



Station Policy + Procedures

Mass Communications and Center for New Media Lab Policy

Beginning fall semester 2011, a 3-credit media lab experience in at least one of six media labs offered through KTSC-FM, TODAY and KTSC-TV/RMPBS are required of all Mass Communications majors. For those students enrolled prior to fall 2011, a media lab is not required, but is encouraged. Requirements for media lab enrollment include a 2.0 GPA in the major, required coursework, and faculty support.

Although a media lab is now required for all majors, students are not automatically assured enrollment in a specific media lab even if they meet the course and grade requirements. Faculty has discretion to determine what students are eligible, and, therefore, best suited for specific media labs. To participate in a media lab, students must be earning MCCNM 350 credits or in some instances be receiving work study. No student volunteers can participate in media labs.

KTSC-FM, TODAY and KTSC-TV are very public and expensive communication operations. Both the radio station and television station are regulated by the Federal Communications Commission, and, therefore potentially subject to loss of license or dollar fines. It is imperative that the department protect the integrity of these operations with expectations for the utmost in professional conduct from student enrollees at all times. They require community and business support and an overall positive image in order to be sustained, as they are almost entirely funded through advertising and underwriting. To jeopardize this could result in loss of revenue for the media lab program.

Because a specific media lab is not required to graduate with an MCCNM degree, discretion exists for faculty support of a student enrollee.

GPA: The student has a 2.0 MCCNM GPA.

Required Coursework: The student has passed required coursework based on department curriculum guidelines that vary depending on the specific media lab.

Professional Conduct: The student has exhibited responsible and professional conduct in prior MCCNM coursework and department interaction as determined by their ability to meet deadlines, handle criticism in a mature manner, and interact positively with faculty, staff, and other students.

Attitude: Media labs are organized with students in leadership roles and therefore students will likely be supervising other students. Should issues exist; students are advised to consult with faculty. If a student believes a particular media lab is not suited to their educational goals or is not being appropriately managed or programmed, they can consult with their faculty advisor to identify another media lab.

Ability to take Criticism: Because media labs represent actual work performed in a real world setting, the level of evaluation of student work by faculty and student leadership is intensified. It is expected that students will accept such criticism in an attempt to identify strengths and weaknesses in their media lab performance. This particularly includes their conduct with student leadership, faculty and staff.

Meetings

Staff meetings are mandatory. Students are encouraged to make appropriate changes to Blackboard (phone, email address, etc.) and check it frequently for remote schedules, updates, announcements, assignments, articles, meeting cancellations and other notices.

The class is scheduled to meet Mondays at 12:20p in BCC 103P.

The fall 2019 meetings are scheduled below:

- August 26
- September 2
- September 9
- **September 16 – Air Check**
- September 23
- **September 30 – Production Check**
- October 7
- **October 14 – Air Check**
- October 21
- **October 28 – Production Check**
- November 4
- **November 11 – Air Check**
- November 18
- November 9

Air-check and production check meetings are noted in bold. Air-check meetings are held every four weeks. Students are required to submit a finalized audio file that is 2 minutes in length with their on-air breaks. Sports, talk and shows with 2-3 jocks can submit 3 to 5 minutes. Air check meetings typically last 2 hours, food and soda are provided.

Note: For the 3 credit hour media lab, it is expected that you will complete a minimum of 9 hours of work at the station weekly. This includes completing production assignments, participating in 5@5 News Briefs, on-air work, setting up, executing and tearing down remotes, attendance and participation at staff and air check meetings, etc.

Remember, “C” is the average expectation, “B” is the above average expectation and “A” is an expectation of excellence. Staff meeting attendance, station participation, work ethic, involvement in sports, news, talk, live remotes, promotions, etc. is strongly encouraged.

Required Supplies

- Headphones
- Thumb drive/SD card (**Students are required to record all shifts**)

Students are required to use headphones while working on air or while cutting and editing production and voice tracking. Ear buds are not appropriate.

The FCC and On-air Breaks

FCC stands for the Federal Communications Commission and for all intents and purposes, is the law when it comes to KTSC-FM. The FCC grants Rev 89 a license to broadcast, and in exchange, the station is required to follow all of their regulations and requirements. Rules and Regulations include:

Programming and Transmitter Log and EAS Tests

The programming and transmitter logs are FCC regulated and required documents. The programming and transmitter logs keep all of our station's activity on record and may be reviewed by the FCC in the event of an inspection. These logs must be kept on file for the duration of the station's license period and **EACH** mistake on a log may be cause for a fine. Do not write any phone numbers, notes or information on the log that is not directly related to the station.

The station log is one of the most serious responsibilities at the station. Students signing the log are accepting legal responsibility for the broadcast facility. Errors, omissions and any oversights that occur during specialty programming shows or a shift are the sole responsibility of the student who signs the station log and identifies themselves as the board operator.

