EMF 421-001
Radio Station Operations

Required Text: there is no required text but if you are serious about a radio career it is highly recommended to acquire a copy of The Radio Station by Michael C. Keith – ISBN 040806263

Course Description:
Combined lecture and practice in the advanced study of the internal workings of radio stations and the radio industry. Students are required to work in various positions in an actual broadcast setting related to the operation of XTSR-CC. Prerequisites: EMF 265. Course may be repeated for elective credit.

Course Objectives:
At the end of the course the student should be able to:
1. Describe the departments and personnel that comprise a radio station.
2. Demonstrate knowledge of the functions of various departments and positions to the overall operation of a radio station.
3. Apply the skills and knowledge necessary to fulfill the duties and responsibilities of various positions at the radio station.

A grade of Incomplete is not given unless you are unable to complete the work required in the course because of verifiable medical reasons or documented circumstances beyond your control as stated on page 18 of the current Undergraduate Catalog.

Course Justification
The purpose of the course is to provide students with more in-depth learning of radio station operations and the practical experience of applying what they have learned in this and other audio courses to fulfilling the duties and responsibilities of various positions at the university’s student managed radio station—XTSR. Therefore, the skills and abilities acquired by students from previous radio courses can be refined and further developed to prepare them for careers in the radio industry. As such, the course benefits both the students and the radio station, which heavily depends on student workers as part of its mission to train students for various positions in the radio industry.

Attendance/Absence Policy:
Attendance will be taken and lateness noted by your instructor during each class session. In addition, absence from your assigned hours at the radio station will be noted. Your attendance pattern will be considered in arriving at your final grade for the course. (For further information, see the section on the Towson University Class Attendance/Absence Policy as stated in the current undergraduate catalog).

Make-ups for any missed exams will be considered only if the following conditions have been met:
1. You called the instructor before the time of the exam.
2. You have submitted to the instructor in writing a valid, legitimate, and substantiated excuse for your absence, phone numbers for verification, and a proposal for when you will make-up the missed work.
3. If submission of No. 2 is considered satisfactory by your instructor.
Students should keep in mind that all make-up exams will consist of a totally essay format requiring numerous detailed and comprehensive answers for a passing grade. This syllabus contains ample phone numbers and locations for informing me about any absences you plan to have or to explain those, which you didn’t plan on happening.

*** Students may not attempt this course for a third time without prior permission from the Academic Standards Committee. See the TU policy on "Repeating Courses" as stated in the current Undergraduate Catalog for further explanation.

Consultations:
During office hours and other various times, you may find me in MC 105, or MC 001b (XTSR Office) besides regularly scheduled office hours, I will usually have time before and after class sessions to answer any questions or concerns you may have. If these times are unsatisfactory, an appointment can be scheduled. Don’t hesitate to contact me by phone, e-mail, or in person if you have a question or concern about class matters.

Course Work
Each student will meet with the instructor to determine a role of participation within the staff of XTSR. Students may work in station management, board operation, production, promotions, news, sports, or any other aspect of daily radio broadcasting operations. Once your role has been determined you will report to the department head as required.

Each student will be required to attend class in room MC006 or at XTSR as scheduled by the instructor.

Each student will be required to meet with the instructor to discuss current class standing, station issues and other factors as the instructor so determines. The instructor will make appointments with each student as time permits.

Assignments \ Evaluation \ Grades
Staff management will assist with each student’s role. If a student feels their assignment is unrealistic or inappropriate they can discuss the assignment with the instructor.

Students will be evaluated based on their level of professionalism, preparation, delivery and punctuality during the course of their assignment.

Grades will be determined utilizing a point system (see attached document – Point System). In this fashion a student can keep track of their own grade progress with only an occasional review with the instructor. If a student performs adequately the minimum class requirements (see below) the result would be a final semester grade of C.

1. Assignment evaluation (normally 400)
2. Prevent participation (normally 50)
3. Production evaluation: PSA, Promo, Drop, Commercial, News (normally 150 total)
4. Attendance: class schedule & station meetings (normally 125)
5. Production voice recording (normally 105)
6. Test score: Final (normal maximum 200)
The instructor will attempt to be objective and fair in regards to all factors mentioned above, after all this is a learning environment. But Radio Practicum is also a stepping-stone towards a professional world that all students will eventually be participants of, whether students go on to participate in the radio industry or not. XTSR in that respect is more than a college radio station; it is a federally mandated broadcast facility and therefore a real business environment. Not only will Radio Practicum provide students with credit towards a degree it but will also provide a work reference on a resume’. With that in mind students are encouraged to continue participation with XTSR after their commitment to the Radio Practicum has been completed.

The instructor is always available for students via email, the XTSR forum or during his normal office hours: