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AUTHOR Stark, Pamela
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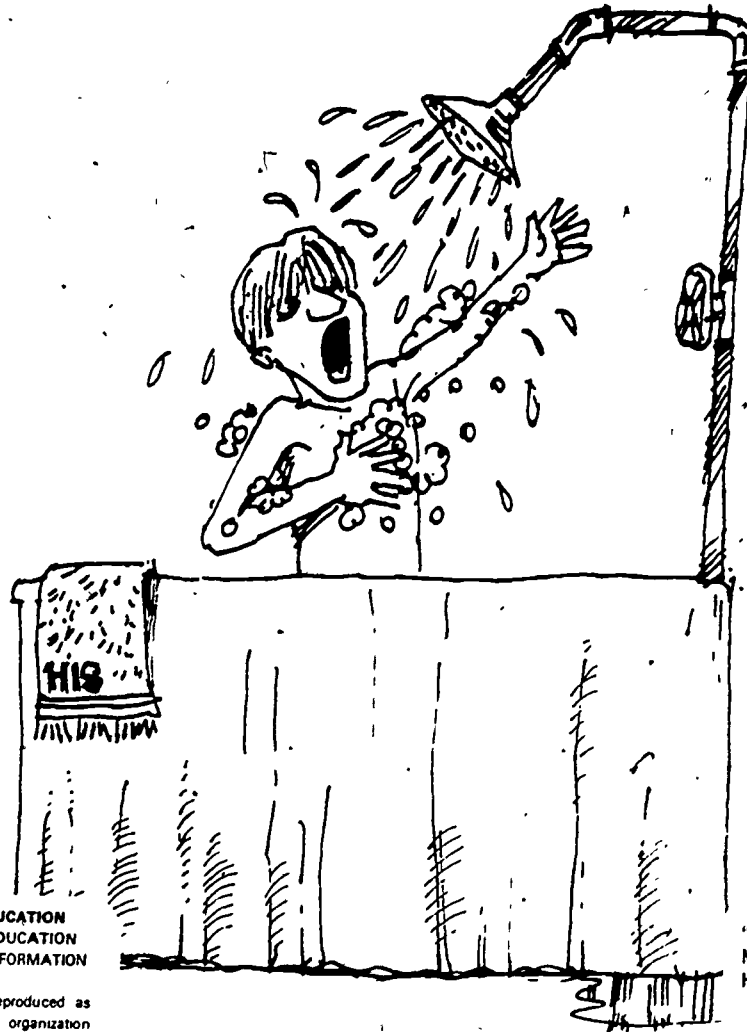
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ABSTRACT This instructor's packet accompanies the learning activity package (LAP) on grooming. Contents included in the packet are a time sheet, suggested uses for the LAP, an instruction sheet, final LAP reviews, a final LAP review answer key, suggested activities, an additional resources list, and student completion cards to issue to students as an indicator of successful LAP completion. (YLB)

