



TQF. 3 Course Specifications

Course Title: IAL 1203 Personality Improvement and Grooming

Credits: 3 (2-2-5)

Semester: 2 Academic Year: 2/2015

Learning Location: Nakorn Pathom Education Center

Students: Bachelor of Arts in Airline Business

(English Program)

Lecturer: **Ms. Kanittha Charernnit**

International College, Suan Sunandha Rajabhat University

(SSRUIC)

Content

Section		Pages
Section1	General Information	2
Section 2	Aims and Objective	3
Section 3	Course Structure	4
Section 4	Developing Student’s Learning Outcomes	5
Section 5	Lesson Plan and Assessment	7
	5.1 Lesson Plan	7
	5.2 Learning Assessment Plan	12
Section 6	Learning and Teaching Resources	13
Section 7	Course Evaluation and Revising	14

Section 1 General Information

1. Codes and Course Title: IAL 1203 Personality Improvement and Grooming

2. Credits: 3(2-2-5)

3. Curriculum and Course Category:

3.1 This course is categorized in Airline Business Free Elective Course of Bachelor of Arts, International College

3.2 Requirement Course: None

4. Lecturer (s):

Ms. Kanittha Charernnit

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5. Year / Semester

Graduate Student Year 2558/ Semester 2

6. Prerequisite Course (if any)

None

7. Co-requisite Course: (if any)

None

8. Learning Location/Venue of study

International College, Rajabhat Suan Sunandha University, Salaya Campus

Room No: 306, 3rd Floor & Room No: 201 , 2nd Floor.

9. Last Date for Preparing and Revising this Course:

25th December 2015

Section 2 Aims and Objectives

2. Course Aims

At the end of this course, the students will possess to cognitive domain, psychomotor domain, and affective domain in the following areas of performance:

- 1.1 Gain the knowledge about personality improvement in the areas includes character, behavior, and attitude.
- 1.2 Gain the knowledge about grooming in the areas includes make-up, hairdo, clothes, uniform, and garment care.
- 1.3 Be able to work in a more professional manner.
- 1.4 Understand various personality traits and why people behave differently.
- 1.5 Leverage on their positive personality traits and work on his negative personality traits.

2. Objectives for Developing /Revising Course (content/learning process /Assessment/etc.)

The course is important to enhance the personal and professional competency of an individual at work and every situation. Grooming etiquette is closely connected with an individual's professionalism at social spaces, including workplace. Likewise, understanding personality helps an individual in a student's personal development in one's career.

Section 3 Course Structure

2. Course Outline

A learning outline of Personality Improvement and Grooming designed to develop students' knowledge about "Brand Image" which includes the three aspects of Character, Behavior, and Attitude. The course also provides the advanced studies about make-up, hairdo, clothes, uniform, and garment care.

2. Time Length per Semester (Lecture – hours / Practice – hours / Self Study – Hours)

Lecture	Practice/ Field Work/Internship	Self Study	Remedial Class
15 Hours	15 Hours	30 Hours	Upon request
Individual Academic advising per week			
<ul style="list-style-type: none">• One hour per week after class. Students may make an appointment for additional meeting time• Students contact lecture by e-mail, line application for class discussion / feedback and appointment			

3. Time Length per Week for Individual Academic Consulting and Guidance Wednesday 1-4 pm. or by appointment

Section 4 Developing Student's Learning Outcomes

Learning Standards/Outcomes	Learning Activities	Learning Assessment
<p>1. Ethics and Morals</p> <p>Understand and practice the discipline of peoples who work in airline business and their culture.</p>	<p>1. Direct Instruction</p> <p>2. Self-study</p>	<p>1. Attendance</p> <p>2. Airline uniform and SSRUIC uniform standard</p>
<p>2. Knowledge</p> <p>Students will gain knowledge of personality improvement and grooming. The students will be able to apply knowledge in practice.</p> <ul style="list-style-type: none"> • Apply technical and information skill appropriate to their discipline or professional area • Understand the limitation of, and have the capacity to evaluate, their current knowledge • Learn both independently and cooperatively • Learn new skills and apply learning to new and unexpected situations 	<p>1. Direct Instruction with case study</p> <p>2. Presentation and assignment</p> <p>3. Reading, Writing, Listening & Speaking</p> <p>4. e-Learning</p>	<p>1. Mid term</p> <p>2. Final Examination</p>

