

GRAND VIEW UNIVERSITY

Course Title: Radio Station Operation

Dept. & #: COMM 222 Term: Fall 2017

Course Meeting:
T-TH 8:00-9:20
Meeting Location:
SC 145

Instructor:
Mr. Winzenburg
Office: SC 146
Phone:
515-263-299 (office)
515-965-1092 (home)

Email:
SWinzenburg
@grandview.edu
Office Hours:
W 8-11,
T-TH 11-11:30, 1:00-1:30

COURSE ENVIRONMENT: Grand View University and faculty are committed to offering quality courses. This course offers face-to-face or in class instruction. In addition, the University uses Blackboard (Bb) as an electronic course management tool that enables faculty and students to communicate and collaborate outside of the classroom. Access to Blackboard can be obtained by clicking on Blackboard on the [myView](#) homepage.

Credit Hour Expectations

This course is worth **3** credits. As required by Grand View's credit hour policy found in the University Catalog, you will spend an approximate amount of time in face-to-face classroom activities (normally 750 minutes per credit hour) and approximately twice that amount of time in independent learning activities, as shown in the table below. Lab, studio, performance, and clinical courses may vary.

Number of credit hours	Approximate classroom time	Independent learning activities
1	750 minutes	1500 minutes
2	1500 minutes	3000 minutes
3	2250 minutes	4500 minutes
4	3000 minutes	6000 minutes
5	3750 minutes	7500 minutes

What you will Learn...	Activities Demonstrating Learning
Understand the operation of radio station equipment and software	<ul style="list-style-type: none"> DJ show Interview Ads
Identify standards used by the radio industry in news and advertising	<ul style="list-style-type: none"> Interview Ads
Develop a professional broadcast voice style and ability to ad lib	<ul style="list-style-type: none"> DJ show
Recognize radio station formatting	<ul style="list-style-type: none"> Skylia and Adobe Audition studio work

How the Course will be Taught

Written and oral exercises will be used to assess instructional objectives. Written critiques will be given to students after each project. Information processing and critical thinking skills are used by students in classroom critiques. Due to the limited amount of equipment we have to demonstrate projects in this course, all equipment instruction is done in a group setting and there is no individualized equipment instruction. After the group is shown the equipment, students who require more individualized practice need to help each other in order to complete projects. Any questions or comments from students regarding the course should be sent in an email to Mr. W. He may request that any verbal comments or questions be put in an email to him in order to make sure all communication is as clear as possible.



COURSE DESCRIPTION AND PREREQUISITES

Script format and delivery for radio news and advertising are covered. Students study preparation and delivery of broadcast material in a variety of formats, practice radio-music announcing, and receive an introduction to ad lib delivery.

Resources Necessary for Learning

Text: "Radio Production" by Meg Ford

Please bring your book on scheduled discussion class periods. Always complete chapter questions before the appropriate assigned week—if you come to class without the questions completed you will be asked to leave the room while we discuss the answers. The Grand View radio studios will house the technology needed to complete projects but YOU WILL NEED YOUR OWN HEADPHONES OR EAR BUDS. You will need to have access to email in order to send Mr. W your audio projects. Note that Blackboard is not used for this course.

What are your Responsibilities

Earning your Grade

All grades are based on: 90-100% is an A; 80-89% is B; 70-79% is C; 60-69% is D; and below 60% is F. The final grade (1000 points or 100%) is based on the following (remember that the final course grade is based on POINTS, not letter grades. A's on 6 projects and D's on 3 tests can result in a C in the class due to the higher value of points on the tests):

200 points for: DJ show; spec ad/promo

150 points each for: exams 1 & 2, book test, interview

Any case of academic dishonesty as defined in the student handbook will result in an automatic failing grade in the course.