- Students are required to sign the station log with their **legal name** immediately upon entering the studio. No nicknames or on-air names are allowed. If your name appears on the program log, you are responsible for our license KTSC-FM 89.5.
- Sign the log with black or blue ink only. Do not use colored pens or pencils.
- DJs must maintain the station log properly during their time on the air. You may not sign the log for the duration of your shift and leave the station earlier than planned, without proper notation on the log and without notifying management.
- Fraudulently signing the station log and noting it as an attended operation during your regularly scheduled air shift when in reality, you are not operating the station, and/or falsifying the log in an attempt to mislead and deceive will result in a suspension from the station for the remainder of the semester.
- During your regularly scheduled air shift, you are responsible for all EAS tests that are received or need to be sent. EAS tests must be documented accurately on the station log. Ensure that you are recording the EAS message on the correctly dated log.
- The board operator is responsible for signing the station log and recording EAS messages and transmitter readings.
- The SAGE ENDEC machine must be checked daily to ensure KTSC-FM is listening to and receiving tests from KCCY, FROM CAP and the National Weather Service

(KPUB/NWS). If the Automatic light is blinking, the station is not online and receiving messages from CAP/IPAWS. Please notify the station manager when this occurs.

- During attended operations, students are required to call the station transmitter to take readings every three (3) hours. If there is not a space to record the transmitter reading, please create a space on the station log to record the reading. Please see the procedure for taking a transmitter reading at the end of this document.
- Do not write messages, station slogans, or any irrelevant information on the station log.
- Only notes regarding the technical operations of the station may be written on the station log.

Suspensions

Students may be suspended from the station for:

- Failure to sign in/out of the station log
- Signing the log improperly; including signing with a DJ name not the full legal name
- Signing with something other than black or blue ink
- Failure to take transmitter readings
- Continued negligence/errors on the station log
- Misrepresentation on the station log
- Failure to properly record EAS tests on the station log
- Falsification of the station log (ex: signing the log after you've already left the building, getting someone else to sign the station log in your name, or any other attempt to mislead and misdirect from the truth, etc.)
- Using profane language on-air
- Allowing guests to use station equipment without authorization
- Improper conduct toward other DJs or on-site during remote broadcasts
- Missing three shifts in a row without notification
- Discussing indecent, profane or obscene content on-air, via social media, or any other means acting as a station representative
- Airing phone calls live (intentional or not) without permission
- Failure to conduct a contest properly
- Unethical behavior
- Any other negligence, malice, improper operational procedures, inability to follow instructions, plugola or payola issues, or any additional/unplanned issues that may arise that would put the station in jeopardy or cause violations of FCC rules and regulations

Students who receive a one or two week suspension (depending on the offense) will not be able to work on-air during their time they are suspended. They will not be able to make up missed points for the week(s) they serve their suspension.

*****Students who demonstrate repeated neglect in following the station's procedures and/or who are suspended up to three times from the media lab during the course of the semester**

will not be allowed to work on-air again and will receive an assignment to earn any remaining credit in the advanced media lab.***

Legal Identification (Legal ID) – KTSC Pueblo

The FCC requires that a station air their legal ID between: :55 and: :05 every hour. The legal ID is highlighted as a red event in the WideOrbit Automation stack. Legal IDs are scheduled at the top of the hour (:00) each hour. If a DJ notices that the legal ID will play too early (before :55 minutes) or too late (after :05 minutes), they are allowed to delete or add a song/s and a liner/s to ensure that the legal ID airs on time. The legal ID must air between :55 and :05 every hour, no exceptions.

*****Never perform an on-air break before or after the legal ID airs.*****

If for whatever reason, the legal ID does not air on time or does not appear in the log, DJs may turn the microphone on, and say the legal ID. **The legal ID is KTSC-Pueblo.**

Non-commercial Rules

KTSC-FM Rev 89 is a non-profit, non-commercial radio station. Therefore, no “call to action” break is allowed while on the air. Additionally, underwriting acknowledgements are not referred to as “commercials.” DJs may refer to them as either a “break,” an “underwriting announcement,” or “message.”

- **Call to Action breaks examples include:**
 - “Come see us at the Colorado State Fair,”
 - “Go to Tinseltown this weekend to see Star Wars,”
 - “Since it’s the day after Halloween, get half-priced candy from Wal-Mart.”
 - “It’s National Cheese Pizza Day today, you can get one from Little Caesar’s for only \$5,”
- **Non-commercial stations can identify, but not promote**
 - Cannot mention prices, discounts or savings percentages or rates
 - Cannot include qualitative or comparative statements:
 - “Angelo’s is better than Pizza Hut.”
 - “Planet Fitness has highly-qualified certified instructors...”
 - Cannot use the word “Free”

Indecency

The FCC listens for content (in music and in spoken work) that is indecent and fines accordingly. Rev 89 is responsible for anything that goes out over the air.

