



Performance Training Institute **CERTIFICATE PROGRAM**

The Orientation

The orientation is designed to prepare the student for being successful in an online learning environment.

1. The student is contacted by their Support Specialist after enrollment and an individualized orientation is scheduled. Orientations last approximately 90 minutes and are conducted on a one-on-one basis.
2. The Student Support Specialist calls the student at the scheduled time to conduct the orientation. During the orientation, the student uses their laptop to explore the Learning Management System with guidance by the Student Support Specialist.
3. Every component of the Learning Management System is explained, and the Student Support Specialist tailors the orientation to ensure maximum comprehension.
4. Topics covered:
 - a. Program structure and certification exams.
 - b. Attendance expectations
 - c. Citing Sources and the Academic Integrity Policy are covered in-depth.
 - d. Layout and functions of objects on the Course Homepage—the majority of the orientation is dedicated to exploring all aspects of the classroom.
 - e. Graded assignments and weekly activities are explained, including the grading rubric.
 - f. Entering the virtual classroom and explaining how it works, and where to obtain archived lectures. The student's computer settings are also adjusted to enhance user experience.
 - g. Using the chat room and finding archived chat sessions.
 - h. Differences between the first two classes of the term are explained.
5. Student Success Plan is completed by Student Support Specialist. Its purpose is for the Student Advisor to get to know the student better and their motivation to pursue a career in the medical field.