

KGFN

Station Handbook

www.grossmont.edu/KGFN

Fundamentals of Radio Broadcasting

MCOM 119

Sections A, B, C, D

This course focuses on both production and non-production functions in a radio broadcasting station. Emphasis is placed on individual involvement in all aspects of station operations, including news, sports and music program production, sales, traffic, promotion and public affairs. New students will observe day-to-day station operations and will assist staff members. They may also be assigned on-air duties in news and/or a board shift on a regular basis. Veteran students can be appointed to Executive Staff positions on a rotating basis.

MCOM 119 is designed to integrate the student into the practical hands-on operations of a radio station. Students have the opportunity to hold staff and/or executive staff positions. The station is an Internet operated station, designed specifically as *an educational experience*. The On-Air, Managerial and Production functions of the station operate as a laboratory for the Media Communications Department at Grossmont College. MCOM 119 is accessed only after the proper pre-requisites have been completed, (MCOM 113 or 116) or by approval of the instructor.

The class meets formally during the week as scheduled. During the semester, the first class session each week will be utilized by the Instructor. This time will be used for the purpose of giving instruction, information, historical and engineering aspects of the broadcasting industry, radio news, radio production, radio operations and management. Additionally, student research projects will be presented during this time. The second-class session each week will be utilized as a General Staff Meeting. During this time, the Student Executive Staff, under the direction of the General Manager/Faculty Advisor, will discuss station policies, give staff assignments, training, review air-checks, and other information relative to the specific operations and promotion of KGFN. This time is also for all involved at the station to voice their opinions and concerns, as well as suggestions for the station. The format for KGFN is referred to as "College Top 40".

During the week, each staff member is responsible for regular board shift(s), and may be required to fulfill assignments in news, production, sports or recording. The staff is responsible for producing their own commercials, PSA's, sports coverage, specialty shows, and promotions.

Grading:

Grading will be based according to the schedule of the Student's Section Assignment Sheet/Record of Academic Achievement of MCOM 119 (A, B, C, D). Assignment requirements for each section as well as the grading breakdown will be handed to the staff members. At the end of the Semester the Assignment Sheet/RAA must be turned in with appropriate signatures attached.

Attendance Policy: Since mastery of on and off air skills are one of the primary goals of the course, students are required to attend all class sessions as well as fulfill their assigned board shift(s). If the student acquires more than 4 unexcused class sessions or 3 unexcused on-air assignments, the student will be administratively dropped for the course. Please notify the Instructor, the Program Director or Station Manager if you are to be absent. Whether an absence is considered to be excused or otherwise is at the sole discretion of the Faculty Advisor/General Manager. Additionally, being late to class or lab is detrimental to the learning process. A student will be considered late after roll has been taken at the beginning of class. Please allow yourself plenty of time to get to class. If a student is late to class more than 3 times, it will count as 1 unexcused absence, and for every time after the 4th will count as an unexcused absence.

Ambassadorship: Students are expected to act in a professional manner at all times. All students should be aware and adhere to the Codes of Conduct found in the current Grossmont catalog. Additionally, the following pages are the rules and regulations the students will be required to follow while participating in MCOM 119. Since KGFN will be netcasting to a World Wide Audience, all On-Air Staff are considered to be Ambassadors of Grossmont College; The Division of Communications & Fine Arts; The Department of Media Communications and KGFN. Failure to comply can/will result in reduction of grade, being suspended from operations, or being dropped from the course.

The syllabus and schedule are subject to change to meet our needs throughout the semester.

