

# TENNESSEE SCHOOL OF BEAUTY



# REDKEN PREMIER SCHOOL

## OCCUPATIONS AVAILABLE FOR GRADUATES

Upon graduation from the **COSMETOLOGY PROGRAM** and receiving your State License, you may work in the field of Cosmetology in many areas. These include, but are not limited to the following: (1) Stylist at a salon; (2) Platform artist; (3) Manufacturer's representative; (4) Television/movie studio artist or stylist, or makeup artist; (5) Beauty school instructor trainee; (6) Owner of your own salon.

Upon graduation from the **MANICURING AND PEDICURING** and receiving your State License, you may work in the manicuring profession in many different areas. These include, but are not limited to the following: (1) Manicurist at a salon; (2) Platform artist; (3) manufacturer's representative; (4) Own your on salon.

Upon graduation from the **INSTRUCTOR TRAINING PROGRAM** and receiving your State License, you may use your Instructor's license to work in many different areas. These include, but are not limited to the following: (1) Cosmetology instructor at a private school; (2) Cosmetology instructor for the public school system; (3) Work as a stylist/manager at a beauty salon; (4) become a platform artist; (5) Work as a manufacturer's representative; (6) Teach and manage your own beauty school.

Upon graduation from the **ESTHETICS PROGRAM** and receiving your State License, you may use your license to work in various areas. These include, but are not limited to the following:

- (1) Esthetician in a salon or spa environment,
- (2) work in a dermatologist office,
- (3) Manufacturer's Representative,
- (4) Make-up artist for film or photography work
- (5) Beauty Editor.



**TO: ALL PROSPECTIVE TENNESSEE SCHOOL OF BEAUTY STUDENTS**

**ADVANTAGES AND DISADVANTAGES OF THE PROFESSION**

**ADVANTAGES:**

We feel that the Cosmetology Profession offers a great deal of opportunity for you. There are numerous things you can do with a Cosmetology License such as:

1. Work behind a chair in a salon;
2. Teach at a beauty school;
3. Travel the country working as a Manufacturer's representative;
4. Open your own salon;
5. Work as a stylist on a cruise ship; or
6. Any number of possibilities are open from which to choose.

The profession is in extreme demand. This is one profession which will not be taken over by computers or robots. As long as people have hair that grows, and as long as people want to look their best, you will always be needed.

Another big advantage of the profession is the flexibility in scheduling. If you want to schedule your appointments around your children's school schedules and activities, you can do that easily. The flexibility appeals to many parents.

**DISADVANTAGES:**

The biggest disadvantage in becoming a professional Cosmetologist is that you earn money for yourself (unless you have others who work for you). If you become injured and are unable to practice your profession for a few days or weeks, you would not be making any money during this time.

Another disadvantage is that you are on your feet for a long time. If you have a bad back or have a hard time standing for a long periods of time, we would not advise you to get into this profession.

We have also found that it is a disadvantage that it takes most licensed Cosmetologists a year or two to build up their clientele and start making the type of money that they often expect. If you will give yourself two years after you graduate from beauty school before deciding to quit the profession, you will probably not quit for a very long time. Although often looked at as a disadvantage, we feel this is no different than if you went into law. It takes time to build up a clientele in any professions.

***HOW WELL YOU DO IN THIS PROFESSION IS UP TO YOU!***



## **TO: ALL PROSPECTIVE TENNESSEE SCHOOL OF BEAUTY STUDENTS**

**COMPENSATION:** Entrance level salon compensation is basically either a guaranteed wage (anywhere from minimum wage to \$8/hour), a commission (usually around 50%), or booth rental (anywhere from \$50 - \$125/wk) depending on the salon you choose. Although in 2008, the average income for all salon professionals was more than \$38,000, most entry level salon employees will make anywhere from \$15,000 - \$20,000 their first year in the business.

**PHYSICAL DEMANDS:** For the cosmetologist, the continual standing and bending may tire the back and legs. Although most cosmetologists build up strength in these areas, it is best to book a variety of services to give your muscles a chance to rest and recuperate. The manicurist may find constant sitting to be tiresome, and, therefore would be wise to leave a little bit of time in between clients to get up and stretch and move around. The physical demands on instructor trainees are usually fairly minimal as classes can be scheduled to eliminate too much standing or sitting.

**SAFETY REQUIREMENTS:** Precautions should be taken by all students to prevent excess exposure to chemicals. Gloves and/or masks may be worn to help keep products off of the skin and fumes from being inhaled. Closed toe and heel shoes should be worn, as well. During bacteriology and sanitation class, as well as during aids prevention class, you will learn the safety precautions to take in cases of open wounds.

**LICENSING REQUIREMENTS:** The state of Tennessee requires a minimum age of 16 years, proof of at least 10<sup>th</sup> grade education, completion of 1500 hours for cosmetology, 600 hours for manicuring/pedicuring, 750 hours for esthetics, and 300 hours for instructor training. After graduation, students are required to pass the Tennessee State Board Examination to receive their license.



**TENNESSEE SCHOOL OF BEAUTY  
CAMPUS SECURITY INFORMATION**

Revised 02/14

Should you witness a crime in process, the institution requests that you follow the following procedure:

During the hours of 8:30 a.m. to 4:30 p.m., Tuesday through Saturday, immediately contact the office of the President, Adam Brown, or Educational Director, George Sampsel. Mr. Brown and Mr. Sampsel may be reached at the school office. During all other hours, the institution requests that you immediately contact the local police at 865-521-1200. If during regular school hours, Mr. Brown or Mr. Sampsel will notify the local law enforcement agency/emergency medical system depending on the seriousness of the crime. In addition, emergency numbers are posted on the front door of the entrance to the building.

Tennessee School of Beauty does not recognize any off campus students that would be covered under this act.

To insure accurate and prompt reporting of all crimes, authorized administrative personnel take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by Local/State Law Enforcement authorities for the purpose of criminal apprehension and/or crime prevention.

Information concerning the steps students and staff may follow for their own personal security can be obtained by attending Safety and Crime prevention forums periodically sponsored by the Local Sheriff's Department.

