

EMF 100/300, Radio Club, SAMPLE SYLLABUS (Variable Credits)

Time: Variable

Locations: HS 30 / WXCU Radio Studio

Prerequisites: 100: None 300: Successful completion of 100

I. Course Description

This course will offer you the opportunity to serve as a DJ on a commercial-style radio station. You will assist in the music decisions for your show and for the station as a whole, will operate audio and computer equipment, and will act as an on-air personality. You will be provided the opportunity to develop and refine a weekly radio show, providing unique and engaging content based in the established WXCU format.

II. Course Objectives

Following your successful completion of the course, you will have:

- Maintained the daily functions of a radio station
- Selected and played music or other approved material on WXCU
- Interacted with and operated within a structured broadcast schedule
- Created a radio personality and a show's identity through the selection of on-air material and presentation style.
- Considered the needs / interests of an audience in music selection and the development of presentation style
- Understood and adhered to FCC decency guidelines and other professional standards of presentation
- Assisted in the selection of music for our ongoing reporting / charting processes

III. Capital University Goals

University Mission: Transforming lives through higher education

(see <http://bulletin.capital.edu/content.php?catoid=5&navoid=99#Mission> in the CU UG Bulletin, 2013-2014)

University Learning Goals: Thinking critically, becoming independent, lifelong learners, and

developing a sense of values that guides personal decision making (see http://bulletin.capital.edu/content.php?catoid=5&navoid=99#University_Learning_Goals in the CU UG Bulletin, 2013-2014)

Department of Communication Learning Goals: Goal 1: Prepare and deliver an effective public presentation that includes a clear message, coherent pattern, and needed supporting materials. 2: Demonstrate the ability to analyze critically a communication event or artifact from a theoretical perspective. 3: Demonstrate competence in a specific communication context.

IV. Statement of Capital University Policy

University policies governing drop dates, penalties, plagiarism, and academic integrity, as detailed in the Undergraduate Bulletin, student handbook(s), and/or undergraduate time schedule, will be observed.

V. Additional Capital University Resources

Academic Success

Academic Success provides valuable support services and resources for students as they study and work to meet their academic goals. Regular drop-in and appointment hours are available for the Math, Science, Writing, and Advising Centers. Students can schedule an appointment ahead of time by calling Academic Success at 236-6327, e-mailing AcademicSuccess@capital.edu, or stopping by the Academic Success location on the second floor of Blackmore Library. A wide range of subject area tutoring is also available; consult the *Tutor Yellow Pages* (available in the Academic Success office and on the Academic Success website at <http://www.capital.edu/academic-success/>) to find a tutor for a particular course. In addition, online eTutoring (www.etutoring.org) is available in accounting, anatomy/physiology, biology, chemistry, math, physics, statistics, and writing. In addition to tutoring, students can contact Academic Success to schedule individualized study strategies consultations. Peer Academic Advisors are also available to assist students with developing strategies for succeeding in their majors, goal setting, registration system navigation, reading degree audits, and more. For additional information about Academic Success programs and services, contact Director Bruce Epps at bepps@capital.edu or 236-6461.

Disability Services

Capital University is committed to providing reasonable accommodations for persons with disabilities. If you are seeking academic accommodations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, you are required to register with the Office of Disability Services (ODS). To receive academic accommodations for this class, please register with ODS and meet with me at the beginning of the semester. Further information may be obtained by contacting Latesha Bigford, MA, CRC, Disability Services Coordinator, in the Center for Health and Wellness by phone (614) 236-6114 or email LBigford@capital.edu. The syllabus is available in alternate formats upon request.

VI. Course Policies

- 1. Academic Integrity:** The most important policy for any University student is academic integrity. To put it succinctly: cheat in this course in any fashion, and you will immediately fail the course with an "I-F"; additionally, there is a 99% probability that further disciplinary action will be taken at the university level. Please refer to the student handbook for explicit explanations of academic integrity infractions. In this course the most likely Academic Integrity violation is claiming that you attended and "worked" your shift when you either did not attend or sat in the room but failed to host a live shift. As this comprises one of the core concepts of this course, we will not hesitate to address it.
- 2. Attendance:** Radio club is a full-semester commitment (unless you're registered for a module version of the course). Unless the absence is accompanied by a doctor's excuse (or equivalent proof of an excusable absence) missed shifts will carry a grade penalty. Please see the "Requirements & Evaluation" section for details.
- 3. Loss of shift policy:** We have the right and will exercise the right to eliminate your airshift, which will result in a failing grade in the class, and prohibit your extra-curricular use of the space if we feel that you have not conducted yourself in an appropriate manner.

