

ARNOLD'S BEAUTY SCHOOL MEDIA SERVICES PLAN

Media services are set up to provide students with access to various forms of educational material appropriate for the Cosmetology curriculum. Current and relevant books, DVDs, periodicals, technology and other supplementary materials are available to all students and staff during hours of operation to ensure a well-rounded learning experience. The primary location of media materials will be in the senior classroom and school office.

COORDINATOR

With input from the staff, the Assistant Director and is the coordinator of Media services (with assistance from the Supervisor of Instruction) including setting the budget and implementing any updates to instructional materials and equipment are made as new materials become available from Milady, Marianna, or other educational supply companies. All technology including Wifi capable televisions in classrooms, laptops, etc., will be updated as new technology comes available or replacements need to be made.

MAINTENANCE

Necessary repair, maintenance and/or replacement of media equipment and/or supplies will be addressed immediately by the Director and/or Assistant Director as not to disrupt the program. Each instructor is charged with the responsibility of effective use of the media resources, for personal or student use.

ORIENTATION

Orientation for user groups occurs during the first week of school and/or employment. Students and staff are escorted to the areas where media is kept and will be given rules for use. The freshman class instructor, with assistance from other instructors, will be responsible for student orientation. The Director, with assistance from the Assistant Director and/or Supervisor of Instruction, will be responsible for staff orientation.

EVALUATION

Although the school determines the effectiveness of media services through informal communication, follow up surveys (located in the Follow Up Notebook in the staff office) ask the students to rate their experience with our equipment, and data is used to determine any changes needed. Staff and Board members may also discuss the effectiveness of media services.

BUDGETS

As technology changes, Arnold's Beauty School will update their resources for the students. Budgets are set every year for media services in order to replace outdated equipment and keep up with industry trends.