Tennessee School of Beauty is in compliance with the Drug Free Schools and Communities Amendment of 1989 (Public Law 101-226). All students and employees should refer to the memorandum "Drug Free Schools and Campuses-Standards of Conduct," for information concerning the campus policies and individual responsibilities required under this act.

**CRIME STATISTICS**

In compliance with Public Law 102-26, the following information on campus crimes is reported for your review.

The following criminal offenses were reported to campus security authorities or local police agencies as having occurred on campus

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
<b>Murder</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rape</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

In addition to the above crimes, the following number of arrests were made during 2012-13 for these specific violations.

**Liquor Law Violations: 0    Drug Abuse Violations: 0    Weapons possessions: 0**

This information is updated on an annual basis and is available to students, employees, and applicants upon request.



### **OWNERSHIP**

Tennessee School of Beauty of Knoxville, Inc. is a privately held corporation. The school's owners are Adam Brown and George Sampsel.

### **ACCREDITATION**

Tennessee School of Beauty of Knoxville, Inc. is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302 703-600-7600

### **STATE LICENSE**

Tennessee School of Beauty of Knoxville, Inc. is licensed by the Tennessee State Board of Cosmetology located at 500 James Robertson parkway, 1st Floor, Nashville, TN 37243. 615-741-2515

### **PROFESSIONAL AFFILIATIONS**

American Association of Cosmetology Schools; Tennessee Association of Beauty Schools; Teacher's Educational Council of AACS; Cosmetology Educators of America, and Better Business Bureau.

### **ADMINISTRATIVE STAFF**

ADAM BROWN, President  
GEORGE SAMPSEL, Vice President  
PAT VALENTINE, Educational Director

### **HISTORY**

Tennessee School of Beauty was founded in 1930 by Mrs. Jean Brown at Knoxville, TN. In early 1931, she urged her son, C. B. Brown, to join her as Director of the school. Mr. Brown had a vision and believed that the Cosmetology field had immense growth possibilities that could develop into one of America's most affluent industries. He envisioned the creation of a State licensing board to protect the public from unscrupulous practitioners and to offer the Hairdressers protection and professional status. He initiated and served as Chairman of the Legislative Committee through whose efforts such a Board was created in 1939. To further upgrade and enhance the public acceptance and image of the profession, Mr. Brown organized and served as the first President of the Tennessee Association of Beauty Schools. Since that time, he served several terms as President of this Association. He also served as President of the National Association of Cosmetology Schools, and as an elected Commissioner on the National Accrediting Commission of Cosmetology Arts and Sciences. He, along with his son, Gordon, and grandson, Adam, have constantly strived to elevate the educational concepts in the field and to assist in upgrading the professional standards. In 1958, the second Tennessee School of Beauty was founded in Oak Ridge, TN. In 1962, Mr. Gordon Brown joined this school as Director and Dean. The third Tennessee School of Beauty was founded in Alcoa, TN in 1970 with Mr. Gordon Brown as Director. He served as a member of the Board of Directors on the Teacher's Educational Council and on the National association of Accredited Cosmetology Schools. In 1987, after completing with high honors, his Bachelor of Science Degree in Business Administration from the University of Tennessee, and turning down a scholarship to Law School, Mr. Adam Brown became the fourth generation to join Tennessee School of Beauty. Mr. Brown's fresh ideas have been an integral part of the changes which have prepared and enabled the school to continue to be a leader in Cosmetology Education in the 21<sup>st</sup> century. Mr. Brown has served on the Board of Directors of the American Association of Cosmetology Schools, thus enabling the school to maintain its national Placement contacts throughout the United States, and enabling Tennessee School of Beauty to become aware of changes in the industry as soon as they occur. Tennessee School of Beauty merged their Oak Ridge location with their Knoxville location in January of 1998. In 1998, to meet the demands of the spa industry, the owners of Tennessee School of Beauty opened a massage school, Tennessee School of Therapeutic Massage and in 2000 began offering an esthetics course to satisfy the need for a total Day Spa Training Center.

### **MISSION STATEMENT**

TO ATTRACT TOP QUALITY INDIVIDUALS AND PROVIDE THEM WITH QUALITY EDUCATION, HELP THEM GRADUATE AND PASS THEIR STATE BOARD EXAM, AND BECOME GAINFULLY EMPLOYED IN THE FIELD OF COSMETOLOGY.

### **EDUCATIONAL OBJECTIVES**

Tennessee School of Beauty is proud of its outstanding faculty, all of whom are graduates of the school. A high level of perfection is sought in the educational process, with experienced awareness that only through quality in training can fulfill its obligation to those who seek success in the Cosmetology Career. The course of study and the dedication of the staff are directed to provide a firm foundation for its graduates.....to offer them the opportunity for growth in one of the many facets available in the beauty industry.

### **COURSES OFFERED**

#### **COMPLETE COSMETOLOGY COURSE**

This is the primary Cosmetology Course for those who are entering the career to qualify for and obtain initial license as a professional Cosmetologist. It includes training in all phases of the career during the required 1,500 clock hours. This course can be completed in 45 weeks. A schedule of fees listing all costs and budget plans will be found within this folder on a separate sheet.

#### **MANICURING AND PEDICURING COURSE**

For the applicant who desires to qualify for a Manicurist-Pedicurist license, we offer this course consisting of 600 clock hours. This course covers all facets of Nail Education from manicures to pedicures to all types of sculptured and artificial nails in both theoretical and practical instruction. This course can be completed in 16 weeks. A separate fees sheet listing all costs will be found within this folder.

#### **ESTHETICS COURSE**

For the applicant who desires to qualify for an Esthetician license, we offer this course consisting of 750 clock hours. This course covers all facets of skin care and make up artistry including facials, hair removal, make up application, conditions of the skin, corrective procedures for problem skin, body scrubs and polishes and much more! This course can be completed in 20 weeks. A separate fees sheet listing all costs will be found within this folder.

#### **INSTRUCTOR TRAINING COURSE**

For the licensed Cosmetologist who desires to qualify for Instructor, we offer this course consisting of 300 clock hours of training. This course includes all theoretical and practical instruction as prescribed by the Tennessee State Board of Cosmetology. This course can be completed in 8 weeks. A fee schedule for this short course will be mailed upon request.