Learning Standards/Outcomes	Learning Activities	Learning Assessment
<p>3. Cognitive Skills</p> <p>Students will be able to communicate effectively across a range of context. Demonstrate oral, written, communication;</p> <ul style="list-style-type: none"> • Present and summarize their ideas in written and oral • Access, present info through assignment 	<ol style="list-style-type: none"> 1. Group work 2. Group discussion 	<ol style="list-style-type: none"> 1. Midterm and Final Examination 2. Quiz and Test
<p>4. Interpersonal Skills and Responsibilities</p> <p>Social skills: helping, trust building, conflict management, decision-making, leadership, learn to respect others people's opinion.</p>	<ol style="list-style-type: none"> 1. Group work 2. Self-study 3. Problem-based learning 	<ol style="list-style-type: none"> 1. Presentation 2. Report
<p>5. Numerical Analysis, Communication and Information Technology Skills</p> <p>The students have developed competencies in numeracy and information literacy.</p>	<ol style="list-style-type: none"> 1. e-Learning 2. Self-study 	<ol style="list-style-type: none"> 1. Quiz 2. Report

Section 5 Lesson Plan and Assessment

5.1 Lesson Plan

Week	Topic/Outline	Hours	Learning Activities and Medias
1	<ul style="list-style-type: none"> • Introduction to Personality Improvement and Grooming <ul style="list-style-type: none"> -What is Personality -The composition of Personality • Personality Test based on the Big 5 Concept <p>http://www.truity.com/test/big-five-personality-test#ixzz2pgH1PoEq</p> <ul style="list-style-type: none"> -Know your personality - Aware of Personality in Airline Industry <ul style="list-style-type: none"> • Plan to improve your personality Assignment 	3	<ul style="list-style-type: none"> • Direct Instruction • E-Learning • Assignment <p><u>Individual Presentation Topic:</u></p> <ol style="list-style-type: none"> 1. Who I am? 2. Student Portfolio <p><u>Teaching Media</u></p> <ul style="list-style-type: none"> • Power Point Slide
2	<ul style="list-style-type: none"> • Traits Theories of Personality • The Big Five Personality Dimensions • Positive Personality through Positive Thinking 	3	<ul style="list-style-type: none"> • Direct Instruction Student-centered: Constructivist approaches and Cooperative learning • Assignment <p><u>Individual Presentation Topic:</u></p> <ol style="list-style-type: none"> 1. My Personality Traits 2. Tips to improve your personality <ul style="list-style-type: none"> • Shared learning dialogue <p><u>Teaching Media</u></p> <ul style="list-style-type: none"> • Power Point Slide

Week	Topic/Outline	Hours	Learning Activities and Medias
3	<ul style="list-style-type: none"> • Etiquette and Manners <ul style="list-style-type: none"> - Etiquette’s Principle - Why Etiquette Matters • The Principles of Introduction <ul style="list-style-type: none"> - Meeting and Greeting - Wai and Handshake - Making Introductions - How to Address People in English • Common Courtesies <ul style="list-style-type: none"> - Courtesy Begins at Home - Out in Public - Basic International Courtesies Etiquette.about.com/style • Individual Presentation on their Personality Traits and their plan to change their character or their habit to improve their personality • Common Courtesies <ul style="list-style-type: none"> - At the Table - Being a Good Host - Being a Good Guest - Giving and Receiving Gifts 	3	<ul style="list-style-type: none"> • Direct Instruction and Practice • Student-centered: Constructivist approaches and Cooperative learning • Role play • Assignment <u>Group Presentation Topic</u> 1. Etiquette in various countries • Shared learning dialogue <p><u>Teaching Media</u></p> <ul style="list-style-type: none"> • Power Point Slide • VDO Clip
4	<ul style="list-style-type: none"> • Personal Image/Standard Grooming <ul style="list-style-type: none"> - Student Standard Uniform - Taking Care of Your Personal Grooming • <u>Group Presentation Topic</u> 1. Etiquette in various countries • Case study • Role play • Student-centered: Constructivist approaches and Cooperative learning 	3	<ul style="list-style-type: none"> • Direct Instruction and Practice • Student Research • Assignment <u>1. Individual Presentation Topic</u> “ How to tie a scarf –f or Female & How to tie a necktie – for Male” <p><u>Teaching Media</u></p> <ul style="list-style-type: none"> • Power Point Slide • VDO Clip

