

# Media Services Plan

## PURPOSE

The purpose of this plan is to establish guidelines and procedures in order to provide quality media services that support our staff and students, as well as enhance their learning experience.

## RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the Director of Education.

## IMPLEMENTATION

The implementation of this policy is delegated to the Student Services Coordinator.

## APPLICABILITY

This policy applies to the services provides by the media services to students, graduates, and academic personnel.

## EFFECTIVE DATE

January 1, 2021

## POLICY

1. Plan scope and availability of the services
2. Technology Support
3. Using the Media Center Computer
4. Basic Computer Training
5. Printing Services
6. Enhancements - Suggestions
7. Inventory of Resources
8. Services for Creating Materials
9. Orientation

### 1 - Plan scope and availability of the services

A Media Center is designated at our facilities for student convenience with computers, internet, and textbooks. It is available to students and graduates during school normal business hours.

### 2 - Technology Support

Technology support is provided by the student services personnel during normal school business hours.

### 3 - Using the Media Center Computer

Students are welcome to use the computer at the media center during the school normal business hours. Students are directed to student services personnel for information on access to login.

### 4 - Basic Computer Training

Students that are not proficient in the use of a computer may request student services for a tutoring session. Student services personnel assists students in the basic use of a computer, sending and receiving email, browsing, checking online for job openings, creating a resume, posting a resume online, creating a profile, printing and also on the research for videos on interview skills.

#### 5 - Printing Services

Students in need to print a job posting, resume, or any other material related to their program of enrollment may request so to student services personnel. Printing of quantities below 20 pages is provided to students for free. For printing quantities over 20, the school will charge the student at \$0.10 per page.

#### 6 - Enhancements - Suggestions

Suggestions to media services are always welcome and are taken into consideration quarterly at the Academic Quarterly meeting. Students and personnel may submit their recommendations via email to [info@jtcutsacademy.com](mailto:info@jtcutsacademy.com) Decisions are based on budget and practicality.

#### 7 - Inventory of Resources

An inventory of student resources and learning materials is maintained by the Student Services Coordinator and is available to instructors and students at the Media Center. The inventory is revised annually by the Director of Education. Obsolete resources are discarded.

#### 8 - Services for Creating Materials

The institution provides faculty with the necessary equipment for creating new materials for their classes, such as computers, printers, copy paper and internet access.

#### 9 - Orientation

Students receive the media services orientation and the time of the enrollment. JT's Cuts Academy staff receives media services orientation at the time of the employment orientation.

### **EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS**

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

### **BUDGET**

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Academic Department." Revisions to the funding need approval by the President and Financial Director.

### **EVALUATION**

This policy is annually evaluated by means of a survey collected from:

- Students and Graduates
- Schools Administrative and academic personnel
- Institutional and Occupational Advisory Committee members

#### Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

**REVISIONS**

Revisions to this policy are to be approved at one of the school’s strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school’s Policies and Procedures Manual.

**POLICY AVAILABILITY**

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. School personnel and advisory members receive an email every January with access to the revised digital version of the school’s Policies and Procedures Manual to be in effect for the year. This policy is also available at the school’s website under the About Us page.