#### **GRADUATE COURSES**

Graduate classes are offered only to alumni who are interested in keeping abreast with fashion changes, new methods and product developments, hairstyling and hair shaping trends, and the newest in operational techniques. There is no charge for this service. At times these special classes are offered on a one day schedule, at other times for longer periods. Graduates interested in these courses should call in advance for schedules.

#### **TRANSFER COURSE**

This is for the applicant who graduates High School without the necessary 1,500 hours required to take the Cosmetology State Board exam, or for the applicant who did not complete all hours required at a previously attended cosmetology school. You may take as many hours as you need. A fee schedule based on the number of hours you will be taking will be mailed upon request.



## ***GENERAL INFORMATION ADMISSIONS REQUIREMENTS***

### **School Term**

To qualify for license under Tennessee Cosmetology Law, a student is required to satisfactorily complete 1,500 hours of training in an approved school. To meet these requirements in the shortest possible time we offer class hours from 8:30 a.m. to 4:30 p.m. Tuesday through Saturday. Although arrangements can be made for less than full-time attendance, students who attend a full schedule can qualify for state examination and professional license in approximately ten months.

We also offer evening classes on Tuesday, Wednesday, and Thursday nights from 5:30 p.m. to 9:30 p.m. and Saturday from 8:30 a.m. to 4:00 p.m. It will take Evening School students eighteen to nineteen (18-19) months to graduate.

### **Class Starting Date**

New classes begin on the first Tuesday of each month unless this Tuesday falls on a national holiday, in which case the class will begin on the second Tuesday of that month. To insure maximum individual Instructor assistance, and a low teacher-pupil ratio, it is school policy to limit the size of starting classes. It is therefore advisable that applicants register as far in advance as possible. Evening classes begin once a year (September).

### **Holidays**

The school is closed on the following national holidays: New Year=s Day, July 4th, Thanksgiving Day, and Christmas Day. The school also closes 2 weeks for summer break and 2 weeks for winter break.

### **Absences/Tardiness**

Students are required to maintain an average of 70% of all available hours per month for each phase of training. This is a total allowable absences of 60 days during the 1,500 hour course. Students who will be absent without advance notice are expected to call the school before 9:00 a.m.

We realize that unusual situations may result in late arrival. To accommodate such situations we will accept late arrival up through 10 tardies. After 10 tardies, the student will not be admitted to class if not present at roll call. Late arrival is from 8:31am – 10:01am for day students and 5:31pm – 6:00pm for evening students.

### **TSB Make-up Policy Due to Absenteeism**

It will be up to the student to ask the teachers to explain to them what was covered on the day(s) the student was absent. This is to be done during non-class time (lunch, break, before or after school).

However, TSB sets up its curriculum so that subjects will be repeated during a student=s 40 weeks. Students may also request that they be put back in class for a subject they missed due to absenteeism, but it will be the student=s responsibility to make such a request.

### **Progress Records**

Permanent records are kept on grades, progress, and attendance. Total monthly and accumulated hours are posted on or about the second day of each month. Students may review all records at any time. Students must give written permission for anyone, except Government Agencies and/or Accrediting Agencies, to receive any information on said student.

### **Wearing Apparel**

Required clothing includes a freshly, laundered black Tennessee School of Beauty long sleeve or short sleeve t-shirt, black dress pants, and solid black closed-toe shoes. The school will give students two t-shirts and more can be purchased.

### **Grading Progress**

All students are graded on practical, clinical and theoretical subjects. Practical and clinical grades are recorded in multiples of 5 points through AIn-Class or On-Clinicā presentations. Points will then be converted to actual grades according to the scale below. A written, multiple choice exam is given weekly on theoretical subjects with actual grades based upon the scale below:

PRACTICAL/CLINICAL		THEORETICAL
95-100 = AAā	(Excellent)	95-100 = AAā
90-85 = ABā	(Good)	90-94 = ABā
80-75 = ACā	(Average)	85-89 = ACā
70 = ADā	(Needs Improvement)	80-84 = ADā
BELOW 70 = AFā	(Unsatisfactory-Failing)	79 or BELOW = AFā

Students will have access to their files at any reasonable time. Student information will not be released without written permission from the student.

### **Admission Requirements**

Applicant must have attained a High School graduation diploma or General Education Development (GED) Certificate of graduation, and be at least 16 years of age. All transfer hours approved by the Tennessee State Board of Cosmetology will be accepted at the institution. The school does not accept Ability-To Benefit students. We do accept home-schooled students provided the Tennessee State Board of Cosmetology accepts the home-school diploma where you attended.

### **GED Equivalency Test**

Those applicants who wish to qualify through the GED test will be offered assistance and advice by the Admissions Director. This test is available to any applicant who is 18 years of age or older. It is available Monday through Wednesday at 8:00 a.m. at the University of Tennessee Student Counseling Service Center, Knoxville, TN. A grade of 45.0 or higher is the equivalent of a High School Diploma.

### **Non-Discrimination**

This school, in its admission, instruction, and graduation policies, does not discriminate because of sex, color, age, race, creed, religion, financial status, disability or ethnic origin.

### **Student Records**

Right to Access Records: Permanent files are kept for all students. Students (or parents/guardian of a dependent student) may access their grades or attendance records anytime by requesting a copy from a senior instructor or school administrator. In addition, students are given report cards approximately every eight weeks.

Disclosure of Educational Records: Only a student (or parent/guardian of a dependent student) can access his/her file. Information contained in student files is considered confidential and shall be released to other individuals only upon the student=s (or parents/guardian of a dependent student) prior written consent and authorization, with the following exceptions: to school officials who have legitimate educational interest in the records; to officials of another school upon request if the student intends to enroll at that institution; to certain officials of the U.S. Dept. of Education, the Inspector General, state and local educational authorities in connection with state or federally-supported programs; in connection with the student=s request for, or receipt of, Title IV financial aid and/or to enforce the terms and conditions of the aid; to accrediting commissions to carry out their functions; to comply with judicial order or lawfully-ordered subpoenas; to appropriate parties in health or safety emergencies.

