



Media Services Plan

The Media Services Plan is in place to ensure all staff, instructors, and students have access to the necessary resources relevant to programs. Media services are also in place to enhance the learning experience and provide graduates with employment resources. Guidelines and procedures are in place to ensure the resources and services are available, effective, and resourceful.

The Scope and Availability of Media Services

The Institute of Allied Healthcare offers the following forms of media services to support instructional programs offered by the institution. Learning resources include technology, educational materials, instructional supplies, and equipment. These physical resources are comprehensive, up-to date, are fully functional and selected with faculty input. The School Director will determine if such materials can be accommodated through the media services budget.

Computer Lab

A computer lab equipped with computers that have the latest Microsoft Office applications installed. High speed internet access and a printer is available in the lab for student and instructor use. The computer lab is also home to a small library containing educational material such as books, that are current and relevant to programs offered. In addition, laptops are available for classroom use when the computer lab is not available.

Instructional Media

Medical mannequins, vital stations, and hospital beds are available for nurse aide students inside classroom and coordinating lab. Exam tables, phlebotomy arms, EKG machines, and microscopes are available for medical assistant students inside the lab. Instructional media located inside the classrooms and labs are available for instruction and student use under the supervision of an approved instructor. Instructors, current students, and former graduates have access to all forms of media services (computer lab and instructional media) at the institute during hours of operation.

Instructional Supplies

Each Program is equipped with necessary supplies to support occupational education. A system has been put in place for maintaining instructional supplies inventory. Procedures for purchasing and storing equipment have also been put in place to support continuous instruction.

Instructional Equipment

Each program has a system in place for instructional equipment inventory and an inventory check list. Each list is viewed prior to the start of a new class and before certification exams are held. Administrative staff and instructors are responsible for conducting equipment inventory.



Responsible Personnel

The School Director is the responsible personnel for the coordination of media services. Administrative staff ensures that equipment maintenance is performed on a regular basis. The School Director coordinates any updates, repairs, replacements, disposing of obsolete materials, or purchases of any type to include emergency purchases of Media Services. The Administrative Staff is responsible for the implementation of the Media Services Plan and for approving all computer lab scheduling from students and instructors.

Media Services Staff

Administrative Staff is responsible for the implementation and coordination of media services under the direction of the School Director.

Veronica Garcia – Student and employee orientation to media services

Ashia Benitez Asuncion- Student orientation

Andres Mendoza- Technology support

Student, Instructor and Employee orientation

Student Orientation

Students are introduced to media services during student orientation. A review of equipment available, printing services, library usage, and scheduling of the computer lab are all reviewed. During the course students are encouraged to utilize the computer lab for applying for employment online, resume creating, and printing. Interview preparation and best practices are also available through Career Services outside of classroom hours.

Instructor Orientation

Instructors are introduced to media services during orientation to review the Orbund student portal and a complete review of the school website. Instructors may utilize computer lab for classroom preparation before or after class. Instructional media and safety precautions is part of instructor orientation.

Employee Orientation

Employees at the institute are introduced to media series during orientation. Access to media services and maintenance of instructional media is reviewed during this time. Orientation for employees includes overview of the school website, the Orbund portal for Administrators and Staff, the school website and information pertinent to students and staff. Furthermore, a walk-through of the student classrooms and labs are conducted to identify instructional media and to learn its functions.

Facilities and Technical Infrastructure Essential for Using Media Services

The media materials assigned to each program are located inside the classrooms, lab, and the computer lab.



Annual Budget

The Media Services Plan is part of the annual budget that includes funding for instructional media, supplies, and equipment to ensure the quality of the training experience. Expenses for media resources also include but not limited to equipment repair, emergency purchases for instructional supplies, maintenance and up-to-date equipment purchases are included in the institutes budget. The School Director conducts an annual budget planning process that reviews instructor requests, advisory committee recommendations and industry partner suggestions as a basis for making funding allocations for program media resources.

The budget for this plan is allocated under the line item “Media Services”.

Program Effectiveness

Student and employee survey information collected is presented at the following meetings where actions are taken when necessary to improve this plan’s effectiveness:

- Annually at the Staff meeting
- Annually at the Institutional Advisory Committee meeting
- Information collected on student surveys

Policy Availability

Media Services Policy is available for review by students, faculty, advisory committee members, and the public on our website: www.alliedhealthedu.com under the Media Services Plan section.

Media Services Policy

Sign-In Policy for Computer Lab

All students must check in with Administrative Staff to verify room availability. Once approved, students will sign in and out of the computer lab. Instructors who wish to reserve the room for the class as a whole will need to schedule the day and time with Administrative Staff in advance.

Sign-Out Policy for Laptop

Instructors may assign a student a laptop for instructional use during classroom hours. Instructors are responsible for signing out the laptop to the student and documenting the laptop ID assigned to each student. Instructors are responsible for collecting the laptop from the student.

Instructional Media within the Classroom and labs

All students may access instructional media equipment during class time and under the direct supervision of an approved program instructor. Each program offers instructional media equipment according to the plan curriculum for the students to experience hands on training within their field. All instructional media equipment is utilized by instructors and staff. Students may schedule an appointment with their instructor outside of classroom hours for additional practice if needed.



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IOAH Library Check Out Policy

Students may check out textbooks located in the library section of the computer lab. Students are limited to check out one textbook at a time for 24 hours. Students may renew up to two times for the same textbook. Students are responsible for library textbooks that are checked out in their name. Charges will be assessed for lost or damaged items as per the IOAH Library Check Out Policy Agreement.