All material is due as assigned on the scheduled date, based on the instructor's clock. To arrive or submit materials even seconds after the assignment is due results in a late grade. It is wise to be to class early on the date due and prepare materials far enough ahead of time to account for any problems that may occur. If material is not turned in on time, the following point deductions will be taken:

--10% grade reduction if turned in late within the class period it was due or turned in on time but incomplete

--50% reduction if turned in after class but within 24 hours after it was due

--No credit is given after 24 hours, which will negate the previously given grading scale and can result in a failing grade in the course of D or F. **All projects must be turned in and receive credit in order to pass the class.**

Additional deductions may be made for drafts or revised projects.

You must be in the classroom at the time a project is due in order to receive full credit for it, even for group projects. If you are not there at the start of class on the date a project is due, you get an automatic grade reduction even if your partner is there and you emailed the audio before class. REVISED GRADES ON CERTAIN PROJECTS ARE ONLY GIVEN IF THE ORIGINAL PROJECT WAS TURNED IN ON TIME AND AS ASSIGNED. REVISED GRADES WILL NOT RECEIVE MORE THAN 15% ADDITIONAL POINTS MAXIMUM. A REVISED PROJECT COULD RECEIVE A LOWER GRADE THAN THE ORIGINAL. FAILURE TO TURN IN A REQUIRED REVISED PROJECT AT THE DATE/TIME DUE RESULTS IN AN ADDITIONAL 20% DEDUCTION OFF THE ORIGINAL GRADE PLUS ANY LATE GRADE DEDUCTIONS.

Course Requirements

PROJECTS: (CLASS WILL BE DIVIDED INTO GROUPS FOR SOME)

DJ SHOW -- A two-person DJ show that involves two parts:

1. You must do a live show during the assigned class period that includes
 - ◆ ONE solo ad lib each from prep material (45 seconds to a minute)
 - ◆ ONE solo ad lib each from prep material (45 seconds to a minute) that finishes with your attempt to walk the ramp and hit the post of the next song
 - ◆ THREE ad libs between the two of you which must use different material from solo ad libs. The two-person ad libs are to be 75 seconds to 2 minutes.

You must submit a show prep log to Mr. W at the start of your show. You will be allowed one song in between each segment and have 40 minutes to complete it all. Another group in the class will be critiquing you while doing the show.

2. Revised grade show—during the rest of the semester do a live KDPS show after 4 p.m. (sign up with Mr. W) with at least 8 two-person ad libs of 45 to 90 seconds. This means you'll be talking in between at least every two songs. Make these entertaining and filled with stories or opinions (not just reading or lists). Save them to the aircheck computer for Mr. W to access—he will look at these on the computer at the end of the semester. Then select your best show to turn in for a revised DJ show grade. Turn in log of the show you choose to submit for a grade and email the show to Mr. W the week it is due. Revised grade could be lower than original grade.

Students must do a show 4 times during 4 separate weeks the rest of the semester in order to be eligible to increase to a higher letter grade. Failure to do four shows on different weeks results in a loss of 25% off per week missed from the previously given project grade.

WHY: To improve your use of voice, which will apply to all areas of communication. To help you organize information for an audience. Also to work on extemporaneous speaking and talking professionally without reading.

NEWS INTERVIEW. Solo. Pick a hot, current, controversial, newsworthy topic that you clear with Mr. W ahead of time. Part of the grade is based on the newsworthiness of the topic. THERE WILL BE A PRACTICE SESSION WHERE YOU DO A LIVE TALK SHOW WITH MR. W RUNNING THE BOARD SO YOU CAN PRACTICE THE INTERVIEW PROCESS.

-- Outside of class in the production room, each student records 4 to 7 minute radio news interviews on the Adobe Audition computer with a campus-related person who is appropriate for the topic. It doesn't have to be someone on campus, but since this is on the college radio station it must be something students would listen to. Do NOT just be lazy and pick a friend or professor and do NOT interview someone else in the class—pick the best possible person to talk to this subject. Conduct the interview in proper format with an open and close, and good levels for all. Send mp3 of the interview with your NAME on the mp3 file.

-- PLAN AHEAD.

-- Mr. W may ask you to redo the interview if he feels the content has potential but the piece does not live up to its potential. In that case you will not receive a final grade on the project until the interview is submitted within two weeks of my original due date.