KGFN STATION RULES & REGULATIONS

1. All Staff members are required to meet their scheduled on-air time. Individual Staff members are responsible for finding substitutes if they are unable to meet their time. The Program Director must be informed of all on-air changes. Written documentation **MUST** accompany all on-air staff changes. Both parties, the staff member unable to attend and the staff member taking over, must sign the form. Permanent shift changes will be permitted only with the approval of the Program Director, Station Manager and General Manager are obtained. All Staff Members should be registered in MCOM 119 Sections A, B, C, or D, and are expected to be in class at the designated times. Failure to complete Class and Lab Hours will result in Grade Reduction, or being dropped.
2. Each staff member must submit air-checks to the Program Director, in accordance with their section. Air-Checks Due dates will be found on the staff's Section Assignment Sheet/RAA. Air-Checks will be evaluated with constructive comments given to help the staff member to improve.
3. Each staff member must fulfill all requirements found on their respective Section Assignment Sheet. Staff members may turn in assignments early, but no assignments will be accepted after the due date. Mr. Wirig will give any written assignments. This includes all exams and quizzes.
4. Extra credit will be given for assistance in gathering News, Sports, Sales, Promotions, and/or willingness to cover other shifts. This will be given only if all criteria are met on your respective Section Assignment Sheet.
5. All Staff, including Executive Staff, will be required to review at least 20 recordings during the course of the semester. The Music Director will assign recordings to the various staff.
6. Visitors are a distraction to the professional on-air and learning processes. Anyone not affiliated with the station for the current semester may visit for no more than 5 minutes, and are not allowed on the air at any time without the express written consent of the Faculty Advisor.
7. The Staff Member who is "On-Air" is responsible, and can be financially liable, for the equipment and the security of the station, as well as the actions of visitors during their shift.
8. NO CONSUMABLE ITEMS (food, drinks, chewing tobacco, etc.) ARE ALLOWED IN THE STATION (200 B-9 & 10) AT ANY TIME.
9. Stealing will not be tolerated. Anyone caught stealing State Property (This includes all recorded material) will be pulled from the air, suffer extreme grade reduction and will be reported to the proper College and Legal authorities.
10. Backpacks, book bags, etc. are NOT permitted in the control room. Please use the Office for personal belongings.
11. Rotation must be followed throughout your shift. Following rotation means to play selections from all approved categories of music. You should not play two songs in a row from the same category. The rotation prevents any song from being over played, provides a greater variety of the music to our audience, and assists us in reporting our airplay. NO MUSIC IS TO BE AIRED UNLESS THE MUSIC DIRECTOR HAS APPROVED IT.
12. Specified Executive Staff members or if necessary the General Manager/Faculty Advisor are the ONLY persons allowed to approve the use of the automation device for substitution of shifts. Automation devices may be used in lieu of someone's shift with prior written consent of the Program Director, Station Manager or Faculty. The automation device is not an excuse to miss your shift and use of the devices may not be counted as on-air hours.
13. Use the Discrepancy forms if anything is broken or not working to broadcast standards.

14. All Staff are required to adhere to FCC, NAB, and MCOM 119 guidelines as to content. No profanity, vulgarity or other offensive materials will be aired or produced to be aired. This can include, but is not limited to explicit sexual content or innuendo, promotion of controlled substances, and slang in different languages. If caught in such practices, all Staff members involved will be subject to disciplinary action and/or possible grade reduction. Additionally, staff members should understand that using such language and/or discussion of such during class time is unprofessional, and could result in similar disciplinary action.
15. No off campus activities will be counted toward final hours unless the activity is approved IN WRITING, IN ADVANCE by the General Manager.
16. All staff are encouraged to learn the format/rotation aspects so that they may have the Opportunities to produce a specialty show. Criteria for a Specialty Show must be followed, and is explained in this handbook.
17. Unless granted permission from the General Manager ALL PROGRAMMING IS TO BE DONE LIVE and IN PERSON at the Station. Pre-Recorded Programs MUST BE SCREENED by the Program Director and Must be approved by the General Manager.
18. All Staff and Executive Staff are to follow the procedures set as to signing in and out of logs, production time and other activities. No exceptions will be made.
19. No Un-Authorized Duplication of Copyrighted material is to be done.
20. Other Rules and Regulations may be added to this handbook.

