On-Air and Technical Handbook for KWDC Staff & Students
Website: www.KWDC.fm

San Joaquin Delta College Digital Media Department
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The purpose of this operating manual is to provide a basic orientation to KWDC 93.5 and provide staff and students with regulations and station policies that define the rights and responsibilities of all student broadcasters at San Joaquin Delta College.

It is required that all people participating in KWDC operations be familiar with this guide prior to being on-air.

The FCC provides an informational bulletin and Low Power FM Station Self Inspection Checklist that can be accessed here: https://transition.fcc.gov/eb/ bc-chklsts/EB18LPFM06_2008.pdf A printed copy is available in Shima 146.

This handbook follows the outline of the FCC checklist and provides sections of information found in the full document.

Current day KWDC follows in the rich broadcasting history of SJDC dating back from the 1970s- 1990s. The 10-watt educational FM radio station that existed for student training early on was KSJC 89.5. The current radio broadcasting team acknowledges the hard work and dedication that came before our time with the effort of previous students, faculty and staff including but not limited to Mr. Dave Steele, Mr. John Peterson, Mr. Brett Atwood, Mr. David Alexander and finally, Mr. Will Story, whose vision and one-year sabbatical made today's 93.5 KWDC-LPFM possible.

FAST FACTS

• KWDC-LPFM broadcasts at the frequency of 93.5 FM in Stockton, California.

• A legal station ID ("KWDC, Stockton") must happen within the four minute window at the top of every hour.

• The station's public file is located in the receptionist area of the front office and is available for inspection during regular operating hours of the Digital Media department in Shima 146 at 5151 Pacific Avenue, Stockton, CA 95206.

• KWDC's broadcast license is located in 2 places: framed on the wall in the KWDC studio in Shima 146 and a copy is on file in the Public File binder.

• On-Air talent, staff or production crew will not engage in advertising or make "Calls to Action." This includes mentioning prices.

• The station's address is 5151 Pacific Avenue, Stockton, CA 95206.

• In an emergency regarding safety and security, contact campus police at (209)954-5000.

• The KWDC website can be found at KWDC.fm

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THE FCC

The FCC is the Federal Communications Commission, established by Congress with the Communications Act of 1934. The FCC (among other things) regulates content, ownership, and rules for using the airwaves, which technically belong to the public. Radio and television stations broadcasting over the air are granted licenses to use the public radio wave spectrum by the FCC and must periodically renew their license and prove that they are serving the public and following the FCC's rules.

The FCC enforces rules by occasional random inspections and by investigating any and all public complaints. Each individual violation of an FCC rule can subject a station to a $10,000 fine, up to a maximum $325,000 for each violation of profanity/indecency rules!
There are other federal laws that come into play such as copyright and slander. The following are some of the rules that you'll need to know and comply with in order to produce programs for KWDC-LPFM.

LEGAL STATION ID

The FCC requires broadcast stations to identify themselves in a unique way at the top of the hour, during a "natural break" in programming as close to the hour as possible.

Our official legal ID is exactly:
"KWDC-LPFM, STOCKTON "

Just call letters and city of license together, no extra stuff in the middle. You can say

something before or after but not in between call letters and city of license.

KWDC is licensed to San Joaquin Delta College:

KWDC-LPFM broadcasts at the frequency of 93.5 FM in Stockton, California. As a Low Power FM station, KWDC is considered a Non-Commercial Educational (NCE). As such we do not participate in advertising. However, underwriting is permissible when ready to engage in it (not currently).

Pursuant to Television Broadcasting Rule 47 CFR 73§ 73.853 section 1, the programming aired on KWDC 93.5 LPFM will focus on the "advancement of an educational program."

This is directly aligned with the SJDC District Mission Statement:

San Joaquin Delta Community College District serves the needs of students and the District community by providing excellent post-secondary education to the associate degree level, general education and preparation for transfer to other post-secondary institutions, career and technical education, economic

development, and the development of intellectual autonomy. To achieve this objective, the faculty and staff are committed to offering high quality instructional programs, student services, and efforts to enhance the public good. In addition, the operation of KWDC at San Joaquin Delta College supports the District Vision Statement: The faculty, staff, and students of San Joaquin Delta Community College District envision a community of lifelong learners, passionately pursuing and achieving ever-higher educational goals, and fully appreciating the diverse and dynamic world around them. In fulfilling its mission and vision, San Joaquin Delta College acts upon the following principles:

> • The Board of Trustees, faculty, staff, and students believe excellence requires
>
> o Open and honest communication, o Commitment to high academic standards,
>
> o Respect for intellectual and ideological diversity,
> o Appreciation of historical perspective,

o Appropriate application of advancing technologies,

 o Investment in career and technical education, and economic and workforce development,

o A vital connection to the arts,

o Celebrating and embracing the cultural diversity of the community, and

o Opportunities for physical development and competitive athletics.