Week	Topic/Outline	Hours	Learning Activities and Medias
5	<ul style="list-style-type: none"> • Individual Presentation Topic “ How to tie a scarf –f or Female & How to tie a necktie – for Male” 	3	<ul style="list-style-type: none"> • Shared learning dialogue • Performance activities • Cooperative Learning
6	<ul style="list-style-type: none"> • Hair do Workshop <ul style="list-style-type: none"> - Equipment - Hair accessories, rubber band, ribbon, comb etc.. - Hair spray, wax, gel etc. - Guide to Perfect Hair Style - Hair Style Ideas 	3	<ul style="list-style-type: none"> • Direct Instruction • Problem-Based learning and Hands-on • Student-centered: Constructivist approaches and Cooperative learning • Shared learning dialogue • Performance activities • Assignment <u>1. Individual Presentation</u> Topic : Beauty Tips of the Day – from 5 students <u>Teaching Media</u> • Power Point Slide • VDO Clip
7	<ul style="list-style-type: none"> • Personal Image/Grooming <ul style="list-style-type: none"> - Taking Care of Your Wardrobe - Garment Care - Accessories in General - Men’s Clothing and Grooming - Dressing and Grooming for Women - Well Groomed and Dressing for the Occasion • Personal Image/Grooming • Dressing with Intension • Your style personality <ul style="list-style-type: none"> - Finding your style - Understanding color ** Individual Presentation Topic “Beauty Tips of the day” from 5 students** 	3	<ul style="list-style-type: none"> • Direct Instruction and Practice • Role play • Student-centered: Constructivist approaches and Cooperative learning • Assignment <u>1. Individual Presentation</u> Topic • “ Taking care of your wardrobe” <u>2. Individual Presentation</u> Topic “Beauty Tips of the day” from 5 students** <u>Teaching Media</u> • Power Point Slide • VDO Clip

Week	Topic/Outline	Hours	Learning Activities and Medias
8	Midterm Test	3	Exam paper
9	<ul style="list-style-type: none"> • Individual Presentation Topic : <ul style="list-style-type: none"> • “Taking care of your wardrobe” • “Beauty Tips of the day” from 5 students (Cont.) 	3	<ul style="list-style-type: none"> • Student-centered: Constructivist approaches and Cooperative learning • Assignment <u>1. Individual Presentation</u> Topic : Beauty Tips of the Day – from 5 students
10	<ul style="list-style-type: none"> • Communication and Technology <ul style="list-style-type: none"> -In-Person Communication - Body language and Posture - Telephone Communication - Voice and Vocabulary - Social Networking • Presentation Skills and Public Speaking ** Individual Presentation Topic “ Beauty Tips of the Day ” from 5 students**	3	<ul style="list-style-type: none"> • Direct Instruction and Practice • Role play • Social skill and team work • Student-centered: Constructivist approaches and Cooperative learning • Assignment <u>1. Individual Presentation</u> Topic : Beauty Tips of the Day – from 5 students <u>Teaching Media</u> <ul style="list-style-type: none"> • Power Point Slide • VDO Clip
11	<ul style="list-style-type: none"> • On the Job <ul style="list-style-type: none"> - Wearing Uniform - Dressing for Workplace Success - Office Issues - Workplace Relationship ** Individual Presentation Topic “Beauty Tips of the Day” from 5 students**	3	<ul style="list-style-type: none"> • Lecture and Practice • Problem-Based learning and Hands-on • Role Play • Assignment <u>1. Individual Presentation</u> Topic : Beauty Tips of the Day – from 5 students <u>Teaching Media</u> <ul style="list-style-type: none"> • Power Point Slide • VDO Clip