### **Leave of Absence Policy:**

A student may request a leave of absence in writing. Leaves of absence must be at least 5 days, but can be up to 180 days. A leave of absence will extend your projected graduation date, as well as your contract ending date.



**SATISFACTORY PROGRESS POLICY  
FOR ALL TENNESSEE SCHOOL OF BEAUTY STUDENTS**

3/01/12

Tennessee School of Beauty defines Satisfactory progress as maintaining specified grade averages and proceeding through the program at a pace leading to completion within a specified time frame. Satisfactory progress will be measured every 225 hours (125 hours for instructor training). These evaluations are designed to occur no later than the midpoint of the academic year or the course, whichever, is sooner and are provided to students in written form. This policy applies to all students and is provided prior to enrollment.

**ACADEMIC REQUIREMENTS:** All students are graded on practical, clinical, and theoretical classes through in-class presentation. Grades are issued at the end of each 225 actual hours (125 hours for instructor training). If a student does not pass a subject, that particular subject must be repeated. For practical examinations, grades are recorded in multiples of 5 points. Points will then be converted to an actual grade according to the following scale:

<u>PRACTICAL/CLINICAL</u>		
100 - 95	A	Excellent
90 - 85	B	Good
80 - 75	C	Average
70	D	Needs Improvement
Below 70	F	Unsatisfactory - Failing

**Students cannot graduate until all practicals are passed with a AD or above.** Practical Finals must be passed with a AD or above (Grade Scale same as theory grade scale).

<u>THEORETICAL</u>		
100 - 95	A	Excellent
94 - 90	B	Good
89 - 85	C	Average
84 - 80	D	Needs Improvement
Below 79	F	Unsatisfactory - Failing. You must re-take and pass before finals may be

taken. You must make a grade of 84 or above theory finals.

During each period, students must have at least a 70% average on all of the tests scheduled during that grading period. TESTS NOT TAKEN FOR WHATEVER REASON (except Leave of Absence) ARE COUNTED AS ZEROS.

**ATTENDANCE REQUIREMENTS:** In addition to maintaining an average of at least 70% on all available tests each grading period, students must maintain an attendance average of at least 70% of all available hours each period. To clarify the policy and to state it in simpler language, the following is a breakdown of 70% Satisfactory Attendance:

The general Cosmetology Course is 1500 hours in length. Students must finish the course in 1.5 times the course length or 15.7 months for day students and 27.3 months for evening school students. Manicuring/Pedicuring students must finish the 600 hour course in 6 months for day students and 10.5 months for evening students. Instructor Training Course students must finish the 300 hour course in 3.1 months for day students and 5.4 months for evening students. Esthetics Course students must finish the 750 hour program in 30 weeks. Day students are scheduled to attend a minimum of 33 hours per week. Evening students are scheduled to attend a minimum of 19 hours per week.

**DAY STUDENTS**

MONTHS:	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
CUMULATIVE HOURS:	100	200	300	400	500	600	700	800	900

Months (continued):	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
Cumulative Hours (cont.):	1000	1100	1200	1300	1400	1500

EVENING STUDENTS

MONTHS:	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
CUMULATIVE HOURS:	60	120	180	240	300	360	420	480	540
Months (continued):	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
Cumulative Hours (cont.):	600	660	720	780	840	900	960	1020	1080
Months (continued):	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>		
Cumulative Hours (cont.):	1140	1200	1260	1320	1380	1440	1500		

Again, students may not exceed 150% of the maximum time frame allowed for any reason. There are no excused absences.

**WARNING, PROBATION AND APPEAL:** Only those students meeting minimum requirements for academics AND attendance at evaluation are considered to be making satisfactory progress until the next scheduled evaluation. In the event that a student fails to meet any of the above academic or attendance criteria during any grading period, the student will be placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The student will be notified immediately if any evaluation impacts financial aid eligibility. The student will be counseled by instructor and actions required to attain satisfactory requirements by the next evaluation will be documented. If at the end of the warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined not making satisfactory progress. The student will then be placed on probation and the student must then immediately appeal in writing. The appeal must include:

- The reasons for which a student may appeal would be such as death of a relative, an injury or illness, or other allowable special circumstance.
- The student must submit documentation that validates the appeal. Documentation could include, but is not limited to, an obituary, doctor's note, accident report, etc.
- The student must also clarify what has changed in his/her circumstance that would allow for achieving satisfactory progress at the next evaluation.
- The written/documented appeal will be maintained in the student's file. The results of the appeal will be maintained with the appeal.

A student will be given the steps necessary during the probation period to achieve a cumulative academic or cumulative attendance satisfactory rating. If it is not possible for the student to attain those measures set forth, the appeal cannot be accepted. If the appeal is accepted, funding continues. Students who do not achieve the minimum standards after exhausting the appeal option are no longer eligible for Title IV, HEA program funds and may be subject to termination or suspension from the school.

**LEAVES OF ABSENCE:** A student who is considered making satisfactory progress prior to a leave of absence will maintain satisfactory progress upon return to the school. A student who is failing to meet satisfactory requirements prior to a leave of absence will return in the same status. Leaves of absence will not count toward your scheduled hours and a leave shall extend your contract period and the maximum time frame by the same number of days the leave is for, but you may have only one leave of absence during your entire time at school.

**RE-ADMISSION POLICY:** Students may apply for readmittance after a waiting period of not less than three months. He/she will be readmitted on the same status as when he/she left the school. You cannot be eligible for financial aid until a period of 60 days of satisfactory progress has been completed. This procedure applies only once. It does not apply to voluntary withdrawals. Readmitted students will be charged at the current tuition rates for newly entering students, plus a \$100 readmittance fee, but will be credited with all previously paid tuition.

Non-credit remedial course, incompletes, or repetitions do not affect a student's satisfactory progress status. Transfer hours are accepted and counted as both attempted and completed hours for the purpose of determining the allowable maximum time frame.

I HEREBY ACKNOWLEDGE I HAVE HAD EXPLAINED TO ME AND FULLY UNDERSTAND TENNESSEE SCHOOL OF BEAUTY'S SATISFACTORY PROGRESS POLICY. I ACKNOWLEDGE RECEIVING A COPY OF THIS IN ADDITION TO THE ENROLLMENT AGREEMENT.



