. After the students complete the questionnaire, discuss the appropriate results, and see how they relate to the answers given by the students.  Begin the class with the following questions and have students share their responses:   * What are personal care services? * As a cosmetologist, what kind of customer service would you provide? * As a client, what kind of customer service would be acceptable? * As a salon manager, what kind of customer service would you want your employees to provide? * What kind of skills are necessary in the cosmetology industry? * Share the positive experiences you’ve had in a salon. What made them positive experiences? * Share the negative experiences you’ve had in a salon. What made them negative experiences? |
| **Direct Instruction \*** | Introduce lesson objectives, terms, and definitions.  Distribute handout Slide Presentation Notes. Students will be expected to take notes while viewing the slide presentation. Teacher will determine the notes to be recorded by students.  Introduce PowerPoint Ethics and the Work Environment – Introduction to Cosmetology and begin the discussion with students. Allow for questions and answers to check for understanding.  Using Slide Presentation Notes, students will have an opportunity to reflect, review and respond to the information pertaining to the PowerPoint. They will write a summary of questions, topics or statements which reflect the information from the lesson:   * Discuss the topic * Write down your thoughts * Make a real-world connection to the lesson * How is this going to help you in the future?   Allow for questions and answers to check for understanding.  During the slide presentation, view the short video:   * Five Tips for building better communication skills in the salon Today’s salon guests are very sophisticated and fashion aware. Here are five tips that can help build better communication in your salon behind the chair.<http://youtu.be/pzLIKoxwKnY>   *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * checking for understanding * providing student with a copy of PPT presentation |
| **Guided Practice \*** | Divide the class into groups of two. Students will design and create a salon flyer depicting ethical and legal conduct while working in the human services industry.  Be sure to include:   * Business name * Characteristics of a good employee * Guidelines for professional ethics in Cosmetology * Work ethics for the employee * Work ethics for the employer   Include graphics and any other information needed to complete the flyer.  Distribute Rubric for Ethics and Work Environment Flyer and review with students so they may understand what is expected.  Students will use Microsoft® Word Flyer templates to design and create the flyer.  To learn how to make a flyer using Microsoft® Word, click on link below:  How to Make a Flyer in Microsoft® Word Flyers are useful, low-cost advertising tools, and you can use Microsoft® Word to create flyers to your liking.<http://www.ehow.com/how_4903668_flyer-microsoft-word.html>  Encourage students to be creative and follow copyright rules for images.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * ensuring frequent teacher contact * providing frequent feedback * providing note-taking assistance * offering presentation assistance if needed |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** | Divide the class into ten small groups. One person from each group will draw an Introduction to Cosmetology – Work Ethics Scenario Cards card from the basket. Assign each group one card to discuss and collaborate a solution to the scenario. Call on each group to share and discuss their solution to the scenario.  Allow for questions and discussion. Check for understanding.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * extra time for assignments * opportunity to respond orally * emphasis on major points |
| **Lesson Closure** | Review lesson objectives, terms, and definitions.  Students will complete Five Workplace Ethics for Job Success handout. This will be their exit pass. Student must answer the questions about what they learned before being allowed to leave the room. |
| **Summative/End of Lesson Assessment \*** | The students will write a one-page summary analyzing the importance of workplace ethics and skills. Students will reflect on how the lesson, activities and information will assist them in the future. The reflection and various handouts will be submitted for assessment.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * encouraging participation * extended “wait time” * working with a peer tutor * highlighted materials for emphasis |