Week	Topic/Outline	Hours	Learning Activities and Medias
12	<ul style="list-style-type: none"> • Make-Up <ul style="list-style-type: none"> - Equipment - Skin, Face, Lips, Eyes - Ten-Step Guide to Perfect Makeup - Hair Style Ideas ** Individual Presentation Topic “Beauty Tips of the Day” from 5 students** 	3	<ul style="list-style-type: none"> • Lecture and Practice • Problem-Based learning and Hands – on • Role play <p><u>Teaching Media</u></p> <ul style="list-style-type: none"> • Power Point Slide • VDO Clip
13	<ul style="list-style-type: none"> • Make-Up Workshop 	3	<ul style="list-style-type: none"> • Problem-Based learning and Hands-on • Student-centered: Constructivist approaches and Cooperative learning • Case study • Assignment <u>1. Group Presentation</u> Topic : • Grooming by you • Make up style by you <p><u>Teaching Media</u></p> <ul style="list-style-type: none"> • Power Point Slide • VDO Clip
14	<ul style="list-style-type: none"> • Group Presentation Topic : • Grooming by you • Make up style by you 	3	<ul style="list-style-type: none"> • Student-centered: Constructivist approaches and Cooperative learning • Presentation Skills and Public Speaking
15	<ul style="list-style-type: none"> • Group Presentation Topic : • Grooming by you • Make up style by you 	3	<ul style="list-style-type: none"> • Student-centered: Constructivist approaches and Cooperative learning

Week	Topic/Outline	Hours	Learning Activities and Medias
16	<ul style="list-style-type: none"> • Wrap Up Class 	3	<ul style="list-style-type: none"> • Student-centered: Constructivist approaches and Cooperative learning <p><u>Teaching Media</u></p> <ul style="list-style-type: none"> • Power Point Slide • VDO Clip
17	<ul style="list-style-type: none"> • Final Examination 	3	<ul style="list-style-type: none"> • Exam Paper
	Total of Hours	48	

Section 5 Lesson Plan and Assessment

5.2. Learning Assessment Plan

	Learning Outcome	Assessment Activities	Time Schedule (Week)	Proportion for Assessment (%)
1	Ethics and Morals	Attendance	1-16	10%
2	Knowledge	Midterm Test	8	25%
		Final	17	25%
3	Cognitive Skills	Assignment, Report, and Presentation * Individual Presentation * Group Presentation	3,4,5,6,7, 9,10,11,12	20%
4	Interpersonal Skills and Responsibilities	Uniform standard	1 - 16	10%
5	Numerical Analysis, Communication and Information Technology Skills	Group work, Presentation, E-Learning	4,5,6,9,10,13,14,15,	10%

Section 6 Learning and Teaching Resources

1. Textbook and Main Documents

Brown, B. (2011). **Bobby Brown Makeup Manual**. Thailand: Grand Central Publishing.

Jobity, L. (2011). **Frumpy to Fabulous: Flaunting It: Your Ultimate Guide to Effortless Style**. Columbia MD: Elan Image Management, LLC.

Post, P. (2012). **EMILY Post's Essential Manners for Men Second Edition**. New York: Harper Collins Publisher.

Post, P. (2012). **EMILY Post's Etiquette 18th Edition**. New York: Harper Collins Publisher.

2. Important Documents for Extra Study

3. Suggestion Information (Printing Materials/Website/CD/Others)

<http://www.johnrobertpowers.in.th/thai/index.php>

<http://www.makeup.com/>

Section 7 Course Evaluation and Revising

1. Strategies for Course Evaluation by Students

Evaluation sheet

Behavior of students in class and uniform standard

Students' suggestion during the class

2. Strategies for Course Evaluation by Lecturer

Exam result and personal grooming

3. Teaching Revision

Classroom research

4. Feedback for Achievement Standards

Evaluation based on quizzes, paper, presentation, semester paper

5. Methodology and Planning for Course Review and Improvement

Encourage the students to do essential and external reading and submit paper and presentation on time. Find further study and information related to this course in library as well as internet.