COURSE TITLE: COSMETOLOGY

HOURS REQUIRED: 1,500

TEXTS: Milady's Standard Cosmetology Textbook  
 Milady's Study Guide: The Essential Companion  
 Milady's Standard Cosmetology Student CD ROM  
 Milady's Standard Cosmetology Reference for Anatomy and Physiology  
 Milady's Standard Cosmetology Haircutting Supplement  
 Tennessee Cosmetology Law, Rules, and Regulations  
 Tennessee School of Beauty Student Training Notes  
 Tennessee School of Beauty Rule Book

AUDIO/VISUAL AIDS: Flip Charts on Variety of Subjects  
 Milady's Standard Cosmetology Course Management Guide  
 Milady's Soft Skills DVD Series  
 Milady's Standard Video Series  
 Manicuring Videos  
 Chemical Relaxing and Chemical Curl Videos  
 Career Development Videos  
 Motivational Videos  
 Wide Variety of Videos on all Subjects  
 Product Knowledge Videos

COURSE DESCRIPTION: The Cosmetology Course interweaves practical art, cosmetic science, and academic subject matter. Properly conceived, it will assist the individual in obtaining his/her personal objectives and become proficient in the science of Cosmetology, thereby creating a progressive and socially aware Cosmetologist.

COURSE OBJECTIVE: Upon completion of the Cosmetology Course, the student shall demonstrate competencies required to pass the Tennessee State Board Exam and the ability to:

1. Demonstrate and explain theoretical subject matter.
2. Define, explain, and demonstrate manual skills with mastery and simplicity.
3. Develop good workmanship and the orderly performance of various tasks.
4. To select wisely, care for, and properly use commercial products that are related to the application.
5. To develop professional ethics worthy of public confidence, acceptance, and respect.

COURSE OUTLINE: COSMETOLOGY 1,500 HOURS

GENERAL (THEORY HOURS)	CLOCK HOURS
Sterilization, sanitation, and bacteriology.....	30
Shampooing and rinsing.....	10
Hair and scalp care.....	25
Manicuring and nail care.....	15
Hair shaping.....	10
Hairdressing and styling.....	25
Permanent waving/Chemical relaxing.....	25
Facials, arching, lash and brow tinting, and massage.....	25
Hair coloring, lighting, and toning.....	25
Anatomy and physiology.....	10
Shop ethics, personality, and salesmanship.....	15
Hair structure and chemistry.....	60
Tennessee Cosmetology Law and Regulations/Career & Employment Information.....	25
	300 Hours
<b>CHEMICAL (PRACTICAL HOURS)</b>	
Permanent Waving.....	200
Chemical Relaxing.....	100
Hair coloring, lighting, and toning.....	150
Hair structure and chemistry.....	75
Sculpture nails.....	75
	600 Hours
<b>PHYSICAL (PRACTICAL HOURS)</b>	
Shampooing and rinses.....	60
Hair and scalp care.....	60
Hair shaping.....	150
Hairdressing, styling, and comb outs.....	150
Facials, makeup, massage, arching, waxing, lash and brow dying and skin care.....	60
Manicuring and pedicuring.....	60
Hair extensions.....	60
	600 Hours

COURSE EVALUATION: Grades are recorded in each practical subject in multiples of 5 points and are converted to a letter grade according to the scale. Theory grades will also be recorded according to the theory grade scale. All students must maintain a minimum grade as ~~A~~Needs Improvement or they will be subject to probationary measures.

GRADING SCALE:

PRACTICAL/ CLINICAL:

These are graded and recorded in multiples of 5 points, with 5 being the highest and 1 being the lowest. Points will then be converted to an actual grade according to the following scale:

95-100	=	AA <sub>a</sub>	Excellent
85-90	=	AB <sub>a</sub>	Good
75-80	=	AC <sub>a</sub>	Average
70	=	AD <sub>a</sub>	Needs Improvement
Below 70	=	AF <sub>a</sub>	Unsatisfactory-Failing

THEORETICAL:

95-100	=	AA <sub>a</sub>	Excellent
90-94	=	AB <sub>a</sub>	Good
85-89	=	AC <sub>a</sub>	Average
80-84	=	AD <sub>a</sub>	Needs Improvement
79 or Below	=	AF <sub>a</sub>	Unsatisfactory-Failing

**PRACTICAL REQUIREMENTS:** Requirements for graduation are listed below. All of these requirements must be completed in a minimum grade of AC<sub>a</sub>. If a client is not available to perform needed requirements, the student should utilize a mannequin or classmate to perform these requirements. Also taken into consideration for grades on requirements is attendance, attitude, appearance, professionalism, and quality of work.

Required Services:

Shampoo	100	Relaxers	5
Set and Comb out	75	Scalp Treatment	10
Thermal Style	50	Facials	10
Hair Cut (Shears)	75	Make up Application	10
Hair Cut (Razor)	15	Eyebrow Arch	5
Hair Cut (Clippers)	15	Waxing	10
Permanent Wave	40	Wig Styling	10
Permanent Wave Color	15	Manicure	10
Temporary Hair Color	15	Pedicure	5
Virgin Lightener	5	Acrylic Nails	5
Lightener Retouch	15	Hair Extensions	3
Frosting (Cap)	5	Conditioners	25
Frosting (Foil)	5	Nail Art	5
Press and Curl	3		

Total Point Requirements:

600 and Above	=	Satisfactory
500-599	=	Needs Improvement
499 and Below	=	Unsatisfactory-Failing

COURSE FORMAT: The course will be a combination of the following:

- Oral Discussions
- Written Examinations
- Hands-On Experience
- Oral Quizzes
- Student Participation
- Teacher Observation
- Teacher Lecture
- Teacher Demonstration
- Student Subject Survey

ATTENDANCE REQUIREMENTS:

It is crucial to this course that each student maintain a minimum attendance average of 70% of all available hours for each phase of training (See Satisfactory Attendance Policy). Excessive absences will drop the student below satisfactory attendance which could result in probationary measures being taken, which could result in loss of financial aid and/or termination.

