

### **-TO PARENTS AND STUDENTS OF ADVANCE RADIO 2/3- SYLLABUS**

Welcome back to Radio Broadcasting. Please take the time to read through the following pages, which explains grading and specific policies for this course. **After reading these materials, please complete, sign, date and return the attached form. You and your student must sign this form before your student may broadcast on WPHS or use studio equipment.**

### **-IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT ME:**

Jeremy Olstyn, Radio & Television Teacher & WPHS/WCS-TV General Manager

e-mail: [olstyn@wskids.net](mailto:olstyn@wskids.net)

Phone: TV Studio (call this # during my 4th hour prep)- 586-698-4604

Additional materials can be found on my website: <http://mrolstyn.weebly.com>

**SIGN-UP FOR REMIND!** It is a simple way for your student to get reminders texted (or e-mailed) automatically regarding the class, tests, homework, etc. (instructions follow below)

WPHS Broadcasts on 89.1 FM in Warren and Sterling Heights. You can listen to the stream on-line at [www.wphs.com](http://www.wphs.com).

Radio & Television Paraprofessional & WPHS/WCS-TV Operations & Studio Manager

586-698-4501 (available during after school program hours, usually until 9:00 PM).

### **-ADVANCED RADIO BROADCASTING 2 (VPA)**

WCS Course ID: HS0651/HS0652

Career and Technical Education Code: CIP 10.0202

Course Description: This course is designed to provide a practical “hands-on” experience for those students who have completed Radio and TV Broadcasting 1. A working knowledge of the studio, basic production techniques, news casting, basic broadcast writing and study of station departments will be covered. Recommendation: Radio and TV Broadcasting 1

### **-ADVANCED RADIO BROADCASTING 3 (VPA)**

WCS Course ID: HS0655/HS0656

Career and Technical Education Code: CIP 10.0202 (Segment 13)

Course Description: This course is designed to give selected students a working knowledge of a typical radio station and its departments. Students will be responsible for weekly radio shows and for the operation of the station’s various departments. Production work and job searching will be stressed. Recommendation: Radio and TV Broadcasting 2.

### **-SUPPLIES NEEDED FOR RADIO 2/3:**

**\* School ID with Advanced Radio/TV Sticker on the back (the first sticker is provided at no cost, but if you lose your ID, a new sticker costs \$1). REQUIRED DAILY. Wearing a Cousino ID is school policy; the addition of an Adv Radio Sticker on the back will allow for special access to the studio after hours. STICKERS WILL BE AWARDED ONCE STUDENT BRINGS IN ALL SUPPLIES.**

\* **Flash Drive (at least 8 GB).** Target frequently runs sales on flash drives, so you shouldn't pay more than \$15 for 8 GB. Attach to your student ID lanyard so you will not lose it. **REQUIRED DAILY.**

\* **Radio 2/3 Handbook (provided).** This will serve in place of a textbook, housing all notes and handouts. There is a \$5 replacement fee if lost. **REQUIRED DAILY.**

\* **Folder.** This is where you will store notes and handouts for the semester. I do not use a single text, but rather draw from several sources, so this folder is essential to success. **REQUIRED DAILY.**

\***Pen/pencil and notebook.** **REQUIRED DAILY.**

\***Ear-enclosing Headphones w/ ¼" Adapter.** These are large headphones (not earbuds) that are made for studio use. Here is a respectable and affordable pair (around \$20) offered by Amazon: [http://www.amazon.com/gp/product/B0002Z82XA?psc=1&redirect=true&ref=oh\\_aui\\_search\\_detailpage](http://www.amazon.com/gp/product/B0002Z82XA?psc=1&redirect=true&ref=oh_aui_search_detailpage) **WE DO HAVE HEADPHONES TO USE, BUT WITH CLEANLINESS IN MIND, A PERSONAL PAIR OF HEADPHONES IS RECOMMENDED. OPTIONAL.**

### **-CLASSROOM PROCEDURES AND EXPECTATIONS**

I have always operated from the perspective that students come to school to learn; in turn, I come to school to teach. Learning requires thinking. Thinking can be hard. Contrary to what you might believe about Radio-2/3, it will require moderate amounts of THINKING and ACTION. You will either choose to THINK and ACT, or you will make the choice to refrain from these activities. Your choices will dictate the grade that you earn in this class.