WHY: To improve interviewing skills. To master Adobe Audition and production room equipment. To practice writing for broadcast style, which is different from print style.

SPEC AD/PROMO— SPEC ADS: Your group will write and produce a multi-track ad on the Adobe Audition. At least three tracks must be used for the radio spot. Use effects for voices. Email the mixdown spots to Mr. W. Also turn in the graded information sheet from the advertiser after you have played the spot for them.

You will also produce either an audio PSA or a TV promo for the ad you did that must be posted to YouTube in a spot that will remain active for the next couple years (since we'll be linking from GVUMedia.com) and email Mr. W the link.

1. Produce an ad for a department or activity at Grand View, or a business that would be frequented by college students—either :30 or :60 each. You must go to a person in charge of a Grand View department (library, coffee shop, career center, volleyball team, etc.) that would want to reach our student listeners and have them fill out an information sheet to explain what they want advertised on the spec spot. It cannot have any prices or qualifiers such as “best.”

2. Produce either a :30 or :60 PSA for a non-profit group

They both must be GENERIC with NO DATES and NO SPECIFIC EVENTS LISTED. Namely, this is NOT to be for a specific concert or speaker or game, but a general spot to promote the choir or a team or a major. And it must be EXTREMELY CREATIVE, NOT BORING!

Turn in scripts when the graded versions are due. They must be revised for a new grade if submitted on time and as assigned. If you fail to turn in both original pieces on time you will have 50 points deducted off your grade plus standard late grade deductions. If you fail to turn in the revised projects on time you get 100 points off your original grade no matter what the original grade, which could result in a zero.

WHY: To work on advertising creative writing skills and to meet the goals of a client. To improve Adobe Audition editing skills. To use your voice in a creative way.

EXTRA CREDIT: You can earn up to 10% additional final grade credit for doing up to two of these projects (5% each). A point score will be given for what is submitted, but no credit is guaranteed and it's possible to get a zero if it is not professionally done. You may be asked to redo in order to receive credit. You may have others help you with this but only the one person submitting the project gets the extra credit. If you have received a zero on any project during the semester you may only earn 5% total extra credit maximum. Record on Adobe Audition and mixdown to mp3 file, email to Mr. W. Late work is not accepted for any extra credit. I HIGHLY RECOMMEND YOU TAKE ADVANTAGE OF THIS OPPORTUNITY—FOR MANY STUDENTS THIS WOULD MEAN A JUMP IN ONE FINAL LETTER GRADE IN THE CLASS.

1. NEWS FEATURE. Pick a controversial newsworthy topic that you've cleared with Mr. W ahead of time. Interview one or two people that are great resources for the topic. Then select cuts from the interviews to integrate with written narration, music and sound effects about the topic. Due by the start of class on the day of Exam 2.

TIME: 2 to 4 min.

2. NEWSCAST WITH ACTUALITIES. Produce a two minute newscast, including 2-3 short actuality clips. You must use real current local and national news geared toward the college audience that you have completely rewritten yourself. Must include open and close—must be exactly two minutes. Due by the start of class on the day of Exam 2. **TIME: 2 min.**

3. STATION PROMOS/GRAND VIEW ADS. Submit a series of four station promos or Grand View ads, :30 or :60 each. These should be creative and use multiple tracks with sound effects, music, and special voices (your voice does not have to be in it). The audio quality must be clear and professional. You may use another GV student to help but only one may earn extra credit. Due Oct. 15. **TIME: 2 to 4 min.**

Course Policies

You are required to attend every class and arrive on time. You are allowed one absence or one tardiness (but if you are absent or late on a date when a project or test are due you will have points deducted as stated elsewhere). Beyond that **if you are absent your final grade will drop 25 points and if you are tardy your final grade will drop 10 points.** If you come to class over 10 minutes late or you leave class before it's completed, you will be marked absent.

You must be in the classroom at least 85% of the time we meet. That means absences (excused or unexcused) and tardiness cannot total more than 338 minutes (about four class periods) or you will automatically fail the class no matter what your excuse. So if you know at the start of the semester that you will be missing a large number of class days due to athletics, work, vacation commitment or health reasons, please drop the class during the first week.