NOTE: Mr. Bill Duncan is in charge of all engineering aspects at the station. He is qualified to act in Mr. Wirig's place should Mr. Wirig be off campus. ALL STAFF MEMBERS WILL ADHERE TO Mr. Duncan's RULES AND REGULATIONS REGARDING EQUIPMENT USE AND CHECKOUT. Failure to Comply with these or any other mentioned policies can and will result in a grade reduction and/or being pulled from the air which can result in a failing grade. A Goal of this course is to become PROFESSIONALS. Thus, we must act professionally. These Rules and Regulations are to help in that goal. Feel free to discuss with Mr. Wirig any and all criticisms of these policies. The Executive Staff is also here to help you and enforce the Policies. We appreciate your time and dedication in making KGFN the best it can and should be.

**MCOM 119
Lab Hours**

Each student enrolled in all sections of MCOM 119 is required to fill out a schedule giving a list of times that they are available to fulfill the minimum class requirements concerning Lab Hours. Each student is required to complete a MINIMUM of 4-lab hours a week on-air at the station. Usually, the student will be assigned two 2-hour blocks of time during the week for that semester. Students are to arrange other activities once the schedule has been made in order to maintain consistency of the schedule and programming, and so that they can meet the minimum requirements to achieve a passing grade. A minimum of 60 hours ON-AIR AT THE STATION is required by the end of the semester. Hours are to be completed as scheduled and not in one large block of time. No more than 3 “make-up” hours will be permitted in a one week period. All make-up hours will be at the sole discretion of the instructor.

All hours MUST BE LOGGED according to the procedure on the daily On-Air Logs.

Additionally, the Thursday class session is a designated and assigned lab hour. All students are required to attend and participate during this time. A total of 15 Thursday lab hours are required.

RUBRIC for On-Air Lab Hours

ON-AIR STATION HOURS	GRADING PERCENTAGE
54 - 60+ Logged Hours	90 – 100%
48 – 53 Logged Hours	80 – 89%
42 – 52 Logged Hours	70 – 79%
36 – 41 Logged Hours	60 – 60 %
35 or less Logged Hours	0 – 59%

Classroom Policies

All Cell Phones, Pagers and other electronic communication devices MUST be turned off when entering the classroom/lab.

All Students should read and be apprised of the evacuation areas/maps located in the classroom and follow the instructions in the event of evacuation.

Disability Awareness: Students with Disabilities who may need accommodations in this class are encouraged to notify the instructor and contact DSPS early in the semester so that reasonable accommodations may be implemented as soon as possible. DSPS is located in room 110 and you can contact them by phone at 644-7112 or 644-7119 (TTY)

Academic Integrity: Cheating, stealing of ideas, plagiarism and other acts of academic dishonesty will not be tolerated. Any student caught in such practices will FAIL THE COURSE, and will be subject to disciplinary action from the College. Academic honesty is highly valued at the Grossmont College. You must always submit work that represents your original words or ideas. If any words or ideas used in class submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Student Conduct: It is expected that all who attend Grossmont College will act collegially, and in a responsible adult manner. Students are expected to read the *Student Code of Conduct Policies* found in the current GC catalog and handbooks. This requires the student to act and conduct themselves with mutual respect and civility toward faculty, staff and students in all academic and professional discourse and in all other activities while on the GC Campus. Student conduct that the faculty member determines would impair the opportunities of others to learn or that disrupts the orderly functions of the class or department will be deemed as misconduct and will be subject to appropriate disciplinary action. The instructor may also summarily suspend the student from the class the day when the infraction occurs, as well as for the next two scheduled class/lab sessions. Additionally, anyone caught sending spy-ware; surveillance software; viruses or any other malicious media to anyone involved in the course through use of electronic or other media will be investigated by the administration and suspended from the course. All Students must treat fellow staff members and the instructor with respect.

LATE ASSIGNMENTS WILL NOT BE ACCEPTED ALL STUDENTS MUST ATTEND THE FINAL EXAM

The Syllabus and schedule may change to meet our needs throughout the semester.