#### **As your teacher, you can expect me to....**

- ... show up everyday with the true passion that I hold for the art and science of media creation.
- ... provide a safe, fair environment where students are encouraged to ask questions and demonstrate their learning.
- ...give my students the utmost respect and expect the same in return.
- ...teach production skills, give notes, explain material and assessment methods.

#### **As a student of Radio-2/3, I expect you to....**

- ...treat EVERYONE WITH RESPECT. This includes me, the parapro, other students, administrators and substitute teachers. Bullying and demeaning language is unacceptable.
- ...come to class everyday with required materials, be well rested and ready to learn.
- ...ask questions, participate in class discussions, take notes and complete homework on time.
- ...stay awake and involved during classroom presentations and videos.
- ...review and study for assessments.
- ...produce quality radio programs, manage the studio and our station product, and set a good example for "Radio Rookies."
- ...listen to student staff members in relationship to their area of expertise.

**Parents, I hope that you will...**

- ...communicate with your student daily about homework and upcoming tests.
- ...have your student explain the material to you. It will help them to solidify what they know.
- ...provide students with ample time and a quiet place to study.
- ...encourage them to seek help when discouraged.

**Equipment Policy-** All Radio Studio and Take-Home equipment is limited to use specified for Radio-2/3 class ONLY. You may not use any Radio or TV equipment to work on “outside projects,” for other classes, or personal use. Sign-out of all equipment and studio space is at the discretion of the Radio Teacher and Paraprofessional, and must be returned in “like condition” prior to school the morning following sign-out. **ANY DAMAGED OR LOST EQUIPMENT WILL BE ASSESSED AS A SCHOOL FINE, SIMILAR TO A LOST TEXTBOOK.**

**Cell Phone Policy-** Cell phones cause not only distractions from work, but audio interference as well; try setting a cell phone atop a small radio to hear it for yourself. Cell phones, headphones and mp3 players are not to be used during class anywhere in the radio or TV rooms (this includes texts). Any unauthorized use of a cell phone during class will result in detention and referral per school policy. Repeat offenses will be referred to the appropriate office.

**Food/Drink Policy-** Food and drink are not allowed in the Radio Station or adjoining studios at any time. Bringing food or drink into the class will result in a tardy. Repeat offense will result in referral.

**Tardy Policy-** The door to the main hall will be closed (and locked) once class begins. You will be marked tardy for showing up late and disrupting the class. Tardy entrance will be logged and follows the school’s detention and suspension policy.

**-RADIO 2/3 GRADING**

A word on coming to school and being on time: as a Career-Technical course, we operate the Radio station as a business. Since we are not located at CPC (like most CTE classes), we do not have block scheduling and are limited to the standard classroom hour. As such, your attendance and coming on time is vital. I will issue tardies in accordance to school policies. Each student will have two bathroom passes at the beginning of each quarter. Any pass beyond that will result in a tardy (exceptions will be made for legitimate, documented medical needs).

All of your grades will fall into 1 of 2 categories, per district guidelines: **Homework (25% of your marking period grade) or Assessment (75% of your marking period grade).**

**Homework** will include completing and checking in your Agenda on a weekly basis and other minor assignments (details on the following pages).

**Assessments** are comprised of Projects, Proficiencies, and Written Tests (details on following pages).

The **Final Exam** will be built from the test content, lectures, and hands-on work covered throughout the semester. The final grade for the semester will be based on:

1st Card Marking Grade = 40%  
2nd Card Marking Grade = 40%  
Final Exam = 20%  
Total Grade = 100%

**Absent Work** – Students are responsible to get notes and homework from the teacher or a peer. Students have 2 days to complete homework if the absence is excused.

**Late Work** – An assignment is considered late if it is not with you when you walk into the classroom. Late work may be accepted for less than full credit, per assignment guidelines.

### **-AGENDAS, PROJECTS, PROFICIENCIES & TESTS**

**Agendas** are our primary tool for keeping track of **involvement**, which counts as homework. Everyday, students will be expected to keep a brief, but accurate account of what they did each Radio class hour (Daily Class Participation) as well as any additional time spent working after school (Weekly After School Hours). The instructor fully expects an honest rendition of what the student did, and will contrast the agenda with their own observations to arrive at a final score each week (this includes random “spot checks” on daily work). **Agendas must be in the student’s possession during class at all times.** Logging activities in agendas is an ongoing, daily task. Each Friday, students will turn in agendas in the designated location at the beginning of the hour for grading (see example of proper agenda logging attached). Because you will turn in Agendas on Friday, **YOUR MEASURED WEEK WILL RUN FRIDAY FROM THE PREVIOUS WEEK THROUGH THURSDAY OF THE CURRENT WEEK.** Late agendas will not be accepted, except in the case of absence. Agendas or **Weekly Points** are composed of-