- Never broadcast any material which is profane, vulgar or obscene. Material which is profane, vulgar or obscene in any form is not permitted; using any material in any form

on-air will result in your immediate dismissal. For more information and definitions on profanity, indecency or obscenity, reference the slides posted in Blackboard.

- **Note:** *the seven dirty words are: shit, piss, fuck, cunt, cocksucker, motherfucker and tits.*
- **Other words forbidden on-air per station policy:** Pussy, fucking, f-ing, crap, poop, bitch, asshole, whore, hooker, penis, vagina, orgasm, semen, ejaculation, or any other offensive/indecent word or act.

***Keep in mind the time of day you are working and the age of the audience listening. It is not appropriate to talk about mature or adult themed subjects on-air between the hours of 6a-10p. Safe harbor is from 10p-6a. For questions about indecency, obscenity or profanity, contact the station manager or faculty advisor to the radio station or reference the slides posted in Blackboard.**

Air Shifts: Arriving and Departing

- You are required to arrive for your on-air shift a minimum of fifteen (15) minutes before you are scheduled to be on-air.
- Ensure your student ID card works. You should have access to the North (back) door and the air studio. Use the blue strip to swipe. If your card does not work, contact Jenna immediately.
- If you do not have your ID with you, communicate with the shift before you and arrive a minimum of fifteen (15) minutes before your shift. Call the DJ before you to let you in. If you arrive late and the DJ has already left and you cannot get in, **call campus security (549-2373)**. If you cannot get in the building, it will be considered a missed shift and you will not receive points for that shift or be able to make up the hours.
- Shifts missed due to illness (without a doctor's note), transportation issues, inability to enter the building, work, family obligations, scheduling conflicts, etc. are not considered excused absences. **Missed shifts automatically earn a zero and cannot be made up.**
- If a DJ misses three shifts, they will be taken off the schedule.

Show prep:

You are expected to bring in show prep for every shift you are assigned. Our target demo is men and women between 24-45. The median age of the station's listener is 28.

Use good judgment when prepping for your show. Acceptable topics for show prep may include: What's trending on Twitter or Facebook, Good Morning America topics, the Today Show topics, Jay Leno, Yahoo News, Billboard, MTV, People magazine, FMOB, etc.

DJs are required to follow the station log and perform a break approximately every two songs, approximately six breaks per hour. Do not perform additional breaks unless otherwise directed.*Breaks should be between 30- 45-seconds maximum.*

Additional Air Shift Policies:

- If the station goes **off the air**, contact Jenna immediately. If there is a power outage in the studio, call Jenna and remain in the studio until you hear otherwise. If you are unable to reach her, you may contact Mike Baldauf (719-250-7630).
- **Do not leave the studio door propped open.** This is for everyone's safety.
- **Do not prop the North (back) door open after hours.** If you're propping the door open to move remote gear, someone must be stationed by the door to watch it.
- Unauthorized guests will be asked to leave. If your family or friends would like a tour, you may coordinate a date and time with the station manager.
 - Study groups, babysitting, etc. are not allowed in the studio or at remotes.
 - Pets are not allowed at Rev 89, in the studio or at remotes, please leave all dogs, cats, lizards, etc. at home.
- If you are working **after 5 p.m., absolutely no guests or winners are allowed inside the building.**
- Rev 89 has a zero tolerance policy on drugs and alcohol. If you use or distribute drugs or alcohol during your shift, or allow someone to use or distribute drugs or alcohol during your shift, you will be dismissed. **If you arrive for your shift under the influence of drugs or alcohol, you will be dismissed immediately.**
- Rev 89 DJs will not:
 - 1) take or receive any money, gift or other remuneration from any person, company or other entity for the purpose of playing any record or records or other programming content on the air;
 - 2) take or receive any money, gift or other remuneration from any person, company or other entity for the purpose of refraining from playing any record or records or other programming content on the air;
 - 3) take or receive any money, gift or other remuneration from any person, company or other entity for the purpose of promoting any business, charity or venture on the air without first informing the Station's General Manager;
 - 4) promote any personal business venture which is unconnected with the station without first informing the Station's General Manager.
- You are required to record every air shift you are assigned. Remember, your recording is your only defense against a claim from the public or management. If you cannot prove

your innocence in a claim that is brought against you, you will be suspended for one week.