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GROOMING



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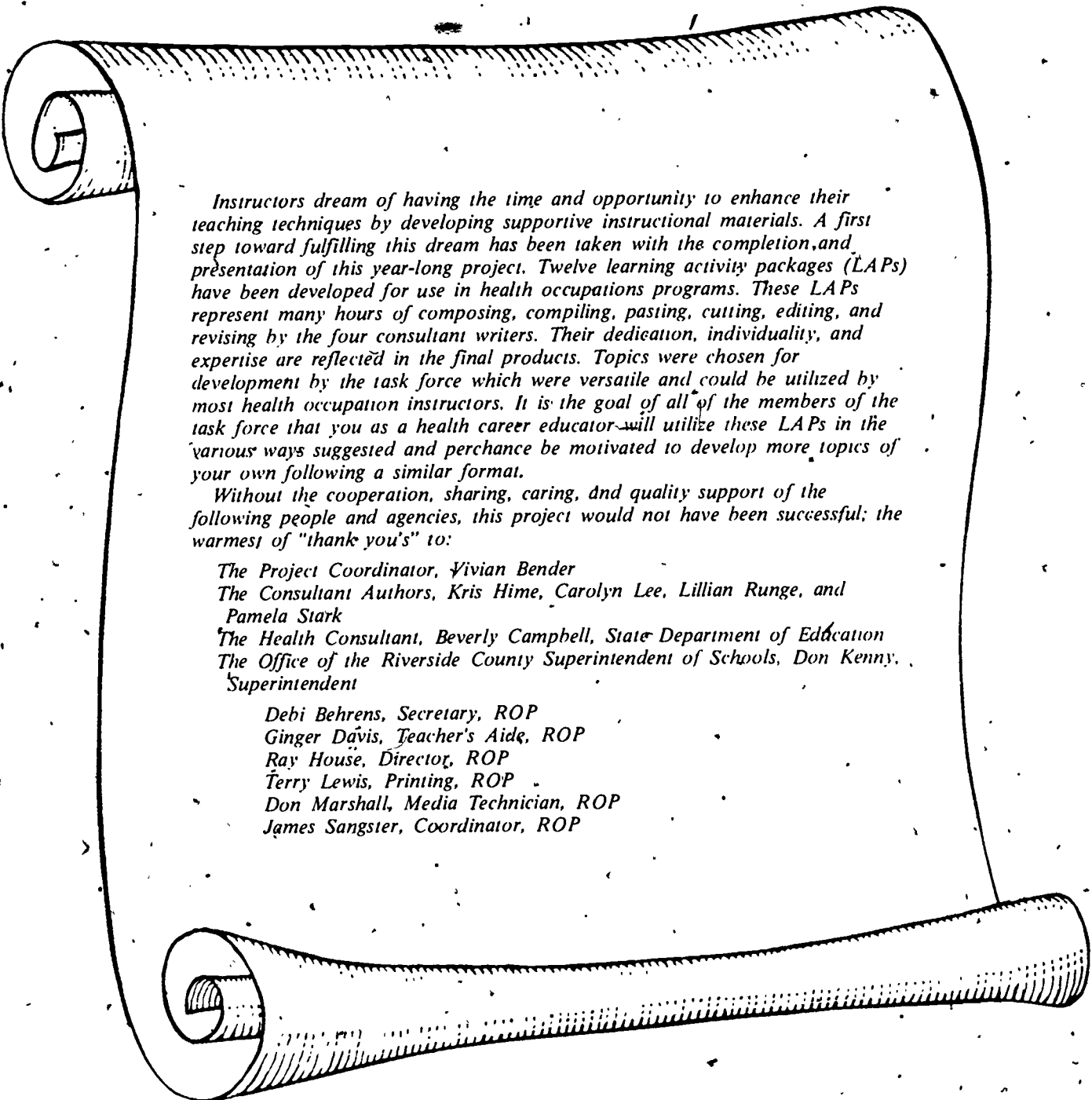
GROOMING

INSTRUCTOR'S PACKET

PREPARED BY
PAMELA STARK, RDA, CDA
INSTRUCTOR, GROSSMONT SCHOOL DISTRICT

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1982



Instructors dream of having the time and opportunity to enhance their teaching techniques by developing supportive instructional materials. A first step toward fulfilling this dream has been taken with the completion and presentation of this year-long project. Twelve learning activity packages (LAPs) have been developed for use in health occupations programs. These LAPs represent many hours of composing, compiling, pasting, cutting, editing, and revising by the four consultant writers. Their dedication, individuality, and expertise are reflected in the final products. Topics were chosen for development by the task force which were versatile and could be utilized by most health occupation instructors. It is the goal of all of the members of the task force that you as a health career educator will utilize these LAPs in the various ways suggested and perchance be motivated to develop more topics of your own following a similar format.