Daily Class Participation – **2 points per day (10 points per week).**

Work on radio related business (includes department work, (prepping and doing) during school shows, remote setup, *assisting in the TV Station if needed*) **for the entire hour and actively** looking for things to do you will earn 2 full points... 1 point suggests a student that wastes some time/arrives tardy and/or waits to be **told what to do**... 0 points will be given to anyone that naps during class, works on homework for other classes without permission, skips class, does not do the work they are assigned, or spends the hour “hanging out.” **All activities performed during class hours must be logged in student’s personal agenda, which must be with student at all times.**

Weekly After School Hours – **4 pnts poss. per week, extra credit.**

All Advanced Radio Students may complete 4 hours of after school work for extra credit; each hour is worth 1 point. These extra credit points will added to weekly points, but can only be applied to daily work (not assessment grades). This is our version of homework and will be applied to the weekly points at the end of the card marking. This time can include, within reason, anything you normally wouldn’t be doing if you didn’t have radio class. Examples include: After School Shows, recording interviews, station meetings, researching an underwriter, making a

flyer at home, recording a show at home. These hours can only be counted if they occur outside of the normal school day. All activities performed after school on behalf of the Radio program must be logged and circled in student's personal agenda (on the current Thursday), which must be with student at all times.

**Projects** (1 per card marking) are considered assessments. Students will be expected to hand in examples of their best work each card marking. This work could include recorded examples (skimmer tapes, promos, newscasts), digital versions of examples (original news scripts, copy for underwriters), and goals/achievement analysis for larger, planned broadcasts. The majority of this work should be recorded and archived by the student to be used on their personal Demo Tape. Due dates will be posted.

**Proficiencies** (4 per card marking, first semester) are considered assessments. The Radio station is filled with equipment and potential skills that each student must master. Students can test on pieces of equipment throughout the card marking in one of two ways; by setting up a test time with the paraprofessional during or after school or by using the equipment correctly during a live show/newscast/etc while the paraprofessional or teacher observes. Each piece of equipment is worth a set number of points, and is a pass or fail grade. While this may seem extreme, students can retest for the full number points as many times as they like. The goal is to have all students that take the time to practice their skills and become proficient at professional tasks. In all cases, it is the student's responsibility to coordinate their testing times with the paraprofessional or teacher before the posted cutoff date. Possible Proficiencies will be posted, tracking will be done via small proficiency cards (provided). RADIO-3 WILL HAVE ALTERNATE, WEEKLY AFTER SCHOOL SHOWS/RESPONSIBILITIES.

**Deliverables** (2 per week, second semester) are news and production related elements that you will create on a weekly basis. Some alternates are possible (Voice-Tracking, for example).

**Written Tests** will occur once per card marking. Each card marking, we will cover specific areas of the Radio industry and audio production. Students will be expected to take notes and study, as they will be tested on these subject areas.

**Final Exams** will express explicitly what a student has learned during their semester of Radio..

#### Written Final – 100 points

This portion of the Final will consist of questions related to the business of Radio and aspects of production. Questions will be pulled from classroom handouts, discussions, and practical applications of radio related technology, as well as prior tests. A study session will be offered during class prior to the Written Final.

### **OTHER EXPECTATIONS IN RADIO - AN AVERAGE WEEK**

Although Radio 2/3 is unlike any other class, there is a reliable structure to most weeks; here is a

sample of what you can expect:

Mondays- Plan coming week in agenda.

Friday- Turn in your agenda for grade. When your agenda is returned, log your Friday.

Wednesday's- Class Meeting, notes (relates to card marking tests), and department assignments.

At least once a week- You will work with your on-air team to prepare for your live show.

At least once a week- You will host a during class radio show or be a “resident expert.”

At least once a week- You will have a newscast.

Once a week- You *could* co-host an “after school” radio show and gain extra credit.

Once a week- You *should* work on completing a proficiency test.

Once a week- You *should* work on a performance review.

Once a week- You *should* work on your final practical application.

Everyday- You will look at the radio whiteboard for department updates.

Everyday- You will log what you are doing in your agenda.

Everyday- You will work for and support the department you are assigned to.

Everyday- You will practice the craft of radio with passion.