- **Stay focused when you are on the air.** Personal guests, including family members, significant others, friends or other Rev 89 DJs, current or former, are not allowed in the studio during your air shift without the station manager's approval. Visits should not distract you from your shift or result in a missed break. **Fellow DJs (whether former or current) are not allowed to do breaks with you during your shift without prior approval from the station manager.**
- **Do not cut any production or voice tracks during your shift. While you are on-air, you are expected to stay focused on the station and in the studio. Remember, you have signed a legal document acknowledging your presence in the studio and will be held accountable for any malfunctions or anomalies during your shift.**
- **Never talk before or after a liner, a legal ID or coming out of a stop set.**
- **You must always identify the station in your break. Either start and end with "The Revolution, Rev 89" or work the station's identity into the break.**
- **Do not make changes or alterations to the playlist.** Play every song listed, in order. Only exceptions are if you have a legitimate request show or have made arrangements with the station manager.
- Requests may be played after 7p as long as they fit the format and the song requested is part of the master playlist and edited properly. Do not play more than two requests per hour. Do not play requests in a row.
- If you have a request, check the playlist an hour backward and an hour forward to make sure the song hasn't played in the last hour or will play again in the next hour.
- **If a song does not appear on our master playlist (categories, A, B, D, R), you may not play it.**
- Do not bring in music to play on air; playing a song on air from your personal collection will result in your immediate dismissal. If it's not on the master playlist, don't play it.
- Smoke/vape breaks are allowed during your shift; however, never miss a break due to a smoke break.
- **Always use a music bed when talking. Ensure levels are appropriate.**
- **No food or unsealed beverages are allowed in the studio.** Beverages with a cap are allowed in the studio as long as they are far away from essential equipment (board, computers, UPS, rack mounted equipment etc.).

- Keep the studio and production room looking neat and attractive. Food is not allowed in the studio or production room, drinks are not allowed on console furniture (on the desks).
- Wipe down the station desk after your shift.
- **Do not give out staff phone numbers or personal information to the listeners. This includes email addresses, physical addresses, etc.**
- Do not discuss station issues (programming strategies, playlists, stop sets, readers, DJ suspensions, etc.) on-air. If they have questions regarding programming, give them my office number (549-2514) only.
- Do not discuss station personnel on-air, any university faculty or staff member, management decisions on-air, or provide personal phone numbers for anyone associated with the station or the MCCNM department (management, DJs, students, faculty) to anyone regardless of any excuse they give you.
- Invading anyone's (student, faculty/staff) privacy will result in your immediate dismissal.
- Similarly, do not give out inaccurate phone numbers on-air: giving out the phone number of your work instead of the request line.
- **The only number for a station contact (underwriting inquiries, complaints, formatting questions, etc.) you may give out is my office number: 719-549-2514.**
- **Never give out Jenna's personal cell number, regardless of the reason or person requesting it. You may take their number so she has the ability to contact them.**
- Make weather breaks short and to the point. Never use percentages or other weather jargon. There is only one high and one low every day. Never say "highs," or "lows." It's either, "high/low, cold, hot sunny, etc." Remember: if you're doing a weather break, be accurate. Do not say it's bright and sunny without looking out of the window first.
- Never apologize on air for a mistake or make reference to a mistake or sickness on air. Similarly, do not complain about having a "bad" or "off" day. You must sound confident, not whiny, unsure, or negative. (ex: "I have the worst cold today, but I'm still here...")
- **Ad-lib promo cards.** Never deliver every piece of information contained on a reader in one break. Remember: bite sized segments. When ad-libbing, acknowledge the **rule of elements. (Use as many non-elements as you want, but only one element. One focused idea, one train of thought).**
- Write down every request you get (calls, texts, social media). Never tell a listener you can't play it or don't have it... tell them, "I'll put it on my list."

- **When you are on air, monitor Rev 89 using “AIR,” on the board, not “PGM.”**
- If you are unsure of the pronunciation of a song or artist, please contact the station manager or another DJ for accurate pronunciation.
- Students are not allowed to sleep at the station or on the couches in the lobby of the Visitor’s Center.

After your shift:

- Ensure that microphones are turned off, all three Air pots are in the correct positions and WideOrbit is in **Auto** mode and the board is in Air mode.
- Sign out on the station log (pen only) and log and log any EAS tests that were sent or received during your shift.
- Wipe down the board, keyboard, mouse and countertops and floor if you have spilled anything or tracked in dirt or mud.

Shift Change Policies

DJs who are scheduled at the top of the hour and arrive after the legal identification (legal ID) airs are considered late. When running late, notify the station manager immediately.

Note: Shifts include on-air shifts, voice tracking shifts, live remotes, production assignments, talk shows, sports or any other station event in which DJs are expected to be there at a certain time.

- DJs that are unable to fulfill their shift are **required** to find someone to cover for their shift. Both the initial DJ who is scheduled to work and the individual who is covering are required to notify the station manager of the change. Do not contact the station manager to find your replacement unless it is a medical emergency.
- In the event that a shift is missed due to a medical emergency or illness, students may be required to submit a copy of a doctor’s note or another form of documentation.
- If a switch is made and the individual who agreed to cover the initial DJ’s shift does not show up, both individuals will be held accountable and will not receive or be allowed to make up points.
- In the event that you cannot cover your regularly scheduled air shift and do not find someone to cover your shift, you may voice track. **Note: Voice Tracked shifts will earn half credit. (ex: If a regular shift is two hours and you are covering it by voice tracking, you will receive credit for one hour.)**
- **If you miss three consecutive shifts without notice, you will be taken off the schedule and suspended for one week.**

- **All changes to the schedule must be approved by the station manager.**

Phone Calls

Station procedure is to record every call. However, if you plan on airing the phone conversation, you must get permission before you begin recording the call. Once you receive permission from the listener, you may begin recording and then you must ask for their permission to air the call again.