MCOM 119
Fundamentals of Radio Broadcasting
Section A
Student Assignment Sheet/Syllabus
Spring 2008

Instructor: Mr. Evan C. Wirig

Your Grade in this section will be based upon your compliance to the KGFN Handbook as well as the following:

1. Attend and Participate during Class and Lab Sessions	100 pts
2. Broadcast Research Assignment & Presentation	100 pts
3. Fulfill all scheduled "On-Air" shifts	300 pts
4. 5 different Air Checks on their due date	50 pts each
5. Resume	50 pts
6. 3 Recorded Assignments	100 pts each
7. 5 Ways to Promote the Station	100 pts
8. 2 Quizzes	50 pts each
9. Final Exam	100 pts
10. Music Evaluation & Handbook	100 pts

Grading Breakdown:

A= 1300 - 1170 B= 1169 - 1040 C= 1039 - 910 D= 909 - 780 F= 779 and below

Recorded Assignments *MUST* meet On-air quality. It will be the responsibility of the Production Manager to give necessary training, suggestions for improvement as well as determining if the presentation is On-Air worthy. Recorded assignments will consist of:

- 1- :30 or :60 second Commercial; 30 and/or :60 second Public Service Announcement
- 2- :20 - :65 second News Story (Reader) and/or :35-:70 second News Package (with actualities)

The completion of any additional assignments outside of the requirements can/will enhance your final grade.

DUE DATES:

AIR CHECKS: 2/14; 3/6; 3/27; 4/17; 5/1

RECORDED ASSIGNMENTS: 2/21; 3/20; 5/8

PROMOTIONAL IDEAS (Typed or Computer Generated): 5/1

RESUME (Typed or Computer Generated): 5/8

FINAL EXAM: Tuesday May 27 11:30 AM

ALL STUDENTS MUST TAKE THE FINAL....NO MAKE UP WILL BE GIVEN

MCOM 119
Fundamentals of Radio Broadcasting
Section B
Student Assignment Sheet

Instructor: Mr. Evan C. Wirig

Your Grade in this section will be based upon your compliance to the KGFN Handbook, helping train new staff, as well as the following:

1. Attend and Participate during Class and Lab Sessions	100 pts
2. Broadcast Research Assignment & Presentation	100 pts
3. Fulfill all scheduled "On-Air" shifts	300 pts
4. 5 different Air Checks on their due date	50 pts each
5. Resume	50 pts
6. 4 Recorded Assignments	100 pts each
7. 5 Ways to Promote the Station	100 pts
8. 2 Quizzes	50 pts each
9. Final Exam	100 pts
10. Music Evaluation/Handbook	100 pts

Grading Breakdown:

A= 1500 - 1350 B= 1349 - 1200 C=1199 - 1050 D= 1049 - 900 F= 899 and below

Recorded Assignments *MUST* meet On-air quality. It will be the responsibility of the Production Manager to give necessary training, suggestions for improvement as well as determining if the presentation is On-Air worthy. Recorded assignments may consist of:

1. 30 or 60 second Commercial
2. 30 or 60 second Public Service Announcement
3. 20 - 65 second News Story (Reader)
4. 35-70 second News Package (with actualities)

The completion of any additional assignments outside of the requirements can/will enhance your final grade.

DUE DATES:

AIR CHECKS: 2/14; 3/6; 3/27; 4/17; 5/1

RECORDED ASSIGNMENTS: 2/21; 3/20; 4/10; 5/8

PROMOTIONAL IDEAS (Typed or Computer Generated): 5/1

RESUME (Typed or Computer Generated): 5/8

FINAL EXAM: Tuesday May 27 11:30 AM

ALL STUDENTS MUST TAKE THE FINAL....NO MAKE UP WILL BE GIVEN

MCOMM 119
Fundamentals of Radio Broadcasting
Sections C & D
Student Assignment Sheet

Instructor: Mr. Evan C. Wirig

Your Grade in this section will be based upon your compliance to the KGFN Handbook, helping to train new staff, Management Functions (if applicable), as well as the following:

1. Attend and Participate during Class and Lab Sessions	100 pts
2. Broadcast Research Assignment & Presentation	100 pts
3. Fulfill all scheduled "On-Air" shifts	300 pts
4. 5 different Air Checks on their due date	50 pts each
5. Resume	50 pts
6. 3 Recorded Assignments (4 for "C" Students)	100 pts each
7. Show Promo	100 pts
8. 5 Ways to Promote the Station	100 pts
9. 2 Quizzes	50 pts each
10. Final Exam	100 pts
11. Music Evaluation & Handbook	100 pts
12. Demo Air Check ("D" Students Only)	100pts

Grading Breakdown:

A= 1600 - 1440 B= 1439 - 1280 C=1279 - 1120 D= 1119 - 960 F= 959 and below

Recorded Assignments *MUST* meet On-air quality. It will be the responsibility of the Production Manager to give necessary training, suggestions for improvement as well as determining if the presentation is On-Air worthy. Recorded assignments may consist of:

1. 30 or 60 second Commercial
2. 30 or 60 second Public Service Announcement
3. 20 - 65 second News Story (Reader)
4. 35-70 second News Package (with actualities)

The completion of any additional assignments outside of the requirements can/will enhance your final grade.

DUE DATES:

AIR CHECKS: 2/14; 3/6; 3/27; 4/17; 5/1

RECORDED ASSIGNMENTS: 2/21; 3/20; 4/10; 5/8

D-Student Demo: 5/22

PROMOTIONAL IDEAS (Typed or Computer Generated): 5/1

RESUME (Typed or Computer Generated): 5/8

FINAL EXAM: Tuesday May 27 11:30 AM

ALL STUDENTS MUST TAKE THE FINAL....NO MAKE UP WILL BE GIVEN

SHIFT SUBSTITUTION FORM

Shift Time and Day _____ Substitution Date _____

Scheduled Shift Operator _____

Substituting Operator _____

Approval _____

SHIFT SUBSTITUTION FORM

Shift Time and Day _____ Substitution Date _____

Scheduled Shift Operator _____

Substituting Operator _____

Approval _____

SHIFT SUBSTITUTION FORM

Shift Time and Day _____ Substitution Date _____

Scheduled Shift Operator _____

Substituting Operator _____

Approval _____

SPECIALTY SHOWS

It is the Policy of KGFN that Format/Rotation **MUST BE FOLLOWED**. Once the Executive Staff feels that a Staff Member has mastered those aspects, that Staff Member may be allowed to produce a Specialty Show. By Definition a Specialty Show will consist of a particular genre or type of music generally not found on the station's current playlists. (For example: Oldies, Country, World Beat, Jazz, etc.) These Shows are not a right of being involved in MCOM 119, but a privilege to those Staff members who have mastered format/rotation, and desire to challenge themselves in producing a specific show. Generally speaking, no specialty shows will be approved before the 4th week of the semester.

The Following criteria **MUST BE FOLLOWED** in order to obtain and maintain a Specialty Show.

1. A Typed or Computer Generated Proposal requesting a Specialty Show must be submitted to the Program Director. This Proposal must include the following to receive full consideration:

Staff Member's Legal Name
Time and Day of Air Shift(s)
Type of Specialty Show Proposing
Brief Description of the Proposed Show
Type of Music to be Played
Brief Description of how this Show can enhance Music Diversity to Grossmont
Legal Signature

2. Upon approval of a Specialty Show, a Playlist of all music **MUST** be submitted to the Music Director **ONE WEEK PRIOR** before it airs.
3. The Music Director has sole discretion as to what music may or may not be aired. The criteria for such decisions has been described and outlined to the MD and is Station Policy.
4. Only one-half of the Staff Member's weekly on-air time may be dedicated to a Specialty Show. The other half must and will be dedicated to following the format/rotation schedule.
5. The On-Air Log **MUST** and will be followed during a Specialty Show.

Failure to Comply with these policies can and will result in forfeiture of Specialty Show privileges.

The Station, the College, nor the staff will be responsible for any loss or damage of personal items in relation to their involvement at KGFN.

Record of Academic Achievement

NAME _____
 Section (Please Circle) A B C D

THIS SHEET MUST BE TURNED IN TO THE INSTRUCTOR AT THE END OF THE SEMESTER
 It is the **RESPONSIBILITY** of the Student to keep track of their assignments and RAA Sheet.