EXPERIENCES:

- The Professional Cosmetologist
- Milady Standard textbook of Cosmetology
- Milady State Board Review Book
- Milady Standard Text for Professional; Estheticians
- The Art and Science of Manicuring
- Clairol Encyclopedia
- Vast amount of Library Publications in the School Library

PERIODICALS:

- Modern SALON
- American Hair Dresser
- Beauty School Journal
- Clairol Professional
- Nail Publications
- Shop Talk
- Salon Trends
- TSB Training Notes
- Curriculum Index
- Vast supply of Periodicals in School Library



COURSE TITLE: ESTHETICS

HOURS REQUIRED: 750

TEXTS: Milady=s Standard Textbook for Professional Estheticians  
Milady=s Workbook for Professional Estheticians  
Milady=s State Exam Review for Professional Estheticians  
Tennessee Cosmetology Law, Rules, and Regulations  
Tennessee School of Beauty Student Training Notes  
Tennessee School of Beauty Rule Book

AUDIO/VISUAL AIDS: Flip Charts on Variety of Subjects  
Esthetics Videos  
Technique Videos from Manufactures  
Career Development Videos  
Motivational Videos  
Wide Variety of Videos on all Subjects  
Dermalogica Product Knowledge Videos  
Milady's Soft Skills DVD Series

COURSE DESCRIPTION: The Esthetics Course involves manual dexterity, practical art, cosmetic science, and academic subject matter. Properly conceived, it will assist the individual in obtaining his/her personal objectives and become proficient in the science of Esthetics, hereby creating a progressive and socially aware Esthetician.

COURSE OBJECTIVE: Upon completion of the Esthetics course, the student shall demonstrate competencies required to pass the Tennessee State Board Exam and the ability to:

1. Demonstrate and explain theoretical subject matter.
2. Define, explain, and demonstrate manual skills with mastery and simplicity.
3. Develop good workmanship and the orderly performance of various tasks.
4. To select wisely, care for, and properly use commercial products that are related to the application.
5. To develop professional ethics worthy of public confidence, acceptance, and respect.

COURSE OUTLINE: ESTHETICS 750 HOURS

GENERAL (THEORY HOURS)	CLOCK HOURS
Sterilization, sanitation, and bacteriology.....	45
Professional Ethics, Personality, Salesmanship.....	30
Anatomy and physiology.....	55
Tennessee Cosmetology Law Employment Information.....	25
	150 Hours
CHEMICAL (PRACTICAL HOURS)	
Skin Conditions and Disorders.....	50
Nutrition and Aging Factors.....	20
Product Ingredients and Usage.....	20
Waxing, Lash and Brow Tinting.....	35
OSHA and EPA Requirements.....	25
	150 Hours
PHYSICAL (PRACTICAL HOURS)	
Massage Movements and Manipulations.....	150
Masks and Packs.....	75
Facial Treatments with and without the use of machines.....	50
Skin Analysis and Consultation.....	40
Applications of all products and machines.....	60
Color Psychology, Make-up and Corrective Make-up Arching.....	75
	450 Hours
<u>Total Course Hours</u>	<u>750</u>

COURSE EVALUATION:

Grades are recorded in each practical subject in multiples of 5 points and are converted to a letter grade according to the scale. Theory grades will also be recorded according to the theory grade scale. All students must maintain a minimum grade as ANeeds Improvement or they will be subject to probationary measures.



GRADING SCALE:

PRACTICAL/ CLINICAL:

These are graded and recorded in multiples of 5 points, with 5 being the highest and 1 being the lowest. Points will then be converted to an actual grade according to the following scale:

95-100	=	AA <sub>a</sub>	Excellent
85-90	=	AB <sub>a</sub>	Good
75-80	=	AC <sub>a</sub>	Average
70	=	AD <sub>a</sub>	Needs Improvement
Below 70	=	AF <sub>a</sub>	Unsatisfactory-Failing

THEORETICAL:

95-100	=	AA <sub>a</sub>	Excellent
90-94	=	AB <sub>a</sub>	Good
85-89	=	AC <sub>a</sub>	Average
80-84	=	AD <sub>a</sub>	Needs Improvement
79 or Below	=	AF <sub>a</sub>	Unsatisfactory-Failing

PRACTICAL REQUIREMENTS:

Requirements for graduation are listed below. All of these requirements must be completed in a minimum grade of AC<sub>a</sub>. If a client is not available to perform needed requirements, the student should utilize a mannequin or classmate to perform these requirements. Also taken into consideration for grades on requirements is attendance, attitude, appearance, professionalism, and quality of work.

Total Point Requirements:

300 and Above	=	Satisfactory
260-299	=	Needs Improvement
259 and Below	=	Unsatisfactory-Failing

REQUIRED SERVICES:

Facials	100
Waxing, Arching	50
Masks	25
Packs	25

COURSE FORMAT: The course will be a combination of the following:

- Oral Discussions
- Written Examinations
- Hands-On Experience
- Oral Quizzes
- Student Participation
- Teacher Observation
- Teacher Lecture
- Teacher Demonstration
- Student Subject Survey

ATTENDANCE REQUIREMENTS: It is crucial to this course that each student maintains a minimum attendance average of 70% of all available hours for each phase of training (See Satisfactory Attendance Policy). Excessive absences will drop the student below satisfactory attendance which could result in probationary measures being taken, which could result in loss of financial aid and/or termination.

REFERENCES: Milady's Standard Textbook for Professional Estheticians  
Milady's Workbook for Professional Estheticians  
Milady's State Exam Review for Professional Estheticians  
Milady's Standard Textbook of Cosmetology  
Vast amount of Library Publications in the School Library

PERIODICALS: Modern SALON  
American Hair Dresser  
Beauty School Journal  
Various Esthetic Publications  
Shop Talk  
Salon Trends  
TSB Training Notes  
Skin Inc.  
Dermascope Magazine  
Vast supply of Periodicals in School Library



COURSE TITLE: MANICURING and PEDICURING

HOURS REQUIRED: 600

TEXTS: Milady Art and Science of Nail Technology Textbook  
Milady Art and Science of Nail Technology Workbook  
Milady Art and Science of Nail Technology State Law Review Book  
Tennessee Cosmetology Law, Rules, and Regulations  
Tennessee School of Beauty Student Training Notes  
Tennessee School of Beauty Rule Book

AUDIO/VISUAL AIDS: Flip Charts on Variety of Subjects  
Manicuring Videos  
Technique Videos from Manufactures  
Career Development Videos  
Motivational Videos  
Wide Variety of Videos on all Subjects  
Product Knowledge Videos

COURSE DESCRIPTION: The Manicuring and Pedicuring Course involves manual dexterity, practical art, cosmetic science, and academic subject matter. Properly conceived, it will assist the individual in obtaining his/her personal objectives and become proficient in the science of Manicuring/Pedicuring, hereby creating a progressive and socially aware Nail Technologist.