Always answer the phone with, “The Revolution, Rev 89, this is...” When you are signed on, you are the only person authorized to use or answer the studio phone. In general, stay off the phone. Take requests and move on. **Do not miss a break while on the phone.** You may tell callers, “Thank you for calling. Please excuse me I need to get back on the air.”

*****During a contest where a designated numbered caller will win, ensure that you are recording yourself answering the phone call in the order that calls are received.*****

When taking calls, ensure that the phone pot and your microphone are in AUD only and not in PGM.

*** Airing phone calls without permission, prank calls and April Fool’s jokes are prohibited. If performed, it will result in a minimum two-week suspension from the lab.**

Live Remotes

Live remotes are one of the most important activities we do at Rev 89. This is our chance to interact with our listeners one-on-one. People are excited to see their favorite DJs and win some cool stuff. When you are at a live remote, you must represent the station and the university in the best light possible.

General Remote Guidelines:

- Help load and unload the truck with the remote gear
- Arrive a minimum of 60 minutes early to the remote
- Help set up the gear
- Make sure DJs have copy points
- Call the main studio to connect the call/volunteer to connect the call
- Ensure the gear is working (test in AUD and do a pre-remote break)
- Always wear a Rev 89 t-shirt, closed-toe shoes and clothing that is not worn, ragged or revealing
- Tear down the remote and put the gear away properly
- Do not cut a break that would violate any FCC rules including:
 - Having a direct call to action phrase in your break at a client’s remote (come out while we’re here and get a \$10 gift certificate)
 - Talking about prices, discounts, incentives, etc.
 - Use comparative language

- Rev 89 crew members are not allowed to drink alcohol or consume any illegal substances (marijuana included) while wearing a Rev 89 t-shirt. Please change into a different shirt if you will drink or consume any illegal substances after working the remote.
- Smoking breaks are allowed 500 feet away from the remote
- Stand to greet listeners
- Never have your back turned to a listener
- Do not be on your phone more than necessary
- Be professional and welcoming
- Watch your language while we are on-site

Promotions: Contests and Giveaways

Any contest, promotion or giveaway has contest rules. They are required by the FCC to be available in print form at the station, posted online, and the material terms must be broadcast on air a minimum of once per day after 6 a.m. and before midnight.

Current Rev 89 crewmembers, their immediate family members and MCCNM faculty and staff are not eligible to win a station contest or giveaway.

If a roommate, friend, or a relative wins, notify the station manager immediately. Ensure you have a recording of the full contest and how it was executed.

Performing Contests:

- Never lose track of what number the next caller is
- Look up the winner's information to ensure they have not won in the last 30 days
- Ensure that winners of 21 and up contests are 21 and older (Birthday should fall within the present date + year must be 1995)
- Do not say the winner's personal information over the air, first and last name are ok
- Never go out over the air asking a winner to call back, wait several minutes before taking the next caller
- **File the winner sheet immediately**

Winners:

When you have a winner on the phone:

- Let them know what prize they won
- Log the winner's information accurately on the winner sheet
- State when they can pick it up (make sure it's before the event starts)
- Winners may pick up prizes between 9 am and 4 pm Monday through Friday, unless otherwise noted
- **The last day/time they can pick it up**
- They may pick it up in BCC with the administrative assistant and they must bring a valid photo ID

Rev 89 Staffing

Available roles at Rev 89 each semester may include but are not limited to:

- Assistant to the Station manager
- Promotions Director
- PSA/News Director
- Sports Director
- Producers

These roles may be assigned to students, but are not guaranteed positions and may not be filled each semester.

Assistant to the Station manager

The Assistant to the Station manager (AMM) is responsible for the day-to-day operations of the station in the event the station manager is unavailable. The AMM should be able to schedule music using Powergold 12, send the playlist to WideOrbit, know how to check the Playlist Editor and understand Adobe Audition. The AMM must be knowledgeable about the station's policies for underwriting, trade agreements, giveaways, contests, EAS tests and FCC requirements. The AMM is responsible for assisting with and performing the successful execution of remotes. Duties may include mentoring and coaching new/incoming DJs, writing readers, returning underwriting phone calls, finding new clients, pitching underwriting opportunities to potential clients, assisting with the MCCNM 140 Intro to Radio Station Operation class, assist at air check meetings, recording mock-spots for underwriting clients, performing additional production assignments, managing students at remotes, etc.