ALL PROJECTS ARE DUE BY MIDNIGHT THE NIGHT BEFORE THE CLASS MEETING DUE DATE. That gives Mr. W time to review your projects before reviewing them in class. **PROPERLY NAME ANY ATTACHED MP3 FILE THAT YOU EMAIL TO MR. W WITH YOUR NAME AND TITLE OF PROJECT (such as "SMITH REVISED AD").** Failure to do so results in a 10% loss in grade on the project submitted. LATE TIME DEDUCTIONS FOR MOST STUDENTS START AT MIDNIGHT THE NIGHT BEFORE THE CLASS PERIOD and additional point deductions can be taken when drafts are due (see schedule at end of syllabus).

If you fail to have the book questions completed by the beginning of class on the date due, you will earn a 50 point reduction in your final grade each time, will be required to leave the classroom until the book review is completed and will not be allowed to complete the same-class quiz. Any academic dishonesty as noted in the student handbook will result in an automatic failing grade in the course.

Please do not attend if you are truly ill. In case of a verifiable illness or a death in the family, please have someone contact me before class to explain the circumstances. Under some circumstances I reserve the right to not mark a person absent or late. Do not assume you have an "excused" absence, and Mr. W will not normally consider excusing an absence without being contacted BEFORE the class meeting. Do not be offended if Mr. W asks for verification of your reason for absence or tardiness. If you are involved in athletic event or athletic travel, you are expected to notify Mr. W before missing class and submit all material due as assigned. He may also meet with you privately to recommend you withdraw from the class if repeated offenses to the attendance policy occur.

All tests and quizzes are to be taken as scheduled by Mr. W and are not allowed to be taken late. For a verifiable personal illness, weighted late tests may be given at the discretion of Mr. W based on the individual situation, but must be taken within five days of the original date. Late tests or quizzes will never be given for tardiness, sleeping late, normal absences or unverifiable illness. If tests are open note you are only allowed to use notes written in your own handwriting and not copies of other students notes without permission from Mr. W.

If you do not turn in a project in time for a point grade, you will receive a zero on the project & a point deduction in your grade equal to the value of the project. All projects must receive a point grade & all tests taken in order to earn a C or above in the class.

No laptops, cell phones or other electronic devices are allowed to be used during class without prior written permission from Mr. Winzenburg. CELL PHONES MUST BE TURNED OFF DURING CLASS.

Mr. Winzenburg also reserves the right to change any course requirements at any point during the semester for any reason, such as (but not limited to) school closing due to weather, illness or problems with recording schedules. Students will be notified verbally in class or via email of any changes made in the syllabus. He also reserves the right to limit the time length for exams, including limiting the final exam.

Mr. W believes in students being creative in their work instead of just copying ideas that he gives them; therefore, students are not given a large amount of specific feedback on their projects outside of class. However, in response to requests from students like, "Will you listen to this and tell me if it's okay?," he has set aside Wednesday 8-10 a.m. for an open door worktime where you can ask him for specific project feedback or get help on completing the work to professional standards. Please schedule an appointment with him for those times to make sure he is free to meet.

GRAND VIEW UNIVERSITY

Institutional Undergraduate Syllabus Statements

Revised: 6/30/2016

University E-Mail Account

It is essential that all students check their Grand View University e-mail account or set their account to forward to a preferred e-mail address. Students may set-up an e-mail auto forward from the myView web site (myView > Campus Life > IT for Students > Email > [Forwarding Email](#)).

IDEA Student Ratings of Instruction

Grand View University is interested in knowing how learners experience the classroom environment. To that end, all students will be asked to participate in the IDEA student ratings of instruction system at the end of each fall and spring term. IDEA is also administered in some summer classes. Students are asked to provide honest and thoughtful feedback to their instructor through the IDEA process. All student responses are confidential and are not provided to the instructor until after grades are submitted.