| **References/Resources/**  **Teacher Preparation** | **Images:**   * Microsoft Clip Art: Used with permission from Microsoft.   **Textbook:**   * Frangle, C.M. (2012). *Milady standard cosmetology*. Clifton Park, NY: Cengage Learning.   **Websites:**   * Cosmetology and Ethics Code of ethics and responsibilities.<http://www.ehow.co.uk/about_6565776_cosmetology-ethics.html> * Texas Department of Licensing and Regulations This department is responsible for the regulation of 26 occupations and industries.<http://www.license.state.tx.us/index.htm>   **YouTube:**   * Five Tips for building better communication skills in the salon Today’s salon guests are very sophisticated and fashion aware. Here are five tips that can help build better communication in your salon behind the chair.<http://youtu.be/pzLIKoxwKnY> |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** | * Ask students to repeat your instructions back to you to be sure they know what is expected of them before each phase of the lesson. * Discuss vocabulary in detail and make sure everyone has a firm grasp on it before moving forward with the lesson. * Use graphic organizers and visuals to explain the lesson in detail. * Utilize Four Corners Vocabulary / Word Wall Activity |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** | |
| **Reading Strategies** | Current Events: Assign students to read about the importance of work ethics and skills. Information can be found in newspaper articles, magazines, journals, and online print.  Suggestions:   * Five Factors that Demonstrate a Strong Work Ethic<http://smallbusiness.chron.com/5-factors-demonstrate-strong-work-ethic-15976.html> * Code of Professional Ethics<http://www.nacams.org/code-of-ethics/> * Ethics for a Hairdresser and Client<http://www.ehow.com/info_12105261_ethics-hairdresser-client.html> * Advantages of the Global Code of Ethics A global code of ethics in the world of business can have several advantages. The need to develop such a code exists in the aftermath of business scandals of the first decade of the 21st century such as those associated with Enron and later with Wall Street tycoon, Bernard Madoff.<http://www.ehow.com/list_7468544_advantages-global-code-ethics.html> * Encourage students to connect reading to their life experiences or prior knowledge. |
| **Quotes** | The hair is the richest ornament of women. **-Martin Luther**  Hair brings one’s self-image into focus; it is vanity’s proving ground. Hair is terribly personal, a tangle of mysterious prejudices.  **-Shana Alexander**  Life is an endless struggle full of frustrations and challenges, but eventually you find a hair stylist you like.  **-Author Unknown**  The great ages of prose are the ages in which men shave. The great ages of poetry are those in which they allow their beards to grow.  **-Robert Lynd** |
| **Writing Strategies**  **Journal Entries + 1 Additional Writing Strategy** | **Journal Entries:**   * I will demonstrate a 100% commitment as a cosmetologist by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * An employer can encourage a good work environment in which work ethics are practiced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * Some examples of poor work ethics are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   **Writing Strategy:**  RAFT Writing Strategy   * Role – Employer at a salon * Audience – Cosmetologist * Format – Memo * Topic – The importance of ethics at the workplace |
| **Communication**  **90 Second Speech Topics** | * Customer and personal services include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * Time management skills are important in the personal care services industry because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * Three ethical qualities I value most are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * The reason cosmetology industries have a code of ethics is because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **Other Essential Lesson Components** | |
| **Enrichment Activity**  (e.g., homework assignment) | Allow students to create their own code of ethics for your classroom. The following article will assist them.  How to Develop a Personal Code of Ethics Your own code of ethics acts as a moral blueprint for what you believe in and how you relate to the rest of the world. <http://www.ehow.com/how_5982751_develop-personal-code-ethics.html> |
| **Family/Community Connection** | * Instruct students to interview one or more stylists in the community and ask three to five questions about their chosen careers. * Invite a human resource manager to speak to the class about work ethics and ethical and unethical behavior. * Students may establish a code of conduct for all practicum students as they enter the world of work. |
| **CTSO connection(s)** | **SkillsUSA** [**http://www.skillsusa.org**](http://www.skillsusa.org)  Cosmetology – Students will demonstrate their skills in hair cutting, hair styling and long hair design in four separate tests. All work is performed on mannequins so everyone begins with the same model and the same type of hair. Contestants will create one 90-degree women’s haircut, one woman’s and one man’s cut from a finished photo. A display of creativity is seen in the long hair segment of the competition where these future salon professionals demonstrate their own design skills. A parade finale closes the contest with each contestant walking down the stage with their completed mannequins to present to the audience. |
| **Service Learning Projects** | Successful service learning project ideas originate from student concerns and needs. Allow students to brainstorm about service projects pertaining to the lesson.<http://www.ysa.org>  Students can promote ethical workplace behavior by presenting information at a job fair or other community venues detailing qualities for responsible cosmetologists. |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)