### **-ADV. RADIO 2/3 UNITS**

Here are the units of content we will be covering during your year of Radio 2/3.

#### ***NEW THIS YEAR - WEATHER AND METEOROLOGY!***

**-Unit A: Welcome**

**-Unit B: During-class Show Rotation**

**-Unit C: Studio B, Newsroom, Take Home Kits**

**-Unit D: Studio C, Instant Replay & Transmitter Readings**

**-Unit E: Portable Recorders & CD Czar**    **-Unit F: Editing- History and Basic Tips**

**-Unit G: Writing for Production**    **-Unit H: Audacity, GarageBand & Adobe Audition**

**-Unit H.1: Exam Review**    **-Unit I: Underwriting**    **Unit J: Pledge Drive Prep**

**-Unit K: Promotion, On Air**    **-Unit L: Promotion, Street Teams**

**-Unit M: Last Looks & Pledge Drive**    **-Unit M/10b: Bonus Days**

**-Unit N: Radio Drama, Pitch and Write**    **-Unit O: Radio Drama, Practice, Record & Edit**

**-Unit O.1: Exam Review**

### **-VIDEOS, FILMS & AUDIO RECORDINGS**

We will be watching a number of clips, videos, films and TV shows and listening to several clips from NPR, and other radio programs in this class. All films will have a rating of PG-13 or less.

**Please contact Mr. Olstyn, if interested in information about the following: Field Trips, CTE Advisory Committee, Post-Secondary Educational Opportunities, Career Information, & Independent Study. All district Plagiarism and Anti Discriminatory Policies apply to these courses.**

**CTE Work Based Learning Opportunities are available to all CTE students. An explanation of available work experience can be found below.**

**The following lists the options offered to students to complete work based learning:**

1. **Event DJ- Live DJ for a dance or other sound-support required event.**
2. **Remote Broadcast- Live broadcast from an off-campus location/event.**
3. **Sports Broadcast- Live broadcast from an off-campus sporting event.**
4. **Prospective Sponsor Meeting- Meet with a local business owner regarding potential sponsorship of radio station or video channel.**
5. **Judge a Film Festival- Monthly opportunity to view locally curated films and help select the monthly winner (Mitten Movie Project, Royal Oak).**
6. **Interview a Professional- In radio, television, or film and write a 2 page report.**
7. **Video- Field Production, off campus.**

## **-WCS'S POLICY FOR ON-AIR AND WEB STREAMING CONTENT WHAT YOU CAN AND CAN'T SAY**

WPHS is a public radio station which is supported, in large part, by the taxpayers of Warren. We are accountable not only to the school itself but to the entire community since this is the only radio station within the boundaries of Warren Consolidated. WPHS will also begin streaming our signal on the internet; which will increase exposure to our program, as well as our responsibility for content. We are held to certain standards of speech by our owners and the Federal Government. A student's "mistake" could cost us our station license and any funding. **These rules are to be followed exactly.** (Remember: just because Howard Stern can say something over the air doesn't mean you can too.)

### **1. OUR OBSCENITY/INDECENCY POLICY**

**Anything you would not be able to say, or play in front of ANY faculty, administrator or school board member, you can not say or play on the air or inside the radio station PERIOD!** You should also be aware of section 1464 of the US Criminal Code: "Whoever utters any obscene, indecent or profane language by means of radio communications **shall be fined not more than \$500,000 or imprisoned for not more than two years or both.**"

Along with not being able to verbally say anything indecent, you cannot play any song that would by these standards be considered indecent, slanderous, racist, sexist, and in general bad taste. **When in doubt don't do it and ask first.**

**All music must be previewed before being played over the air, 99% of the time this is where students run into trouble. Do not rely on lyrics, you must listen, actively, for content. Essentially, an after school show is listened to at least twice; once when you listen for CONTENT & once when the show is being performed.**

Try to remember that being on the air is a privilege granted to you by your owners, therefore you owe it to them to respect their wishes.

**PENALTY: ZERO TOLERANCE LOSS OF SHOW; 10 DAY SUSPENSION;  
REMOVAL FROM PROGRAM**

### **2. DEFAMATION OF CHARACTER-SLANDER:**

Slander is "communication which exposes a person to hatred, ridicule, or contempt,

**lowers him in the esteem of his fellows, causes him to be shunned, or injures him in his business, school, or calling."** We expect our staff to show respect to all people and never to use the air waves to spread gossip, or, for personal vendettas.

