



Syllabus

COURSE NUMBER/TITLE: RT 112, 113, 212, 213 - Radio On-Air Performance Critique I - IV

YEAR: Fall2012

DEPARTMENT: Radio

CREDIT HOURS: 1

REQUIRED TEXT: No Text Required

DAYS/TIME: MONDAY 1:40 PM - 2:55 PM

INSTRUCTOR: Joe Vyzourek

ROOM #: FER 504

OFFICE HOURS: See Posted schedule

PHONE: 460-5455

COURSE PLACEMENT: Radio Majors

CO-REQUISITE: Radio On-Air Performance

RATIONALE:

Radio On-Air Performance Critique gives the Radio Department Management an opportunity to discuss FCC requirements, station policies and scheduling with students. This also allows students to voice their concerns about on-air operations or station equipment failures. This class goes hand in hand with Radio On-Air Performance classes. This class allows KTCC to run in a more orderly fashion, and opens up a line of communication with the student staff members and management.

COURSE DESCRIPTION:

Students must be enrolled in Radio On-Air Performance and this class each semester. Students learn staffing procedures, managerial techniques and facility operations of the student operated radio station KTCC. On-air shifts are scheduled during this class. Class is modeled after professional radio station staff meetings. Radio students should be enrolled in an on-air performance critique class each semester.

COURSE LEARNING OBJECTIVES:

Upon completion of this course, students will have a better understanding of radio station practices and procedures. Student directors will develop their management skills in this course. On occasion, we will have guests from the industry talk to the class about the radio industry or address any questions the students might have.

COURSE COMPETENCIES:

- I Group Learning and Problem Solving**
Functions as a member of a group
- II Station Structure**
Explain role of each station director:
Explains their own role within a station.
- III FCC Requirements**

Decipher transmitter readings.

Direct Method

Indirect Method

Describe importance of Legal ID

Explain the type of on-air language that is acceptable within the listening community.

Demonstrate the importance of punctuality.

It is expected that the student will develop additional competencies, skills and levels of professionalism as he/she progresses through each semester.

METHOD OF INSTRUCTION:

Students will have the opportunity to learn through observation and interaction with station management and student directors. Students also have the opportunity to voice their concerns about station operation. This class is conducted in a meeting style as used in the industry.

METHOD OF EVALUATION:

Since this is a station meeting, students will be graded on their participation and their attendance. Every other week, you will be required to attend an air check session. Since this class meets only once per week, the student's grade will be dropped one letter grade for every two absences.

The following grading scale is used:

A	90 to 100%
B	80 to 89%
C	70 to 79%
D	60 to 69%
F	50% and below

COURSE REQUIREMENTS:

ATTENDANCE:

On-air schedules are made in this class, thus if a student has an unexcused absence, they may be signed up for shifts other students do not want. If this is the case, it is the responsibility of the absent student to fill the shift or find a replacement.

Students are required to attend class on time, each time class meets. Since attendance and participation is a large part of the grade, students are required to attend every class unless prior arrangements have been made. Since this class only meets once a week, **two absences will lower grades by one letter** (two absences-one letter, four absences-two letters, etc.). Excused absences will include CCC sponsored activities (with signed excuse from the sponsor **and** prior arrangements to make-up missed work), illness, family emergencies, etc. In order for an absence to be excused the instructor must be notified prior to the absence (in the case of planned events), or as soon as the student returns to school (in the case of illness, emergencies, etc.). Excused absences are at the discretion of the instructor.

LATE ASSIGNMENTS

Assignments (such as Air checks) not turned in on the due date will be docked one letter grade for every class period it is late (unless arrangements were made with the instructor **prior** to the due-date).

EXAM POLICY

All exams must be taken at the time and place originally designated by the instructor. If a student must miss an exam arrangements to re-take the test must be made prior to the exam date. In case of serious illness or other emergency the student must contact the instructor by phone or in person as soon as possible after the exam date or first thing on the day the student returns to school. The student should be prepared to make up the exam at **any** time following their return to school. Students will be tested over FCC procedures in the radio station: How to take meter readings, the direct and indirect method for taking transmitter readings, airing an EAS test on the air, receiving an EAS test, logging EAS tests received and sent, turning "off" and "on" the transmitter, giving a legal ID, proper logging procedures.

Academic Integrity

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Colby's institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure will be used for students who violate the policy:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second Offense – The student will be reported to the Dean of Academic Affairs and removed from the class.
- Third Offense – The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

DRESS CODE

Students are required to wear shirt and shoes at all times. Jeans, shorts and casual attire are fine. Students are expected to maintain reasonable personal hygiene.

GENERAL CONDUCT

Students are expected to conduct themselves in an orderly and reasonable manner at all times. Shouting, loud whistling or other loud noises that might disrupt other tenants of Ferguson Hall are not allowed.

TOBACCO

No smoking in Ferguson Hall. The use of chewing tobacco is prohibited in Ferguson Hall. If students smoke outside the building they must remove cigarette butts and other trash before they leave.

***No smoking breaks will be allowed during your on-air shift.**

FOOD & DRINK IN BUILDINGS

No eating or drinking is allowed during class. No food or drink is allowed in the radio or television areas. Students may eat and drink in the work area adjacent to the radio area entrance.

SEXUAL HARASSMENT

All state, federal, and college sexual harassment rules apply to broadcasting students.

USE OF BROADCASTING FACILITIES

Colby Community College has invested tens-of-thousands of dollars in new equipment, remodeled space and other facilities in order to enhance the students' educational experience. Students are expected to use extreme care when using these facilities. Equipment and materials removed from storage for use must be returned in the same condition when finished. Trash and other waste materials must be placed in the proper receptacles. Damage, spills, etc. must be reported to faculty or maintenance staff immediately. Use of broadcasting department equipment for personal projects is prohibited unless specific arrangements are made with the instructor beforehand. No broadcasting department equipment is to be removed from Ferguson Hall unless specific arrangements are made beforehand with the instructor.

ORGANIZATIONAL STRUCTURE:

KTCC is run by students enrolled in Radio On-Air Performance Critique and Radio On-Air Performance. The following positions are open to these students: the director of each area can have at least one assistant and will be responsible for their programming department on KTCC.

- Program Director
- Music Director
- Sports Director
- Traffic Director

EQUIPMENT UTILIZED:

Wheatstone D75 Digital Audio Console with Dual Caller Input and Tape Remote

Marantz PM325 CD Player

Tascam 112 MK11 Cassette Deck

Sage EAS Endec

DYNAmix CTR10 Cart Player

Burk Technology ARC-16 Remote Control

Students will also know the proper meter reading technique of a HARRIS 3.5K Transmitter.

BIBLIOGRAPHY:

Rhoads *The Radio Book Volume One: Management & Sales Management*

Rhoads *The Radio Book Volume Two: Programming & Promotion*

RECOMMENDED RESOURCES:

The college library and Pioneer Memorial Library in Colby both have extensive holdings on broadcasting related information. In addition to printed materials numerous broadcasting related websites and other Internet information has been book marked and is available on the television department computers. Students are encouraged to take advantage of any or all of these sources.