4. Radio Studio Access: Betsy Pike (bpik@capital.edu) will issue you a personalized entrance door code (which is not to be shared with anyone). These codes identify who enters and exits the studio, so take care to remember your code. If you forget your code, we will cancel yours and create you a new one.

5a. Use of Equipment: In short, ***Breaking Something Means Buying It***. If a student deliberately or negligently breaks a piece of equipment, or if it is stolen because of her or his negligence, the student must pay for its repair or replacement. If a piece of equipment is lost, stolen, or broken, and the student is not to blame, then he or she will not be held responsible. It is at the discretion of the professor to determine cause. Failure to pay restitution will result in an incomplete or failed grade. In short, treat all equipment, editing bays, and computers with the utmost respect. If you have any questions concerning specific policies, please see Betsy Pike.

5b. The Learning Environment: For this course, the “learning environment” is the radio studio. There are several vital rules regarding this space. Violating them may result in a failing grade for the course. They include:

- DO NOT lock the internal studio doors. DO NOT prop open the external door. DO NOT share your studio code with ANYONE. The lock records who opens the door and when. If something happens in the studio, we will download access information from the lock and will use access as a factor when assigning guilt and financial liability. Don't remove or borrow anything from the studio without the explicit and written permission from the instructors.
- If you break or misplace an item due to personal irresponsibility, you will be charged the full replacement cost of the item. The department or University will cover the cost of items that are broken through normal or “no-fault” use.
- Abide by FCC decency guidelines and other professional standards of presentation. If you violate the FCC decency guidelines, you will be dropped from the course: no excuses, no second chances, and –yes- even if you are graduating at the end of the semester.
- You can bring guests into the studio. When you leave, they must leave with you – even if you're only leaving for a minute. Otherwise, you will be liable for their actions while you're away.
- You can bring food or drinks into the studio as long as you don't place them anywhere near the equipment.
- Replace and be considerate of the studio equipment. If RCS is not functioning, DO NOT attempt to fix it beyond a simple reboot –guidelines for rebooting are posted in the studio. If any equipment breaks, immediately contact Tom, Patrick, and your student Program Director.

6. Incompletes: It is our policy to not give “Incomplete” as a final grade, and we will only consider it in cases of extended and documented illness.

7. Nondiscrimination Statement: Capital University regards its students as moral, free agents who are capable of assuming primary responsibility for their lives and the decision-making process. Central to the mission of the University is the continual development of community that values and respects each other, and a community in which the principles of human dignity

and ethical integrity are paramount. As an academic community, Capital expects all members to embrace a practice in which respect and appreciation for our different ethnic, racial, cultural, religious, economic, political and sexual orientation backgrounds, as well as our various ability levels, are the rule rather than the exception. In our classroom and on-air, discrimination of any sort is utterly prohibited, and any occasions of stereotyping, hate language, or other discriminatory expressions are grounds for permanent ejection from the class.

8. Email: Our primary form of communication with you during the semester is email. Please check your email daily, and make sure your mailbox does not get full. If you have questions about effectively using your Capital email, please ask any of us for assistance. If you use an e-mail other than your *xyz@capital.edu* address as your primary e-mail, please send your updated contact information to the instructors. *We recommend using your Capital email.*

9. Specialty Shows: To qualify for a specialty show (an airshift where you determine the content and composition of your show), you must have completed at minimum one semester of Radio Club, have demonstrated a level of in-studio proficiency and professional nature, and must submit a proposal to your student Program Director / Specialty Show Director.

10. Training: We utilize the RCS Master Control platform for all in-studio on-air functions. During the first few weeks of the semester you will receive basic training on the use of RCS and the audio equipment. Some students will find that's all they need; others may require additional supervised experience. Additional RCS training / broadcast training is available from the instructors and the management team at the student's request.

VII. Requirements & Evaluation of Student Progress

1. Credit Hours / Airshifts: Standard airshifts are ninety minutes in length, and are scheduled at the same time each week for the entire semester (students will sign up for a specific shift during the first week of the semester). We do this to emulate the operation of a commercial station, and to allow our audience to tune in to DJs they like each week. By signing up for radio club, you are agreeing to this weekly shift arrangement.

For those beginning at the start of the semester, one shift per week for the entire semester earns 0.5 credit hours. Two shifts per week for the entire semester earn 1 credit hour.

