



Syllabus

COURSE NUMBER/TITLE: RT 168 Radio On-Air Performance I

YEAR: Fall 2012

DEPARTMENT:Radio

CREDIT HOURS: 2

REQUIRED TEXT:No Text Required

DAYS/TIME:Arrangement

INSTRUCTOR: Joe Vyzourek

ROOM #: KTCC Studios

OFFICE HOURS: See Posted Schedule

PHONE: 460-5455

COURSE PLACEMENT:Radio Majors

CO-REQUISITE: Radio On-Air Critique

RATIONALE:

On-Air performance classes are vital to a student's success in broadcasting. In on-air performance I, students will learn the basic skills to operate station equipment. Students will also gain knowledge of FCC requirements. Students interested in play-by-play will be given the opportunity to start helping with games broadcasted on KTCC.

COURSE DESCRIPTION:

In radio on-air performance I, Radio students perform live in state of the art KTCC radio studios to develop,, practice, and perfect their on-air skills. Students enrolled in radio performance classes will man at least three, three-hour shifts per week on the air. The shifts may consist of D.J. shifts, sports board operation, live remote broadcasting and other applications. Extra credit will be given for shifts that are voice tracked. Radio students should be enrolled in an on-air performance class each semester.

COURSE OUTLINE:

This class meets by arrangement. Students will sign up for their on-air shifts during Radio On-Air Performance Critique class, which meets every Monday at 2:30p.m. Students should average 3 shifts per week to receive a passing grade. Partial credit will be given for news and sports casts.

If the staff is large enough, shifts will run seven days a week, 6am to Midnight. If the staff is not large enough, an alternate schedule will be determined.

COURSE LEARNING OBJECTIVES:

Upon completion of the On-Air performance class RT 168 students will have a good basic understanding of station operations.

- Students should have good quality headphones.
- Students will need to purchase CD-Rs to record airchecks.

COURSE COMPETENCIES:

I On-Air Performance

Run a tight board shift..

Interact with KTCC-FM's automation system, Station Playlist Studio

Explain operation log procedures.

II Station Structure

Explain the role of one of the following directors:

Program Director

News Director

Sports Director

Music Director

Production Director

Promotion Director

Follow rules of radio station.

III FCC Requirements

Describe the purpose of the public file.

Decipher transmitter readings.

A. Direct Method

B. Indirect Method

Demonstrate the importance of punctuality.

Demonstrate location of public file during FCC mock inspection.

Send and receive EAS messages.

Log official FCC EAS testing dates.

CAREER DEVELOPMENT SKILLS

I. Listening Skills

1. Follow Oral Instructions.

2. Reduce Barriers (or interference) that may impede effective listening.

II. Oral Communication

1. Use interviewing techniques to gather information.

2. Participate in group communication activities.

3. Demonstrate concise, impromptu speaking skills.

4. Give oral directions.

III. Writing

1. Use language, organization, and format appropriate to the subject matter, purpose, and audience.

2. Check, edit, and revise for correct information, appropriate emphasis, grammar, spelling, and punctuation.

IV. Computer Literacy

1. Define, explain, and use common computer terminology.

2. Compose, organize, and edit information using a computer.

3. Use functions to store, query, retrieve, and sort software.

4. Select and use subject-specific and industry-specific software.

5. Access, navigate, and utilize on-line services.

6. Send and receive E-mail messages, voice messages, and faxes.

V. Human Relation Skills

1. Demonstrate interpersonal skills.
 - a. Tact and diplomacy
 - b. Respect for others
 - c. Respect for diversity
 - d. Positive attitude.

VI. Teamwork

1. Participate in team tasks.

VII. Time Management

1. Overcome procrastination and meet deadlines.

VIII. Work Ethics

1. Apply employee rules, regulations, and policies in a given occupational area including:
 - a. Punctuality and dependability
 - b. Responsibility for position

IX. Career Planning

1. Develop a financial expectation.
2. Participate in career exploration activities.
3. Recognize potential impact of career choice on family and personal life.

