



RADIO BROADCASTING CLASS SYLLABUS

SPRING 2018

Instructor & Class Location:	Kevin Otero KANW Studios 2020 Coal Avenue SE Albuquerque, NM 87106 (505) 242-7163 <i>kevin.otero@aps.edu</i>
Class Time:	Tuesday & Thursday, 6:00-8:00 p.m., March 27-May 17, 2018.
Student Age Limit:	High School senior and above (17+).
Class Fee:	\$300 due on Tuesday, March 27, 2018 (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.
Class Description:	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.
Student Responsibilities:	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.
KANW Station Policy:	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.
Student Conduct Policy:	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.
Materials Needed:	Blank CD-R or USB flash drive, pen & paper.
Lecture Guide:	Each lecture will be accompanied by a corresponding handout highlighting the important topics covered in each lecture.
Class Grading Procedures:	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.
Exam Grading Scale:	A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%



RADIO BROADCASTING CLASS SCHEDULE SPRING 2018

SESSION 1 – TUESDAY, MARCH 27

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

SESSION 2 – THURSDAY, MARCH 29

FCC Rules & Regulations
Commercial & Noncommercial Educational Radio

SESSION 3 – TUESDAY, APRIL 3

Radio Broadcast Console & Equipment

SESSION 4 – THURSDAY, APRIL 5

Console Training

SESSION 5 – TUESDAY, APRIL 10

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

*** SESSION 6 – THURSDAY, APRIL 12**

Exam #1
Music Programming

SESSION 7 – TUESDAY, APRIL 17

Homework #1 due
Transmission System
HD Radio

SESSION 8 – THURSDAY, APRIL 19

Emergency Alert System

SESSION 9 – TUESDAY, APRIL 24

Voice Technique
Review for Exam #2

*** SESSION 10 – THURSDAY, APRIL 26**

Exam #2
Voice Technique, Continued
Homework #2 Assigned

SESSION 11 – TUESDAY, MAY 1

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

SESSION 12 – THURSDAY, MAY 3

Live Break Training

SESSION 13 – TUESDAY, MAY 8

Homework #3 Due
Live Break Training

SESSION 14 – THURSDAY, MAY 10

Review for Final Exam
Live Break Training

*** SESSION 15 – TUESDAY, MAY 15**

Final Exam
Live Break Training

SESSION 16 – THURSDAY, MAY 17

Graduation
The Next Step

**Indicates an Exam day.*