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GUIDELINES FOR VIRTUAL TOUR

Programs are asked to prepare a video tour as part of the CAAHEP/LEAARC virtual site visit (v-SV). Please follow these guidelines when recording your video and remember to upload the virtual tour at least two weeks before your scheduled v-SV.

1. Hold the camera horizontally (e.g., tipped for landscape photography) so the picture will fill the viewer's screen.
2. Narrate each segment of the video so the team will know what is being shown.
3. Give the LEAARC a sense of the campus environment by taking a video walking around the campus, including the building where the Lactation Consultant program is located.
4. Show the program director and faculty offices.
5. If the program director doesn't have a private office, please show the space that could be used to assure student privacy during counseling/advising sessions.
6. Show either a general-purpose classroom or the dedicated classroom where the lactation education courses are taught.
7. For programs that are using a CMS/LMS for hybrid instruction, or are an online program, include
 - (1) the demo/intro for students about how to access a course;
 - (2) a clip showing what students see when they log into classes; and
 - (3) a clip of student interaction in a virtual class.
8. Record the lactation education lab, clearly showing
 - the equipment, including any simulators used in the program (if the program uses a shared simulation lab please make sure to include that space as well);
 - the biomed sticker showing all electrical and mechanical equipment has been safety checked (upload copies of the contracts or process to document ongoing equipment maintenance to the Onsite Materials DropBox folder and label the folder Standard V.C);
 - storage area for supplies (please identify the area where MSDS and other safety information is kept);
 - storage area where students keep their possessions during lab classes;
 - emergency exit information;
 - active shooter or other on-campus emergency information; and,
 - ideally, a clip of students working in the lab to allow a greater appreciation of the space.
9. Show any areas where students might gather for group study.
10. You may include anything else you think would help the virtual site team understand your institutional environment and how that environment impacts the lactation education program.

11. You can either
 - a. upload the video to your Onsite Materials DropBox folder or
 - b. upload your video to YouTube and then upload to the Onsite Materials DropBox folder a Word document with a link to the YouTube video.