For those hosting specialty shows that require additional preparation and recurring responsibilities, one shift per week for the entire semester earns 1 credit hour.

As the air schedule permits, you may make a change to the time of your weekly shift. You must contact the instructors to make the appropriate changes.

2. Evaluation Criteria: You will be evaluated in two categories: Attendance (80%) and Station Tasks (20%). These are described below in detail.

3. Attendance: You are permitted one unexcused missed shift during the semester (see course policies for definition of excused/unexcused). Each missed shift after the first will reduce your course grade by 10%. In addition, you are required to attend the final sessions, held the last week before finals; missing this class will count as a missed shift.

To ensure a smooth transition between shifts, please arrive at least 10 minutes before your shift. A sign-in binder resides in the studio. You are responsible for signing in and signing out. We will keep track of your attendance based on three methods: sign-in sheets, read-outs from the RCS system, and instructor checks / top-secret spy maneuvers.

The sign-in sheet is our primary method for determining your attendance. If you do not sign in, it is as though you were never in the studio. Attendance is a substantial portion of your final grade, so consider this the first and last task you'll complete each show.

At the end of your shift, if no one is in the studio prepared to follow your shift, it is your responsibility to leave RCS in "Automation". However, leaving RCS in "Automation" during your shift does not constitute attendance. You must interact with the system in "Live Assist" mode to receive credit for your shift. If you are unsure what this means, please ask an instructor.

4. Very Limited "make-up" policy: In rare circumstances, you may be able to "make up" a missed shift, depending on free space in the schedule. If you know you are going to have to miss a shift, you may attempt to "trade" shifts with another DJ; both students must email the instructors to inform them that they are trading shifts that week – this is your best option. If you are ill, inform one of the instructors at your earliest convenience; only a doctor's excuse will make that missed shift "excused."

Make up shifts will be permitted, with the make up shift to be completed within one calendar week of the missed shift and required the approval of an instructor. Make up shifts completed after one calendar week of the initial missed shift will not be approved / will not count – in summary, if you intend to make up a shift, you must do so quickly. Missed shifts can only be made up if there are open spaces in the air schedule to do so: if there are no open shifts (which happens fairly often), there is no possibility to make up a missed shift.

5. Consecutive Missed Shifts: **If you miss 3 shifts in a row without communicating with the instructors and without making up shifts during that time, your airshift will be cancelled and you will receive a failing grade in the course.** Simple rule for success: communicate with us.

6. Station Tasks: 20% of your grade will be made up of "station tasks," which are in addition to your "running" the show, on-air breaks, and song-selection activities. There are two primary station tasks, although we may assign other small tasks on occasion. The first primary task is making sure we are "on time" at the end of your shift – providing content equal to the time scheduled for your shift. We will cover this in detail during your training. Your second primary task is to maintain the WXCW studio space. During your shift the studio is your broadcast space, and we ask that you assist us in maintaining it. Return microphones, chairs and other gear to their appropriate locations when leaving (and please properly dispose of any trash brought into the space). Points for completing station tasks are forfeited for missed shifts.

7. Course Grade: 92-100%: A; 90-91.99%: A-; 88-89.9%: B+; 82-87.99%: B; 80-81.99%: B-; 78-79.99%: C+; 72-79.99%: C; 70-71.99%: C-; 68-69.99%: D+; 62-67.99%: D; 60-61.99%: D-; 59.99% and below: F.

8. Know the University attendance policy

Capital University Class Absence Policy: If a student misses a class due to a scheduled,

university-approved event, such an absence is considered approved. Permissible events include musical or theater performances, academic conferences, and athletic competitions, but do not include practices, rehearsals, or attendance at university-approved events in which the student is not a participant. Students must also inform the semester. Generally, students should be permitted to make up any scheduled assignments, quizzes, or exams. However, when students miss unique in-class learning experiences, faculty may require appropriate substitute assignments. If a student fails to provide adequate notice to the instructor in advance of an approved absence, the instructor may consider the absence unexcused. Students bear the ultimate responsibility for all missed class material.

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10. Cheating in any form will not be tolerated

11. Important Dates

The WXCU studios will be closed:

Depends on current semester.

All shows scheduled for the above dates will be cancelled / excused; the studios will remain available for makeup shifts.

12. Course Calendar

Week 1: Introduction to WXCU

Week 1: Training

Week 2: Training

Weeks 3 – 15: Airshifts

Week 16: Final group session