Promotions Director

The Promotions Director (PD) is responsible for maintaining giveaway information and inventory monetary values and quantities of the giveaways, trade agreements, writing station contest rules, writing the material terms for on-air contest disclosures and scheduling giveaways among the station staff members. The PD would work closely with the Music Director and the Station manager to ensure the successful and legal execution of contests.

PSA/News Director

The News Director will schedule and organize the weekly public affairs shows and T-Wolf Talk shows. He/She is responsible for scheduling guests and topics that are relevant to the community.

The PND is also responsible for executing the 5@5 News Brief. This includes prioritizing stories to ensure the most important stories are aired and that yesterday's news does not air again. The 5@5 News Brief consists of one minute news segments in the topics of campus news, entertainment news, sports news, local news, and national/world news daily, Monday through Friday.

The PSA/News Director (PND) is responsible for maintaining the PSA spreadsheet by updating it each time a new PSA is loaded or expires. The PND is also responsible for airing local PSAs from non-profits in the community and ensuring the copy that airs is a true PSA (A true PSA does not mention raffles to benefit a non-profit, contests that are promoted by a for-profit for a non-profit organization, or percentages/discounts off a product or service that will go toward a non-profit from a for-profit organization. Please direct any questions regarding a true PSA to the Station manager).

Sports Director

The Sports Director (SD) is responsible for scheduling and coordinating the live broadcasts of high school football games. The SD would work closely with D60 and D70 to schedule the station's coverage of high school games throughout the semester. The SD is also responsible for securing media credentials from CHSAA for the sports crew and scheduling board operators, play-by-play, color commentary and field reporters. The SD may also be involved with CSU-Pueblo Athletics covering wrestling, volleyball, basketball and football updates and events. The Sports Team is required to call the station and connect the call 30 minutes prior to the scheduled start of the game. It is the sports team's responsibility to ensure a successful broadcast of the game is performed, which includes securing a board operator to connect and end the call and engineer any technical issues that may arise during the broadcast.

Producers

Producers are responsible for the successful execution of the public affairs shows (T-Wolf Talk and the P-Town Vox) and the sports shows (Rev Sports Weekly and Inside T-Wolf Athletics). Duties include gathering facts and audio bits to include in public affairs shows and sports shows. Producers are required to schedule guests for the public affairs shows and sports shows. This includes following up with the guest a week before the show is scheduled to ensure the guest is still available. Producers will also run the board for the public affairs shows and sports shows and gather a fact sheet for each show they are scheduled to produce. Fact sheets must include questions to ask the guest, bullet points with facts for the host to draw their own questions from, background information on the topic, and any additional information to ensure the host is prepared for the show. Each student (that is not a host) will be required to produce a minimum of three (3) shows during the semester. If the student is not able to produce the show or gather facts a week in advance of the show and coordinate with the host to ensure that enough information has been gathered, then the producer must notify the station manager immediately.

Production Guidelines

Voice over (VO) work can be recorded in the production room, saved to a flash drive, and edited on an iMac computer in the Rev Room, iMac or TODAY labs, when available. **Audio may be edited in the production room, if it is available and not needed by other students.**

Any production work is expected to be between :28-:32 or :58 to :62 seconds in length. Exceptions may apply.

When submitting production, **DJs must successfully export the audio file into WideOrbit, turn in their script with the proper cart, cart number and length to the station manager.** If the manager is out of the office, slide the script under the door or put in the inbox. **Late assignments do not receive credit.** Students are required to use headphones in the production studio.

Scripts for underwriting spots or promos must be approved by the station manager or the faculty advisor first. Once scripts are approved, students may cut and edit production. Once the voice over is cut, students are allowed to edit in the production room (as long as other students are not waiting to record) or they may edit on any other computer equipped with Adobe Audition.

Students must ensure that their wavelength is the appropriate size. To boost the decibel level (db) of the waveform, select the entire VO in the “Waveform View.” Once it is selected, click on Effects -> Amplitude and Compression -> amplify (or cut) by the appropriate db level. Students are allowed to utilize the voice processing effects found in “Dynamics Processing,” in Adobe Audition. Ensure that the Metadata fields are completed before exporting audio to WideOrbit. If you are unsure how to export audio, please refer to the slides posted in Blackboard.

Students can find all production elements (music beds, sound effects, etc.) on the Production Elements folder located on the production room workstation. Any underwriting spot must include a minimum of one music bed that **fits the station or the subject (the music sounds like something that would play on Rev 89).** Students must only use the music beds and production elements found on the production machine. Rev 89 is does not own, is not licensed or authorized to use music beds from any other source.

Underwriting spots consist of a VO and a music bed. Production elements such as voices, movie drops, or additional sound effects are not allowed.

Hosts of any scheduled show (Morning Drive, Drive Time, sports, public affairs, etc.) will be responsible for their own promo. They must update it once a week. This includes changing out music beds, adding or modifying production elements, updating the VO, etc.

