



**ICR FLORIDA  
EDUCATION**

**MEDIA SERVICES PLAN**

**PURPOSE**

The purpose of this plan is to establish guidelines and procedures to provide quality media services that support our faculty in their instructional duties and our students by enhancing 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 all media services provided for all delivery methods to students, graduates, and academic personnel.

**EFFECTIVE DATE**

October 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. Facilities
8. Technical Infrastructure
9. Inventory of Resources
10. Services for Creating Materials
11. 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, graduates, and school personnel during school regular business hours.

**2 - Technology Support**

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

**3 - Using the Media Center Computers**



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

### 4 - Basic Computer Training

Students who are not proficient in using a computer may request student services for a tutoring session. Student services personnel assist 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 research for videos and articles on interview skills.

### 5 - Printing Services

Students who need to print a job posting, resume, or any other material related to their enrollment program may request so from student services personnel. Printing of quantities below ten (10) pages is provided to students for free. For printing quantities over ten (10), the school will charge the student \$0.10 per page.

### 6 - Enhancements - Suggestions

Suggestions to media services are always welcome and are taken into consideration quarterly at the *Academic Quarterly Meetings*. Students and personnel may submit their recommendations via email to [info@icrfloridaeducation.com](mailto:info@icrfloridaeducation.com). Suggestions may also be provided via student surveys.

### 7 – Facilities

The media center room is available to students and personnel during regular business hours. It offers a space for students to comfortably study, research, and apply for jobs online using the available computers.

### 8 – Technical Infrastructure

#### *Technical infrastructure at the media center:*

2 study tables

2 personal computers connected to the internet, with antivirus software, MS Windows and MS Office.

Access to the internet.

Access to student services printer (must ask permission to print first)

### 9 - 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. The Student Services Coordinator also maintains an inventory of the equipment dedicated to the Media Center. The instructors can request desk copies of the textbooks or supporting reference books or material. If the book or material is not available, they can request it from the Director of Education through email as a purchase request. If purchase approval is obtained, the book is added and put into circulation for faculty and student use.



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### 10 - Services for Creating Materials

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

### 11 - Orientation

Students receive the media services orientation and the time of the enrollment. ICR Florida Education faculty receives the media services orientation at the time of the *New Employee 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 "*Academics*." Revisions to funding require approval by the President and Financial Director.

### **EVALUATION**

This policy is annually evaluated by means of surveys 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 Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be filed 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 in 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 regular business hours.



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School personnel receive access to the school's *Policies and Procedures Manual* electronic version during their new employee orientation. This policy is also published on the school's public website.