Without the cooperation, sharing, caring, and quality support of the following people and agencies, this project would not have been successful; the warmest of "thank you's" to:

The Project Coordinator, Vivian Bender

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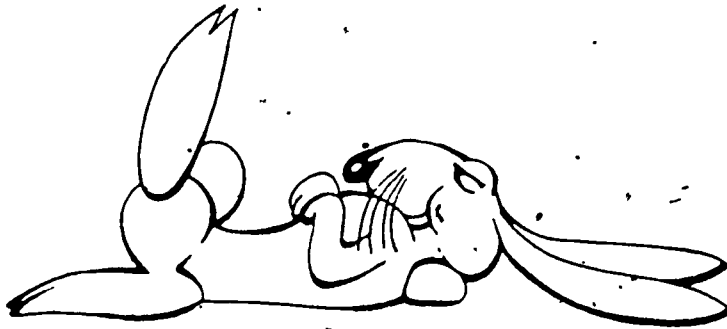
INSTRUCTOR'S PACKET

A LAP IS AN INDIVIDUALIZED LEARNING ACTIVITY PACKAGE TO ASSIST THE STUDENT TO ACQUIRE KNOWLEDGE FOR A SPECIFIC TOPIC.

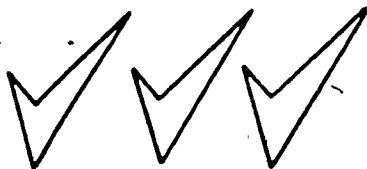
INCLUDED IN THIS PACKET ARE THE FOLLOWING:

1. SUGGESTED USES FOR LAP
2. INSTRUCTION SHEET
3. LAP REVIEW
4. LAP REVIEW KEY
5. SUGGESTED ACTIVITY LIST
6. ADDITIONAL RESOURCES
7. STUDENT COMPLETION CARDS
8. STUDENT WORK SHEET

TIME REQUIRED WILL VARY WITH EACH STUDENT, BUT THE INSTRUCTOR SHOULD ALLOW AT LEAST _____ MINUTES FOR THE STUDENT TO COMPLETE THIS LAP.



SUGGESTED USES FOR THE MATERIALS INCLUDED IN THIS LAP ARE LISTED BELOW:



REVIEW

EVALUATION

SPIRIT MASTERS

XEROX

HANDOUTS

REMEDIAL WORK

TOPIC CHALLENGE FOR STUDENT

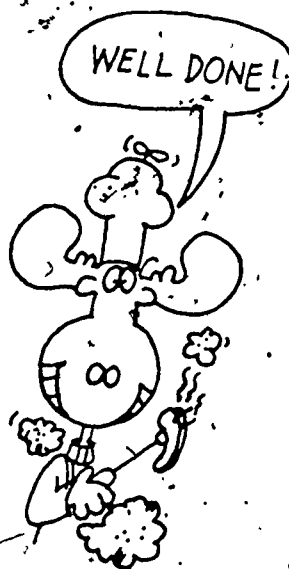
OVERHEADS

DITTOS

POSTERS

MAKE-UP WORK

CLASSROOM ACTIVITIES



INSTRUCTION SHEET

4

1. GIVE EACH STUDENT A LAP.

2. HAVE EACH STUDENT READ THE LAP AND COMPLETE THE REVIEW SECTIONS.

THE STUDENT MUST GET EVERY QUESTION IN THE REVIEW SECTION CORRECT BEFORE CONTINUING ON TO THE NEXT TOPIC. IF ALL OF THE ANSWERS ARE NOT CORRECT, REPEAT THE SECTION OR TOPIC.

3. WHEN THE LAP IS COMPLETED, THE LAP AND WORK SHEETS SHOULD BE TURNED IN TO THE INSTRUCTOR, AND THE STUDENT SHOULD BE GIVEN THE FINAL LAP REVIEW.

4. AFTER ALL* OF THE FINAL LAP REVIEW QUESTIONS ARE ANSWERED CORRECTLY, THE STUDENT WILL RECEIVE A COMPLETION CARD. COMPLETION CARDS ARE INCLUDED IN THIS PACKET.

5. THE TIME FOR COMPLETING THE LAP WILL VARY WITH EACH STUDENT.

*IF THE STUDENT DOES NOT ANSWER ALL OF THE QUESTIONS CORRECTLY, RETURN THE LAP TO THE STUDENT FOR FURTHER REVIEW.

