



# RADIO BROADCASTING CLASS SYLLABUS

## FALL 2017

<b>Instructor &amp; Class Location:</b>	Kevin Otero KANW Studios 2020 Coal Avenue SE Albuquerque, NM 87106 (505) 242-7163 <i>kevin.otero@aps.edu</i>
<b>Class Time:</b>	Tuesday & Thursday, 6:00-8:00 p.m., September 19-November 9, 2017.
<b>Student Age Limit:</b>	High School senior and above (17+).
<b>Class Fee:</b>	\$300 due on Tuesday, September 19, 2017 (cash / Visa, MasterCard, or Discover only). The class fee is non-refundable and non-transferable. KANW waives the class fee for APS high school students with a valid school ID or verification.
<b>Class Description:</b>	This is an introduction to radio broadcasting, concentrating on the fundamentals of the programming aspects. Students will be taught through lecture and hands-on training. Graduates of the class will have the opportunity to volunteer at KANW and will gain essential knowledge and skills utilized in the broadcast industry.
<b>Student Responsibilities:</b>	Students are expected to attend all classes from beginning to end. If you are unable to attend class, please contact the instructor as far in advance as possible. It is the responsibility of the student to obtain missed notes by making arrangements with a fellow student. Two or more unexcused absences will result in the student being dismissed from the class. Students are also required to comply with KANW's Station Policy and Student Conduct Policy.
<b>KANW Station Policy:</b>	Alcohol, drugs, tobacco, e-cigarettes, firearms, and weapons of any kind are strictly prohibited on the premises. Food and drinks are not allowed near the broadcast equipment. Students are allowed in the KANW studio during class time only, unless otherwise approved by KANW management.
<b>Student Conduct Policy:</b>	Mobile phones and other electronic devices must be turned off or silenced during class time. Please raise hands for questions, maintain silence and do not offer critique of fellow students during training exercises. Fighting, bullying, and harassment of any kind will not be tolerated. Please show common courtesy to fellow classmates, instructor, and KANW staff.
<b>Materials Needed:</b>	Blank CD-R or USB flash drive, pen & paper.
<b>Lecture Guide:</b>	Each lecture will be accompanied by a corresponding handout highlighting the important topics covered in each lecture.
<b>Class Grading Procedures:</b>	There will be three comprehensive exams, as well as 3 homework assignments. Students are required to actively participate in the training exercises. A student's performance on the exams and training exercises play a significant role in determining whether he/she is able to volunteer on-the-air upon completion of the course.
<b>Exam Grading Scale:</b>	A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%



# RADIO BROADCASTING CLASS SCHEDULE

## Fall 2017

### **SESSION 1 – TUESDAY, SEPTEMBER 19**

KANW / Instructor / Student Introductions  
Organizational Structure & Programming Formats  
Tour of KANW Facility  
Collection of Class Fee

### **SESSION 2 – THURSDAY, SEPTEMBER 21**

FCC Rules & Regulations  
Commercial & Noncommercial Educational Radio

### **SESSION 3 – TUESDAY, SEPTEMBER 26**

Radio Broadcast Console & Equipment

### **SESSION 4 – THURSDAY, SEPTEMBER 28**

Transitional Elements: Recorded & Live  
Homework #1 Assigned  
Review for Exam #1

### **TUESDAY, OCTOBER 3 – NO CLASS**

### **\*SESSION 5 – THURSDAY, OCTOBER 5**

Exam #1  
Music Programming

### **SESSION 6 – TUESDAY, OCTOBER 10**

Homework #1 due  
Transmission System  
HD Radio

### **SESSION 7 – THURSDAY, OCTOBER 12**

Emergency Alert System

### **SESSION 8 – TUESDAY, OCTOBER 17**

Voice Technique  
Review for Exam #2

### **\*SESSION 9 – THURSDAY, OCTOBER 19**

Exam #2  
Voice Technique, Continued  
Homework #2 Assigned

### **SESSION 10 – TUESDAY, OCTOBER 24**

Homework #2 Due  
Phone Etiquette  
Weather Forecast  
Homework #3 Assigned

### **SESSION 11 – THURSDAY, OCTOBER 26**

Live Break Training

### **SESSION 12 – TUESDAY, OCTOBER 31**

Homework #3 Due  
Live Break Training

### **SESSION 13 – THURSDAY, NOVEMBER 2**

Review for Final Exam  
Live Break Training

### **\*SESSION 14 – TUESDAY, NOVEMBER 7**

Final Exam  
Live Break Training

### **SESSION 15 – THURSDAY, NOVEMBER 9**

Graduation  
The Next Step

*\*Indicates an Exam day.*