Academic Responsibility/Academic Honesty

In accordance with its mission statement, Grand View University is dedicated to the development of the whole person, and committed to truth, excellence, and ethical values. The University strives to promote appreciation of the dignity and worth of each individual and open interaction among students, faculty and staff. Personal integrity and academic honesty are essential to building a campus of trust. Thus, honesty in all aspects of the college experience is the responsibility of each student, faculty, and staff member. This is reflected in the Grand View University Code of Integrity which states: "As a member of the Grand View University community, and in accordance with the mission of the university and its Lutheran identity, I agree to appreciate and respect the dignity and worth of each individual. I will honor and promote a community of open interaction, personal integrity, active and intellectual engagement, and academic honesty with students, faculty and staff."

The following list describes various ways in which the principles of academic honesty/integrity can be violated. This list is not exhaustive; see the Student Handbook for a complete list.

- **Plagiarism:** The use of another's ideas, words, or results and presenting them as one's own. To avoid plagiarism, students are expected to use proper methods of documentation and acknowledgement according to the accepted format for the particular discipline or as required by the faculty in a course.
- **Cheating:** The use or attempted use of unauthorized materials, information, notes, study aids, or other devices in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others.
- **Fabrication and Falsification:** The invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise.
- **Facilitation of Dishonesty:** Facilitation of dishonesty is knowingly or negligently allowing one's work to be used by another student without prior approval of the instructor or otherwise aiding another in committing violations of academic integrity. A student who facilitates a violation of academic honesty/integrity can be considered as responsible as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violations.
- **Academic Interference:** Academic interference is deliberately impeding the academic progress of another student.

Procedure for an Incident of Academic Dishonesty

Any incident of academic dishonesty requires action by both the student and the instructor directly involved, and the submission of an Academic Dishonesty Report to the Office of the College Deans. If the instructor is unsure how to proceed, she/he may consult with the Student Academic Life Committee at any point in the process.

- The faculty member must also provide the student with a copy of the Academic Dishonesty Report. The report form should identify the following series of consequences:
- If it is the student's **first incident** of academic dishonesty:
 - The instructor can impose a range of sanctions from the following, depending upon the nature of and degree of seriousness of the incident:
 - ▮ A warning with opportunity to rectify the violation
 - ▮ A failing grade for the academic exercise with no opportunity to rectify the violation
 - ▮ A failing grade for the course
 - The student will receive a letter from the Provost and Vice President for Academic Affairs about the incident, the University's expectations regarding academic honesty/integrity, and future possible consequences should the student commit another act of academic dishonesty during their enrollment at Grand View. Copies of the letter will be sent to the student's academic advisor, the instructor, and the registrar.
- Following a **second incident** of academic dishonesty, the student minimally will fail the course and be placed on academic dishonesty probation. Upon receiving notification from the instructor of a violation, and determining that it is a second violation, the Provost and Vice President for Academic Affairs must notify the student about the incident. This letter will inform the student of her/his failing grade and placement on probation. Copies of the letter will be sent to the student's academic advisor, the instructor, and the registrar.
- When a student is reported for a **third incident** of academic dishonesty, the student will fail the course and will be suspended from the University, and the suspension for academic dishonesty will be noted on the student's transcript. Upon receiving notification from the instructor of a violation, and determining that it is a third violation, the Provost and Vice President for Academic Affairs must notify the student about the incident. This letter will inform the student of her/his failing grade and suspension. Copies of the letter will be sent to the student's academic advisor, the instructor, and the registrar. Should the student appeal the decision, he/she will be allowed to complete the term during which the appeal is heard; if upheld, the suspension will occur during the regular term following the appeal.
- Students suspended for Academic Dishonesty must follow the same procedures for readmission as those listed for students who have been academically suspended—with the exception that they will not be required to enroll elsewhere during their suspension.
- When a student has returned to Grand View after being suspended for a third violation and is subsequently reported for a **fourth incident** of academic dishonesty, the student will fail the course and will be suspended immediately from the University, and the suspension for academic dishonesty will be noted on the student's transcript. The suspension will remain in force during the appeal process; if the suspension is upheld, the student will be expelled from the University.