FINAL LAP REVIEW
GROOMING

NAME _____
DATE _____

ANSWER ALL QUESTIONS ON YOUR REVIEW WORK SHEET

ON YOUR REVIEW WORK SHEET, WRITE T IF THE STATEMENT IS MORE TRUE THAN FALSE. WRITE F IF THE STATEMENT IS MORE FALSE THAN TRUE.

- 1. A PERSON'S PROFESSION IS A PRINCIPAL CALLING, VOCATION, OR EMPLOYMENT. T F
- 2. GOOD GROOMING IS NECESSARY BECAUSE IT MAINTAINS PROFESSIONALISM. T F
- 3. GOOD GROOMING IS A REFLECTION OF A PERSON WHO EATS WELL, EXERCISES, AND GETS ADEQUATE REST. T F
- 4. A WELL-GROOMED PERSON DOES NOT NEED A DAILY BATH OR THE USE OF DEODORANT. T F
- 5. A CLEAN MOUTH IS A SIGN OF A WELL-GROOMED PERSON. T F
- 6. TO MAINTAIN A HEALTHY SMILE, YOU SHOULD HAVE A DENTAL CHECKUP AND AN ORAL PROPHYLAXIS TWICE A YEAR. T F
- 7. IF YOU WEAR A MOUSTACHE, IT SHOULD BE TRIMMED AND CLEAN. T F
- 8. WHILE AT WORK, YOUR HAIR SHOULD NOT HAVE RIBBONS, COMBS, BEADS, OR ANY DECORATIVE ITEMS. T F
- 9. A WELL-GROOMED PERSON DOES NOT HAVE GREASE OR DANDRUFF IN HIS OR HER HAIR. T F
- 10. WHILE AT WORK, YOUR HANDS SHOULD BE FREE OF ALL STAINS. T F
- 11. IF NAIL POLISH IS USED, ANY COLOR IS ALL RIGHT IF YOUR NAILS ARE SHORT. T F
- 12. JEWELRY IS NOT PART OF YOUR UNIFORM. T F
- 13. YOUR UNDERGARMENTS NEED NOT BE CHANGED DAILY. T F

14. THE COLOR OF A MAN'S SOCKS NEED NOT BLEND WITH HIS PANTS.

T F

15. YOUR WORK SHOES SHOULD BE CLEAN WITH NO BROKEN LAGES.

T F

FILL IN THE BLANKS.

16. LIST THREE SIGNS OF A WELL-GROOMED EMPLOYEE.

- A. _____
- B. _____
- C. _____

17. LIST THREE ODORS THAT ARE NOT ACCEPTABLE FOR A WELL-GROOMED PERSON.

- A. _____
- B. _____
- C. _____

18. LIST THREE TYPES OF JEWELRY THAT ARE NOT ACCEPTABLE WHILE IN UNIFORM.

- A. _____
- B. _____
- C. _____

19. LIST THREE REASONS WHY FOOD, CIGARETTES, AND CHEWING GUM ARE NOT USED AT THE EMPLOYEE'S WORK STATION.

- A. _____
- B. _____
- C. _____

20: LIST THREE REASONS WHY GOOD GROOMING IS NECESSARY.

A. _____

B. _____

C. _____

GROOMING LAP
FINAL REVIEW

ANSWER SHEET

TRUE OR FALSE

- 1. TRUE
- 2. TRUE
- 3. TRUE
- 4. FALSE
- 5. TRUE
- 6. TRUE
- 7. TRUE
- 8. TRUE
- 9. TRUE
- 10. TRUE
- 11. FALSE
- 12. TRUE
- 13. FALSE
- 14. FALSE
- 15. TRUE

FILL IN THE BLANKS

- 16. (ANY THREE)
 - CLEAN HAIR
 - LIGHT MAKEUP
 - CLEAN MOUTH
 - SIMPLE HAIRSTYLE
 - NO JEWELRY
 - HAIR OFF THE COLLAR
 - DEODORANT USED
 - NO PERFUMES OR AFTERSHAVE
 - CLEAN SHORT NAILS