**PENALTY: ZERO TOLERANCE LOSS OF SHOW; 10 DAY SUSPENSION; REMOVAL FROM PROGRAM**

### **3. CALL TO ACTION**

The FCC forbids a non commercial station such as us from issuing "calls to action". A DJ issues a call to action when he/she asks, urges, or suggests that the listener should perform some task which may result in a for-profit organization making money. Calls to action include:

1. Urging the listener to buy a record at a specific store.
2. Mentioning the price of a record or concert ticket.
3. Urging the listener to patronize a specific club or record store.
4. Taking food or merchandise from a store and then urging listeners to go there.

You can rave about how great an album or band is; that's only a "review."

However, you cannot rave about a business establishment, i.e. "Record time is the best record store." That counts as a commercial.

**PENALTY: 1. TWO WEEK SUSPENSION OF SHOW, 2. LOSS OF SHOW**

### **4. INVASION OF PRIVACY:**

The WPHS studios are capable of putting phone callers on the air. But doing so without permission of the caller is an invasion of privacy. Giving out phone numbers, full names, or other personal, private information about a person without their permission is also an invasion of their privacy.

**PENALTY: 1. ZERO TOLERANCE & LOSS OF SHOW, 2. 10 DAY SUSPENSION; REMOVAL FROM PROGRAM**

### **5. FALSE INFORMATION:**

It is illegal for you to transmit "false or deceptive communications by radio." This can be anything from announcing a fake contest to a fake emergency alert.

**PENALTY: 1. TWO WEEK SUSPENSION OF SHOW; 2. 10 DAY SUSPENSION; REMOVAL FROM PROGRAM**

### **6. EDITORIALIZING:**

Editorializing means going out of your way to express your opinion about a matter other than the music you're playing, such as telling the audience about your beliefs on abortion. While we want you to express yourself, keep in mind that the listeners might not be as interested in your opinions as you are. Also, keep your opinions about others shows to yourself, unless you have something nice to say.

It really makes us look bad. Keep it professional. This area can get confusing, so ask if you're unsure.

**PENALTY: 1. TWO WEEK SUSPENSION OF SHOW; 2. 10 DAY SUSPENSION;**



## **REMOVAL FROM PROGRAM**

### **7. QUESTIONABLE TOPICS**

Finally, keep in mind that such topics as abortion, religion and the like are highly sensitive issues and should not be discussed without express management permission. Do not forget who your owners are.

**PENALTY: 1. TWO WEEK SUSPENSION OF SHOW; 2. 10 DAY SUSPENSION; REMOVAL FROM PROGRAM**

### **Nondiscrimination Statement**

**In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, the Elliott-Larsen Civil Rights Act of 1977, and the Genetic Information Nondiscrimination Act of 2008, it is the policy of the Warren Consolidated Schools that no person shall, on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Inquiries should be addressed to the Chief Human Resources Officer, 31300 Anita, Warren, 48093.**



## Sign up for important updates from Mr. Olstyn.

Get information for **Cousino Senior High School** right on your phone—not on handouts.

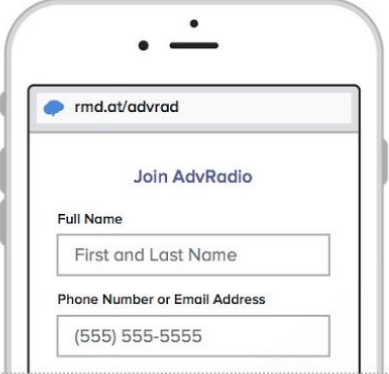
Pick a way to receive messages for **AdvRadio**:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/advrad](https://rmd.at/advrad)


Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message **@advrad** to the number **81010**.

If you're having trouble with **81010**, try texting **@advrad** to **(586) 782-3230**.



Don't have a mobile phone? Go to [rmd.at/advrad](https://rmd.at/advrad) on a desktop computer to sign up for email notifications.

Download/view/print the syllabus at the link below:  
<http://mrolstyn.weebly.com/syllabus-all-classes.html>

**-CONTRACT**

*Please confirm that you have read the syllabus by signing and returning the card provided.*

By signing and returning the QR card, we agree we have read and understand the documents regarding Radio-2/3. Further, we agree to abide by all rules and regulations therein. We also understand that all documents, grading and procedures are subject to change; students will be notified of any changes. We the undersigned will be held responsible for any lost or damaged equipment.