Netiquette (from 'Internet etiquette')

"Netiquette" refers to the standards for appropriate interaction in an online environment. Students are expected to display proper netiquette in their communications with their teacher and with other students. This includes using proper written English, being polite, disagreeing agreeably when necessary, and including your name and other necessary identifiers on any communication. If an email or discussion post ever concerns you, please notify the instructor right away in a private manner.

Accommodation

Grand View University prohibits unlawful discrimination and encourages full participation by all students within the university community. When a student requires any instructional or other accommodation to optimize participation and/or performance in this course, it is the responsibility of the student to contact both the instructor and the Associate Director of Student Success: Academic Support and Disability Services and apply for any requested accommodation. The associate director is [Ms. Joy Brandt](#) and she can be reached at 515-263-2971.

Class Attendance

Students are responsible for adhering to the attendance policies as expressed by the instructor/department. Furthermore, the Federal Government requires that students receiving financial aid attend classes. Students who are identified by the instructor as not attending classes will be reported. Students who fail to attend classes may lose all or a portion of their financial aid.

Blended/Online Attendance Policy

For classes designated blended or online attendance is measured by either face-to-face attendance or access to the course site. All other policies for Changes in Registration, Individual Course Withdrawal, and Dropping Classes still follow University policy with the understanding that logging into the course site equals attendance. Once a student has attended one class meeting or has logged into the course site during the add/drop period for the term, the student has committed to maintaining his/her entire registration for the term, including the charges associated with those decisions.

Classroom Conduct

Students should conduct themselves as responsible members of the University community respecting the rights of others. Any student behavior interfering with the professor's ability to teach and/or the student's ability to learn constitutes a violation of the Code of Student Conduct found in the [University Catalog](#). The professor may ask the student to leave the classroom and that student will be subject to disciplinary sanctions.

Appeal of Final Course Grade or Faculty Member's Final Academic Disciplinary Action

Students who wish to appeal a final course grade or other academic disciplinary action of an instructor must complete at least section I.A. of the Academic Appeal Form on-line within fourteen calendar days after the published due date for the final grade submission of the academic term in which the issue of disagreement occurred. Visit site below to complete first

part of the form. myView > Academics > Registrar > [Forms](#). This form must be submitted electronically to the Office of the Provost. Nursing Students appealing a grade in a nursing course must follow the Nursing Division procedures.

Use of Blackboard and MyGrades

The MyGrades tool of Blackboard is intended to be a communication tool and to facilitate information sharing between instructors and students. The grades and feedback posted on MyGrades are not to be interpreted as the final grade submitted by the instructor. Discrepancies and mistakes can be made in using and interpreting the technology – by both student and instructor. Refer to the grade policy in the syllabus for a full understanding of how your grade is calculated. Students will find their final grade on myView > myTools > Academic Profile > Grades by Term.

Assignment of Credit Hours

With successful completion of this course, Grand View University will award you a specified number of credit hours on your transcript. Our accrediting body, the Higher Learning Commission, as well as the US Department of Education have standards in the definition of what counts as a credit hour (see [University Catalog](#) for a full definition) so that students receive the full educational experience we claim. This course will involve a variety of modalities and individual learning activities to fulfill credits awarded.

MEET STEPHEN WINZENBURG

Stephen Winzenburg is Professor of Communication and answers to “Mr. Winzenburg” or “Mr. W.” His radio name was “Stephen Winters.” He has worked in media since 1971, at three newspapers (such as the *Minneapolis StarTribune*), three TV facilities, and 16 radio stations (such as top-rated WHO in Des Moines). He has taught at four colleges and was at Florida Southern College before moving to Grand View in 1989. He even worked on the Jungle Cruise at Disney World!