16. (CONTINUED)

- CLEAN AND WRINKLE-FREE UNIFORM
- CLEAN UNDERWEAR
- LIGHT OR WHITE HOSE
- CLEAN SHOES AND SHOELACES
- TRIMMED MOUSTACHE

17. (ANY THREE)

- CIGARS AND CIGARETTES
- STRONG PERFUMES OR AFTERSHAVE
- BODY ODORS
- MOUTH ODORS

18. (ANY THREE)

- FLASHY EARRINGS
- DANGLING EARRINGS
- NECKLACES
- DECORATIVE PINS
- CHARMS
- FLOWERS

19. (ANY THREE)

- TOBACCO ODOR
- IMPOLITE
- DRINKS MAY BE SPILLED.
- WELL-GROOMED PEOPLE DO NOT CHEW GUM WHILE WORKING.

20. (ANY THREE)

- HELPS YOU TO GET A JOB
- HELPS YOU TO KEEP A JOB
- RECEIVE PEER ACCEPTANCE
- MAINTAIN PROFESSIONALISM
- NOT OFFENSIVE TO OTHERS

FIND THE HIDDEN WORD

No!

No!

O P A B A A S L O U C H E D A C F H H J
Z A Y X E F G A A B H Y G K J I I D E B
C D E K Z D T C Z J B A R X H I H F G U
K L A M B U B E C N D G E E C F J O P T
X T W W V N O S M I L E A P S I K R Q T
L V Y X L W V B B L N O S O C K S W G O
B O D Y O D O R M P Q A Y G Z S Y X U N
M C B C N D N O E E D C H D E F G H M S
N N M A G L O K K M J L A H I K J I C M
R O P Q N N M E F F G L I H Y Z R S H I
U N S H A V E N O G D I R T Y S H O E S
O T U A I U T I B L A C K H E A D S W S
Z O T L L P Q S R Q N S T R U X W V I I
A B U I S O P Q C D D E F V P Q G H N N
D I R T Y N A I L S R L K Q X V J I G G
P K J O T R S W G A U D Y J E W E L R Y
Q M V S W V V Y N O F C N O P R Q R S T
R G L I V Z F E D C F B A Z Y X V W W U
S N I S J M D I R T Y U N D E R W E A R

GUM CHEWING

DIRTY SHOES

BLACKHEADS

DANDRUFF

DIRTY NAILS

BRITONIA

GAUDY JEWELRY

UNSHAVEN

SLOUCHED

GREASY HAIR

BODY ODOR

LONG NAILS

NO SOCKS

NO SMILE

DIRTY UNDERWEAR

BUTTONS MISSING

LACES BROKEN

FIND THE HIDDEN WORD.

ANSWER KEY

O	P	A	B	A	A	S	L	O	U	C	H	E	D	A	C	F	H	H	J
Z	A	Y	X	E	F	G	A	A	B	H	Y	G	K	J	I	I	D	E	B
C	D	E	K	Z	D	T	C	Z	J	B	A	R	X	H	I	H	F	G	U
K	L	A	M	B	U	B	E	C	N	D	G	E	E	C	F	J	O	P	T
X	T	W	W	V	N	O	S	M	I	L	E	A	P	S	I	K	R	Q	T
L	V	Y	X	L	W	V	B	B	L	N	O	S	O	C	K	S	W	G	O
B	O	D	Y	O	D	O	R	M	P	Q	A	Y	G	Z	S	Y	X	U	N
M	C	B	C	N	D	N	O	E	E	D	C	H	D	E	F	G	H	M	S
N	N	M	A	G	L	O	K	K	M	J	L	A	H	I	K	J	I	C	M
R	O	P	Q	N	N	M	E	F	F	G	L	I	H	Y	Z	R	S	H	I
U	N	S	H	A	V	E	N	O	G	D	I	R	T	Y	S	H	O	E	S
O	T	U	A	I	U	T	I	B	L	A	C	K	H	E	A	D	S	W	S
Z	O	T	L	L	P	Q	S	R	Q	N	S	T	R	U	X	W	V	I	I
A	B	U	I	S	O	P	Q	C	D	D	E	F	V	P	Q	G	H	N	N
D	I	R	T	Y	N	A	I	L	S	R	L	K	Q	X	V	J	I	G	G
P	K	J	O	T	R	S	W	G	A	U	D	Y	J	E	W	E	L	R	Y
Q	M	V	S	W	V	V	Y	N	O	F	C	N	O	P	R	Q	R	S	T
R	G	L	I	V	Z	F	E	D	C	F	B	A	Z	Y	X	V	W	W	U
S	N	I	S	J	M	D	I	R	T	Y	U	N	D	E	R	W	E	A	R