COURSE OBJECTIVE: Upon completion of the Manicuring and Pedicuring Course, the student shall demonstrate competencies required to pass the Tennessee State Board Exam and the ability to:

1. Demonstrate and explain theoretical subject matter.
2. Define, explain, and demonstrate manual skills with mastery and simplicity.
3. Develop good workmanship and the orderly performance of various tasks.
4. To select wisely, care for, and properly use commercial products that are related to the application.
5. To develop professional ethics worthy of public confidence, acceptance, and respect.

COURSE OUTLINE: MANICURING AND PEDICURING 600 HOURS

GENERAL (THEORY HOURS)	CLOCK HOURS
Sterilization, sanitation, and bacteriology.....	25
Shop ethics, personality, and salesmanship.....	20
Manicuring and nail care.....	40
Anatomy and physiology.....	40
Tennessee Cosmetology Law and Regulations/Career & Employment Information.....	25
	150 Hours
<b>CHEMICAL (PRACTICAL HOURS)</b>	
Sculpture nails & nail tips.....	80
Product Ingredients.....	10
Manicuring and Pedicuring, EPA and OSHA requirements.....	10
	100 Hours
<b>PHYSICAL (PRACTICAL HOURS)</b>	
Manicuring, pedicuring & nail care.....	245
Nail artistry.....	35
Hand, arm, foot & leg massage.....	35
Nail repair.....	35
	350 Hours
<u>Total Course Hours</u>	<u>600</u>

COURSE EVALUATION: Grades are recorded in each practical subject in multiples of 5 points and are converted to a letter grade according to the scale. Theory grades will also be recorded according to the theory grade scale. All students must maintain a minimum grade as ANeeds Improvement or they will be subject to probationary measures.

GRADING SCALE:

PRACTICAL/ CLINICAL:

These are graded and recorded in multiples of 5 points, with 5 being the highest and 1 being the lowest. Points will then be converted to an actual grade according to the following scale:

95-100	=	AA <sub>a</sub>	Excellent
85-90	=	AB <sub>a</sub>	Good
75-80	=	AC <sub>a</sub>	Average
70	=	AD <sub>a</sub>	Needs Improvement
Below 70	=	AF <sub>a</sub>	Unsatisfactory-Failing

THEORETICAL:

95-100	=	AA <sub>a</sub>	Excellent
90-94	=	AB <sub>a</sub>	Good
85-89	=	AC <sub>a</sub>	Average
80-84	=	AD <sub>a</sub>	Needs Improvement
79 or Below	=	AF <sub>a</sub>	Unsatisfactory-Failing

PRACTICAL REQUIREMENTS:

Requirements for graduation are listed below. All of these requirements must be completed in a minimum grade of AC $\bar{a}$ . If a client is not available to perform needed requirements, the student should utilize a practice finger or classmate to perform these requirements. Also taken into consideration for grades on requirements is attendance, attitude, appearance, professionalism, and quality of work.

Total Point Requirements:

300 and Above	=	Satisfactory
260-299	=	Needs Improvement
259 and Below	=	Unsatisfactory-Failing

REQUIRED SERVICES:

Basic / Hot Oil Manicure	100
Hand and arm massage	50
Nail Art	30
Nail mending / repair	20
Pedicure	40
Foot and leg massage	30
Sculptured nails (complete set)	30

COURSE FORMAT:

The course will be a combination of the following:

Oral Discussions  
Written Examinations  
Hands-On Experience  
Oral Quizzes  
Student Participation  
Teacher Observation  
Teacher Lecture  
Teacher Demonstration  
Student Subject Survey

ATTENDANCE REQUIREMENTS:

It is crucial to this course that each student maintain a minimum attendance average of 70% of all available hours for each phase of training (See Satisfactory Attendance Policy). Excessive absences will drop the student below satisfactory attendance which could result in probationary measures being taken, which could result in loss of financial aid and/or termination.

REFERENCES:

Keystone Textbook  
Keystone Dictionary  
Milady Art and Science of Nail Technology Textbook  
Milady Art and Science of Nail Technology Workbook  
Milady Art and Science of Nail Technology State Exam Review  
Vast amount of Library Publications in the School Library

PERIODICALS:

Modern SALON  
American Hair Dresser  
Beauty School Journal  
Various Nail Publications  
Shop Talk  
Salon Trends  
TSB Training Notes  
Vast supply of Periodicals in School Library



Tennessee School of Beauty, Inc.

Course Title: Instructor Training Course

Hours Required: 300

Texts:

- Milady Standard Textbook of Cosmetology
- Milady State Exam Review for Cosmetology
- Milady Cosmetology Hairstyling Teacher-Training Manual
- Milady Cosmetology Hairstyling Teacher-Training Manual Workbook
- Milady the Creative Teacher
- Milady Black Cosmetology
- Milady the Art 7 Science of Manicuring
- Milady the Art 7 Science of Manicuring Workbook
- Tennessee State Cosmetology Law, Rules & Regulations
- Tennessee School of Beauty Student Training Notes

Audio/Visual Aids:

- Flip Charts on Various Subjects
- DVD Tapes on a Wide Variety of Subjects

Course Description:

The instructor training course interweaves practical art, cosmetology art, cosmetic science, academic subject matter, and time proven training methods. Properly conceived, this will assist the individual trainee in obtaining their personal objectives and become proficient in the art of teaching, thereby creating a progressive, proficient and socially aware instructor.