Once the promo or underwriting spot has met all requirements, students must log the cart number and length on the script and turn it in to the station manager. **The station manager must approve any production before it airs.**

Social Media Guidelines

Rev 89 has a Facebook page as well as Twitter, Instagram, and Snapchat accounts. Do not create additional social media page acting on behalf of an entity of or for Rev 89. For the complete Rev 89 Social Media policy, refer to Blackboard in Course Documents.

KTSC-FM Rev 89 Social Media Policy

In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a representative of Rev 89, you are creating perceptions about the radio station, the mass communications department, and the university. Be sure that all content associated with you is consistent with your abilities and the radio station's reputation.

This document serves as the official policy for student use of social media at KTSC-FM Rev 89. These guidelines apply to all students and work study positions that may create or contribute to any kind of social media affiliated with Rev 89. We trust that you will adhere to these policies. If, for any reason an incident occurs that violates the policy, Rev 89 has the right to remove you as an administrator of social media pages and may result a one-week suspension from the radio station.

Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media pages. Use good judgment.

The purpose of using social media platforms for Rev 89 is to enhance the brand and image of the radio station, to engage with our listeners and entertain our audience on-air and online. Use social media platforms to enhance and expand your on-air content online.

Guidelines include, but are not limited to the following:

- Students must not promote illegal drugs, illegal activities, violence and binge drinking.
- Students should state/post only what they want the world to see. Keep in mind the listeners and our audience.
- Students should be cautious when they use exaggerations, colorful language, guesswork, derogatory remarks, humor and characterizations. It is difficult for readers to determine the seriousness of the statements/posts. Keep in mind, not everyone has the same sense of humor.
- Students should stay informed and cautious for new problems in the use of social media.
- Write what you know. Provide unique, individual perspectives on what's going on in the world.
- Don't tell secrets. Respect personal information, confidentiality, the Rev 89 brand and image, copyright, trademark and fair use.

- Keep it legal. Have all the facts before you post. It's better to verify information with a source first than to post a correction or retraction later.
- Be respectful and professional. Keep in mind the principles of communication, have respect for others and the civil and thoughtful discussion of ideas.
- Exercise caution, sound judgment and common sense when posting on behalf of Rev 89 on any social media site.
- Do not tag photos of other DJs without getting prior permission of the individuals being tagged.
- Do not "like" or "retweet" a social media post or write a post that contains prohibited speech or does not fall in line with the brand created for Rev 89.
- Remove comments that are sexual, racist, use profanity, derogatory, belligerent, or negative. Do not engage in posts with this kind of content.
- Do not engage in arguments with individuals online. Bring the matter to the station manager's attention and let her handle the situation.
- Do not post information about contests that would violate the contest rules or misleading information.
- Do not post winner's personal information.
- Do not post a winner's picture without getting prior consent.
- Do not post sensitive station information, including but not limited to: suspensions, programming strategies, staff contact info, etc.
- Do not post pictures or videos that are inappropriate, or would violate any other social media page policy (Facebook, Vine, Instagram, SnapChat and/or Twitter's general rules and guidelines or of any future social media platform used by Rev 89).
- Do not speak negatively of the station in social media posts or damage the Rev 89 brand online.

The MCCNM station manager reserves the right to remove any/all digital media posts at will. The station manager will remove posts that include derogatory, belligerent, sexual, discriminate language. Student administrators that engage in this type of language or encourage it or make posts that are in violation of this policy may be removed as administrators and may be suspended from the station.

PROCEDURE FOR TAKING A TRANSMITTER READING

1. Call 549-2052, or just 2052 if calling from the studio line.
2. When the unit answers it will say “enter”
3. Dial 8 9 5
4. The unit will give its address
5. Dial 01 (this will give you the current reading)
6. Dial 02 (this will give you the total power output reading TPO)
7. Dial 03 (this will give you the voltage)
- 8. Dial 99 (this will close the call)**
9. The unit will say “goodbye”
10. Hang up

Example:

KTSC-FM 89.5 TRANSMITTER LOG

DATE: 1/14/13

DAY: TUESDAY

| CURRENT (01) | * | ERP (02) | * | VOLTAGE (03) |
|---------------------|----------|-----------------|----------|---------------------|
| 1202 | * | 93% | * | 0581 |

6:00AM _____

Readings are taken at 6:00am, 12:00pm, 3:00pm, 6:00pm, 9:00pm, and 12:00am, 3:00am

PROCEDURE FOR RAISING THE TRANSMITTER

1. Call 549-2052
2. When the unit answers it will say “enter”
3. Dial 8 9 5
4. The unit will give its address
5. Dial 00 (the unit will say “status off”)
6. Dial 01 (the unit will say “status off”)
7. Dial 02 (the unit will say “status off”)
- 8. Dial 6 6 (this will give you control of the transmitter)**
- 9. Dial 0 0 # 0 1 #**
- 10. Wait for the transmitter to raise**
11. The unit will give its address
12. Dial 9 9
13. The unit will say “goodbye”
14. Hang up