Spring 2008

*Subject to Change by sole authority of the Instructor

On Air/ Production ASSIGNMENTS	DUE DATE	AIRED	Supervisor Signature
Air Check 1 (50 Points)			
Air Check 2 (50 Points)			
Air Check 3 (50 Points)			
Air Check 4 (50 Points)			
Air Check 5 (50 Points)			
Production 1 (100 pts)			
Production 2 (PSA/ Commercial, News Package) (100 pts)			
Production 3 “			
Production 4 “			
Production 5 “			

Hours:	Format:	Promotion Ideas:	Ambassadorship:
Signature	Signature	Signature	Signature

Music Evaluation	Handbook/Attendance	Resume	Presentation	Final Exam
Signature	Signature	Signature	Signature	

**CLASS SCHEDULE
SPRING 2008
Radio Station Management**

Week 1
1/29 Course Overview, Expectations,
On-Air Scheduling

Week 2
2/5 Computer Policies and CNN

Week 3
2/12 Nature of Management
Hyde pp 41-43

Week 4
2/19 Duties and Responsibilities
Hyde pp 43-48

Week 5
2/26 Organization Structure/Human
Resources
Hyde pp 48-57

Week 6
3/4 Station Manager/Sales Manager
Hyde pp 60-65 & 123-126

Week 7
3/11 Program
Manager/Production Manager
Hyde 91-93

Week 8
3/18 **SPRING BREAK**

Week 9
3/25 Management Quiz 1 50 pts

Week 10
4/1 News Director/Sports
Hyde pp 159-162 & 166

Week 11
4/8 Traffic/Support/Engineers
Hyde pp 223-235 & 273-275

Week 12
4/15 Production Labs
BEA/NAB CONVENTION

Week 13
4/22 Management Quiz #2

Week 14
4/29 Student Presentations

Week 15
5/6 Student Presentations

Week 16
5/13 Student Presentations

Week 17
5/20 Student Presentations
KGFN AWARDS 5/22

**FINAL EXAM TUESDAY MAY 27th
11:30-1:30 NO MAKE UP WILL BE
GIVEN ALL ARE REQUIRED TO
ATTEND**

**KGFN
AVAILABILITY SHEET**

NOTE: Each Student **MUST** fulfill a **MINIMUM** of 4 scheduled hours at the station each week for a **MINIMUM** of 60 lab hours a semester. Additionally the Thursday meetings count as lab hours and students will need 15 hours at staff meetings, for a **MINIMUM** total of 75 Lab Hours a semester. As the schedule needs to accommodate everyone in the class, please fill out the grid below and “X” out all times that you are *not available*.

If you are not available for at least 8 hours of scheduling, you may want to consider dropping the course, or re-arranging your schedule.

NAME _____ SECTION _____

Phone # _____ E-MAIL _____

	MON	TUE	WED	THUR	FRI
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00		CLASS		CLASS	
11:30		CLASS		CLASS	
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					

KGFN Staff On-Air Contract

All who are enrolled in MCOM 119 Sections A-D will be considered a full staff member of KGFN.

The by signing this contract the Staff member (meaning those enrolled in the MCOM 119 sections) agrees to and will be required to follow ALL rules, policies, procedures and regulations regarding the station and the College at all times during their participation in the course. A list of these policies and procedures will be given to each staff member and a copy will be available at the station. It is the responsibility of the staff member to read and understand the policies. Failure to comply can/will result in disciplinary action as outlined in the Handbook and GC Policies. The Staff will be required to adhere to the Syllabus and Student Assignment Sheet Due Dates, as well as all requirements or amendments written or verbally stated by the Faculty Advisor/General Manager at KGFN. The Staff Member also agrees to have his/her image and voice disseminated by various means relating directly to KGFN, the Media Communications Department and Grossmont College.

The station is designed to enhance the staff's abilities in Radio Station Operations and Production.

The undersigned agree and understand to the above.

(Please Print)

Last Name

First Name

Signature

DATE

General Manager/Faculty Advisor's Approval