SUGGESTED ACTIVITIES

1. GUEST SPEAKERS* TO DEMONSTRATE THEIR SKILLS ON GROOMING:
 - A. DEMONSTRATE MAKEUP
 - B. HOW TO DRESS (CHARM SCHOOL)
 - C. NAIL CARE
2. "JOB INTERVIEW." THE STUDENTS DRESS FOR CLASS AS IF THEY WERE GOING TO A JOB INTERVIEW.
3. HAVE STUDENTS DEMONSTRATE THE PROPER DRESS FOR ON THE JOB.
4. SKITS--ON HOW AND HOW NOT TO DRESS FOR A JOB.
5. SPOT INSPECTION--IF STUDENTS WEAR UNIFORMS TO CLASS, GIVE POINTS OR A GRADE ON HOW WELL THEY ARE GROOMED.
6. GAMES--FIND THE HIDDEN WORD.

RESOURCES

MOVIES

- | | | |
|-----------------------|-----------------|------------------------------|
| "How Do I Look" | (COLOR 8 MIN.) | MOTIVATIONAL RESOURCES, 1973 |
| "YOUR HAIR AND SCALP" | (COLOR 13 MIN.) | BFA, 1964 |
| "YOUR JOB INTERVIEW" | (COLOR 7 MIN.) | CREATIVE SERVICES |
| "YOUR MOUTH" | (COLOR 16 MIN.) | BFA, 1972 |
| "YOUR SKIN" | (COLOR 15 MIN.) | BFA, 1964 |

RESOURCES

COMMUNITY

LOCAL DEPARTMENT STORES (GUEST SPEAKERS)
AMERICAN DAIRY COUNCIL
ROP CENTERS.
AMERICAN DENTAL ASSOCIATION, LOCAL CHAPTER
LOCAL CHARM SCHOOLS
TELEPHONE COMPANY
BEAUTY SCHOOLS

COMPLETION CARDS

STUDENT COMPLETION CARDS ARE PROVIDED FOR THE INSTRUCTOR TO

ISSUE TO THE STUDENTS AS AN INDICATOR OF SUCCESSFUL

COMPLETION OF THE LAP.

This is to certify that _____
has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

This is to certify that _____
has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

This is to certify that _____
has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

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has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

This is to certify that _____
has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

This is to certify that _____
has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

This is to certify that _____
has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

This is to certify that _____
has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

This is to certify that _____
has successfully completed the
Grooming L.A.P.
Date: _____
Instructor: _____

YOUR VERY OWN WORK SHEET.

Learning Activity Packages Available from the Department of Education

This learning activity package is one of a series of 12 titles relating to health careers that are available from the California State Department of Education. A student packet and an instructor's packet are published in each of the following subjects:

- Blood Pressure,
- Confidentiality
- Grooming
- Handwashing Technique
- Metric System
- Nutrition
- Observation of Patient
- Oral Hygiene
- Shock and Anaphylactic Shock
- The Surgical Scrub
- Syncope
- Temperature, Pulse, and Respiration

Student packets are available at \$1.75 each, plus tax, and instructors' packets at \$1.50 each, plus tax.

Orders should be directed to:

California State Department of Education
P.O. Box 271
Sacramento, CA 95802

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