Course Objectives:

Upon completion of the instructor training course the trainee shall demonstrate competencies required to pass the Tennessee State Board instructors examination and the ability to:

1. Demonstrate and explain theoretical subject matter.
2. Define & explain & demonstrate manual skills with mastery & simplicity.
3. Develop good workmanship and the orderly performance Of various tasks.
  4. To select wisely, care for and properly use commercial products that relate to the application
  5. To develop professional ethics worthy of public confidence, acceptance and respect

Course Outline:

General/Theory Hours

Clock Hours:

Teaching methods, course outline & lesson planning.	25
Teaching aids & testing	25
Professional conduct & classroom management	25
Classroom problems	25
	<hr/>
	100 Hours

Physical/Practical Hours

Class Viewing	67
Classroom Practice Teaching & Business Class	67
Clinic Teaching/Supervision	66
	<hr/>
	200 Hours

Total Course Outline Hours 300 HOURS

Course Evaluation/Grading Scale:

Practical grades are recorded in multiples of 5 points, with 5 being the highest and 1 being the lowest. Points will then be converted to an actual grade according to the scale listed below. Theory grades will also be recorded according to the theory grade scale. All students must maintain a minimum grade.



Needs improvement or they will be subject to probationary measures.

Practical/Clinical;		Theoretical;
100---95-----A	EXCELLENT	95---100 A
90 ----85-----B	GOOD	90-----94 B
80-----75-----C	AVERAGE	85-----89 C
70-----D	NEEDS IMPROVEMENT	80-----84 D
BELOW 70B-F	UNSATISFACTORY & FAILING	79 OR BELOW F

Course Format:

This course will be a combination of the following:

- Oral Discussions
- Written Examinations
- Hands on Experience
- Oral Quizzes
- Student Participation
- Teacher Observation
- Student Subject Survey

Attendance Requirements:

It is crucial to this course that each student maintains satisfactory attendance. Excessive absences will drop the student below ANI's average and will result in probationary measures being taken.



<b>THEORY HOURS (General)</b>	<b>CLOCK HOURS</b>
Sterilization, sanitation and bacteriology	30
Shampooing and rinses	10
Hair and scalp care	25
Manicuring and nail care	15
Hair shaping	10
Hairdressing and styling	25
Permanent waving/chemical relaxing	25
Facials, arching, lash and brow tinting, massage	25
Hair coloring, bleaching and toning	25
Anatomy and physiology	10
Shop ethics, personality, and salesmanship	15
Hair structure and chemistry	60
Tennessee Cosmetology Law	25
<b>TOTAL</b>	<b>300</b>
<b>CHEMICAL HOURS (Practical)</b>	<b>CLOCK HOURS</b>
Permanent waving	200
Chemical relaxing	100
Hair coloring, lightening and toning	150
Hair structure and chemistry	75
Sculpture nails	75
<b>TOTAL</b>	<b>600</b>
<b>PHYSICAL HOURS (Practical)</b>	<b>CLOCK HOURS</b>
Shampooing & rinses	60
Hair & scalp care	60
Hairshaping	150
Hairdressing, styling & comb-outs	150
Facials, makeup, massage, arching & waxing, lash & brow dying, skin care	60
Manicuring & pedicuring	60
Hair extensions	60
<b>TOTAL</b>	<b>600</b>



**Outline of Curriculum Hours  
Esthetics Course (750 Hours)**

<b>THEORY HOURS (General)</b>	<b>CLOCK HOURS</b>
<i>Sterilization, sanitation and bacteriology</i>	45
<i>Professional Ethics, Personality, Salesmanship</i>	30
<i>Anatomy and Physiology</i>	55
<i>Tennessee State Law</i>	20
<b>TOTAL</b>	<b>150</b>
<b>CHEMICAL HOURS (Practical)</b>	<b>CLOCK HOURS</b>
<i>Skin Conditions and Disorders</i>	50
<i>Nutrition and Aging Factors</i>	20
<i>Product Ingredients and Usage</i>	20
<i>Waxing, Lash and Brow Tinting</i>	35
<i>OSHA and EPA Requirements</i>	25
<b>TOTAL</b>	<b>150</b>
<b>PHYSICAL HOURS (Practical)</b>	<b>CLOCK HOURS</b>
<i>Massage Movements and Manipulations</i>	150
<i>Masks and Packs</i>	75
<i>Facial Treatments with and without the use of Machines</i>	50
<i>Skin Analysis and Consultation</i>	40
<i>Applications of all products and Machines</i>	60
<i>Color Psychology, Make-up and Corrective Make-up Arching</i>	75
<b>TOTAL</b>	<b>450</b>



**MANICURING AND PEDICURING (600 HOURS)**

<b><i>THEORY HOURS (General)</i></b>	<b><i>CLOCK HOURS</i></b>
Sterilization, sanitation and bacteriology	25
Ethics, personality and salesmanship	20
Manicuring and nail care	40
Anatomy and physiology	40
State law & regulations	25
<b>TOTAL</b>	<b>150 HOURS</b>
<b><i>CHEMICAL HOURS (Practical)</i></b>	<b><i>CLOCK HOURS</i></b>
Sculpture nails & nail tips	80
Product ingredients	10
Manicuring and Pedicuring, EPA and OSHA requirements	10
<b>TOTAL</b>	<b>100 HOURS</b>
<b><i>PHYSICAL HOURS (Practical)</i></b>	<b><i>CLOCK HOURS</i></b>
Manicuring, pedicuring & nail care	245
Nail artistry	35
Hand, arm, foot & leg massage	35
Nail repair	35
<b>TOTAL</b>	<b>350 HOURS</b>



**INSTRUCTOR TRAINING COURSE (300 HOURS)**

<b>THEORY HOURS (General)</b>	<b>CLOCK HOURS</b>
Teaching methods, course outline, lesson planning	25
Teaching aids & testing	25
Professional conduct, classroom management	25
Classroom problems	25
<b>TOTAL</b>	<b>100 HOURS</b>
<b>PHYSICAL HOURS (Practical)</b>	<b>CLOCK HOURS</b>
Class viewing	67
Classroom practice teaching	67
Clinic teaching/supervision	66
<b>TOTAL</b>	<b>200 HOURS</b>