Mr. Winzenburg is best known for his three decades of research on sitcoms, talk shows, and television evangelists. The books he has authored include *TV's Greatest Sitcoms* and *TV's Greatest Talk Shows*. He has been the subject of over 500 media stories, including appearances on ABC's “Nightline,” “The CBS Evening News,” “Good Morning America” and a one-hour talk show on CNN. His comments have appeared in hundreds of publications, such as *Forbes*, *The Hollywood Reporter*, *The New York Times*, *The Washington Post* and over 35 times in *USA Today*. His honors include being named Phi Beta Kappa, Outstanding Young Men in America and receiving the national Commendation Award from American Women in Radio and Television. He manages the eight-time Iowa College Radio Station of the Year, and has been named Outstanding Teacher of the Year three times.

COMM 222 Tentative Course Schedule

PLEASE COME PREPARED WITH BOOK QUESTIONS ANSWERED ON APPROPRIATE DAYS. IF YOUR ANSWERS ARE NOT READY, YOU WILL BE ASKED TO LEAVE UNTIL THE BOOK REVIEW IS FINISHED.

IN-STUDIO PRACTICE SESSIONS IN ITALICS—ONLY COME DURING ASSIGNED TIME

DATE	BOOK	TOPIC
Aug. 29		Radio Stations In Des Moines exercise
Aug. 31		Assign ads; production room/Adobe Audition review
Sept. 5	Chp. 7	Ad Writing & Sales
Sept. 7		Groups 1-3 Production room ad review with Mr. W—bring script drafts
Sept. 12		Group 4-6 Production room ad review with Mr. W—bring script drafts
Sept. 14	Chp. 2	Review of control room equipment -- Management & Staff
Sept. 19		RADIO AD DRAFT DUE at Midnight Monday
Sept. 21	Chp. 1	Show Sylla & Prep Sheet; Assign DJ show, divide into groups
Sept. 26	Chp. 4	Three P's of DJ work; play show clips
Sept. 28		<i>Ad lib: groups 2, 4, 6 ; (Prep sheet completed or -40 points off)</i>
Oct. 3		<i>Ad lib: groups 1, 3, 5; (Prep sheet completed or -40 points off)</i>
Oct. 5	Chp. 5	<u>RADIO ADS DUE</u> ; Signal Flow & Electromagnetic Spectrum
Oct. 10		<u>EXAM 1</u>
Oct. 12		<u>IN CLASS DJ SHOW RECORDING GROUPS 1, 3</u> <u>Groups 4, 6 eval</u>
Oct. 17		<u>IN CLASS DJ SHOW RECORDING GROUPS 2, 4</u> <u>Groups 1, 5 eval</u>
Oct. 19		<u>IN CLASS DJ SHOW RECORDING GROUPS 5, 6</u> <u>Groups 2, 3 eval</u>
Oct. 24	Chp. 6	Playback clips; Assign interview; Interview lecture
Oct. 26		REVISED ADS DUE at Midnight Wed.; listen to talk shows
Oct. 31	Chp. 3	Newswriting & Talk Show lecture; discuss talk show practice
Nov. 2		<i>Live talk show: 9:30-9:55 group 2 (group 3 eval); 9:55-10:20 group 5 (group 1 eval); 10:20-10:45 group 6 (group 4 eval)</i> (Come with prep sheet completed or -30 points off final grade)
Nov. 7		<i>Live talk show: 9:30-9:55 group 4 (group 5 eval); 9:55-10:20 group 3 (group 6 eval); 10:20-10:45 groups 1 (group 2 eval)</i> (Come with prep sheet completed or -30 points off final grade)
Nov. 9	Chp. 8	<i>FCC & Indeceny</i>
Nov. 14		<u>NEWS INTERVIEW DUE a Midnight Mon.</u>
Nov. 16	Chp. 9	Careers lecture/ Mr. W's guidelines
Nov. 21		<u>BOOK TEST</u>
Nov. 28		Ratings
Nov. 30		<u>EXAM 2 – cumulative on notes, includes in-studio portion</u>
Dec. 5		<u>REVISED NEWS INTERVIEWS DUE at Midnight Mon.</u>
Dec. 7		<u>REVISED DJ SHOWS DUE at Midnight Wed.</u>