METHOD OF INSTRUCTION:

Instructors and station directors will thoroughly train students on station operations and equipment before the student is allowed on-air. This instruction will take place within the first two weeks of their beginning semester.

Every week, students will be required to bring in an air-check of their show for their instructor's review. On-air time and air-check sessions will allow students to improve quickly. Students will need to spend a significant amount of time working on their own to develop and become confident in their on-air skills.

METHOD OF EVALUATION:

Students enrolled in RT168 should average 9 hours of on-air work per week to receive an A. For example, at the end of 16 weeks, a student should average 5 to 6 hours a week for a C. The following grading scale will be used in grading shifts.

9+	A
7 to 8	B
5 to 6	C
4	D
3 or less	F

Fulfilling the shift requirements will not guarantee the student the grade. Grades will also be based on professionalism on air; following format, informing and entertaining listeners, rate of improvement, and following FCC guidelines.

Attendance is one of the most important elements of the student's grade (see attendance policy below).

Students are required to complete at least 6 hours on-air work per week.
Students in this class are required to read and follow the KTCC policies.
Students are required to take sign-on shifts according to the staff rotation to pass the class.
Students should also be currently enrolled in Radio On-Air Performance Critique.
Students are expected to arrive on time for their shifts (see attendance policy).

COURSE REQUIREMENTS:

ATTENDANCE:

Attendance is one of the most important parts of the student's grade in Radio On-Air Performance: If a DJ misses his/her shift in the broadcast industry, they would most likely be fired. At KTCC, if a student misses a shift they will be suspended for one week and dropped a letter grade.

If that same student misses a second shift they will be dropped another letter grade and will be suspended two weeks.

Once a student misses 3 shifts in a semester, they will be pulled permanently from the air and receive an F for a letter grade. IT IS VERY, VERY IMPORTANT THAT YOU SHOW UP FOR YOUR SHIFT!!!

If a student signs up for a shift, it is their responsibility to find a replacement. In the case of an emergency or a need to make a schedule change and the student cannot perform their shift it is **not** the program director's nor the instructor's responsibility to find a replacement.

Students should arrive at the studios at least ten minutes before their shift. If you are going to be late, for any reason, call the person on the air. Two tardies count as one missed shift.

Students doing play-by-play or color commentating will receive credit for working one shift for each game they perform. Students doing a newscast will receive 30 minutes of credit for each newscast that they perform.

LATE ASSIGNMENTS

Assignments 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).

DRESS CODE

Students are required to wear shirt and shoes at all times. Jeans, shorts and casual attire are acceptable. 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, ALCOHOL, DRUGS

Ferguson Hall is a tobacco free building. 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 studios.

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 reasonable and

appropriate 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.

No broadcasting department equipment is to be removed from Ferguson Hall unless specific arrangements are made with the instructor.

No guests are allowed in the control room. The only reason anyone other than the DJ should be in the control room during a student's shift is if that person is a radio student picking out music, if that person is a radio freshman observing on-air practices at the beginning of the Fall semester, or if that person is a radio student getting weather or news info off the computer. Absolutely no one is allowed in the studio if they are not a radio student. No guests in the station lobby after 5:00pm

EXAM POLICY:

Surprise tests will be given from time to time over:

EAS

Running an EAS test on KTCC

Logging an EAS test.

Transmitter

Calculating the power output utilizing the direct method

Calculating the power output utilizing the indirect method.

Turning on the transmitter.

Shutting down the transmitter.

On-Air

Performing a Legal ID

Demonstrating where the Public File can be found

These tests represent the test that the FCC will perform during their surprise inspections. Failing any part of an FCC inspection can result in Fines or Station License termination. It is for this reason that all students must score 100% to remain on the air.

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

Station Playlist Studio (software)

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.

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 web sites and other Internet information has been bookmarked and is available on the television department computers. Students are encouraged to take advantage of any or all of these sources.