PROCEDURE FOR LOWERING THE TRANSMITTER

1. Call 549-2052
2. When the unit answers it will say “enter”
3. Dial 8 9 5
4. The unit will give its address
- 5. Dial 6 6 (this will give you control of the transmitter)**
- 6. Dial 0 1 * 0 0 ***
- 7. Wait for the transmitter to lower**
8. Dial 9 9
9. The unit will say “goodbye”
10. Hang up

PROCEDURE FOR SENDING AN EAS TEST (RWT REQUIRED WEEKLY TEST)

1. On the EAS ENDEC unit, push the button below the word “WEEK”
2. The EAS ENDEC unit will ask for a password... press the #1 button four times... four asterisks should appear
3. The ENDEC EAS unit will ask is your like to proceed or abort an RWT (Required Weekly Test)
4. Press the button below the work “PROCEED” – this action will generate the EAS tone
5. On the log... write “EAS SENT (the time the test aired), RWT, (KTSC) and your initials.
6. Using a highlighter... make two very bold lines above and below the test

Example:

EAS Sent 11:45am
RWT (KTSC) J.M.

PROCEDURE FOR RECEIVING AN EAS TEST (RWT, DMO, RMT, ETC.)

Check the EAS ENDEC unit every hour of your shift, you are looking for a “MSG” (message) alert... if you see “MSG” on the screen, push the button below the letters “MSG”

Use the arrows to scroll through alerts received, the test received could be a DMO, RWT, SVR, etc. – the type of test will dictate what three letter code you will write on the log – THE THREE LETTER IDENTIFIERS CAN BE FOUND IN THE “EAS STATE PLAN” LOCATED IN THE STUDIO BINDER.

1. On the log... write “EAS RECEIVED (the time the test was received) (the type of test) (who sent the test [two sets of call letters or NWS/KPUB]) (your initials)”
2. Using a highlighter... make two very bold lines above and below the test
3. When you are finished, press the button immediately below the word “Done”
4. The ENDEC will ask if you want to clear the buffer... press the button immediately below the word “yes”
5. The ENDEC will ask for a password... press the #1 button four times.

Other types of tests you may receive are located in the green binder in the studio.

Examples:

EAS received 1:45pm DMO (KPUB/NWS) J.M.

EAS received 2:19am RWT (KCCY FM) J.M.

EAS received 4:05pm RMT (KCCY FM) J.M.

You will receive EAS tests from:

KPUB/NWS, PUBCOEOC, KCCY FM

PROCEDURE TO BRING REV 89 BACK ON-AIR AFTER A POWER OUTAGE

1. Ensure the WideOrbit monitor is powered on
2. Turn on the red buttons above the labels Air 1, Air 2 and Air 3
3. Turn the green button labeled PGM on the Air 1, Air 2 and Air 3 channels (first green buttons on the top of the board), ensure the faders are turned up to the appropriate level
4. Put the board in Air mode (yellow button on the right side of the board)
5. Click the “Now” button on the Wide Orbit automation system
6. Ensure it is at the correct time or click “Jump”
7. When asked “Where?” select the song closest to the time of day
8. Click play on the Wide Orbit computer on the first line
9. Ensure the automation is in “Auto” mode

If the station goes off the air, contact the station manager immediately. Once you have made the appropriate calls, stay off the phone remain at the studio.

IMPORTANT PHONE NUMBERS TO HAVE:

CSU-Pueblo Security: 549-2373

Rev 89 transmitter: 549-2052

Rev 89 request line: 549-2820

Rev 89 text line: 553-7892

Rev 89 e-mail address: rev89@csupueblo.edu

Website: rev89.radio

Jenna Mangino: c. 719-680-9430; o. 719-549-2514

Mike Baldauf: 719-250-7630

In the event that you are unable to contact the station manager or the station manager is out of town/state, and the station is experiencing a true emergency (off-air, board/automation failure) you may contact the chief engineer, Mike Baldauf. If you contact him, inform the station manager immediately.

Acknowledgment and Consent Form

By signing below, I hereby acknowledge that I have completely read, understand and agree to the terms of the REV 89 Station Policy and Procedures related to my participation and performance in the MCCNM 350 Advanced Media Lab for the Fall 2019 semester.

I hereby acknowledge that I have received a copy of the REV 89 Station Policy and Procedures and that if I have further questions, I will ask the station manager or the station's advisor.

I understand that if I violate or fail to comply with any of the standards and policies set forth in the REV 89 Station Policy and Procedures, I may be subjected to additional consequences provided in academic and/or university policies, administrative regulations, rules, procedures, as well as FCC federal law.

Name of Student (print)

Signature of Student

Date