• Institutional renewal includes continuous improvement through

o evidence-based institutional research concerning student access, retention, success,

o effective methods of developing and revising educational programs and services,

o the study and application of effective methods of teaching and learning,

o commitment to clear outcomes and effective assessment to enhance student performance,

o the enhancement of appropriate student-centered support services,

o the effective application of technologies, and

o the continual professional development of all faculty and staff.

• Student success and equity at the post-secondary level may require appropriate developmental instruction as well as instruction in English as a second language, through an institutionally-integrated developmental education program that leads directly toward completion of a degree, certificate, and/or to transfer to another post-secondary institution, or viable employment.

• Appropriate educational resources are available to all qualified students.

• Delta College commits to encouraging good citizenship, responsible leadership, and wise stewardship of resources through ethical leadership, and respect for education as a lifelong endeavor.

Accreditation:

San Joaquin Delta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Novato, CA. 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation

and the U.S. Department of Education.

Career Technical Education:

San Joaquin Delta College's Digital Media department is a Career Technical Education program. A CTE program of study is one that involves a multiyear or multi-semester sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway
to a career. For more information about SJDC's CTE programs https://www.deltacollege.edu/dept/ctetransitions/CareerTechnicalEducationPrograms.html

Station Logs/Records

STATION LOGS include entries pertaining to equipment outages due to equipment malfunction, servicing, or replacement; entries for operation not in accordance with the station license; entries relating to required tests and activations of the Emergency Alert System (EAS) and, when applicable, the recording of any extinguishment or malfunction of the antenna structure obstruction lighting, adjustments, repairs, or replacement to the lighting system or related notification to the FAA.

STATION RECORDS include, but are not limited to current station authorization(s) and official correspondence with the FCC.

NOTE 1: No retention period is specified in the rules for Low Power FM stations. However, a two-year period was specified in the Commission's Report and Order, FCC 00-19, Paragraph 119. Therefore, LPFM stations must retain all required station logs and records for two years. Required station logs and records shall be made available for inspection or duplication at the request of the FCC or its representatives. [See 73.877 and 73.878]

NOTE 2: The first and last name of the person making log entries is to be included on log entries. Initials would not be sufficient. An electronic signature is acceptable in lieu of a written signature for those making, or reviewing, entries in station logs and records which are maintained on digital media.

OPERATION SCHEDULE All LPFM stations are required are required to operate at least 36 hours per week, consisting of at least 5 hours of operation per day on at least 6 days of the week; however, stations licensed to educational institutions are

not required to operate on Saturday or Sunday or to observe the minimum operating requirements during those days designated on the official school calendar as vacation or recess periods. All LPFM stations will be licensed for unlimited time operation, except those stations operating under a time share agreement. [See 73.850]

LEGAL STATION IDENTIFICATION: Station identification shall be made at the beginning and ending of each period of operation, and hourly as close to the hour as feasible, at a natural break in program offerings. The identification shall consist of the station's call letters immediately followed by the community of license. Any reference to additional communities must be made after the community of license. The name of the licensee, or the station frequency, channel number, or both, may be inserted between the call letters and community of license. No other insertion is permissible. [See 73.1201]

NON-COMMERCIAL STATUS: LPFM is a noncommercial educational service.

An LPFM station may be licensed only to nonprofit or noncommercial entities.

RETRANSMISSION: An LPFM licensee may not retransmit, either terrestrially or via satellite, the signal of a full-power radio broadcast station.

STATION INSPECTIONS: The licensee of a LPFM broadcast station shall make the station available for inspection by representatives of the FCC during the station's business hours, and at any time it is in operation. Station records and logs shall be made available for inspection or duplication at the request of the FCC or its representatives. [See 73.878]

POLITICAL FILE: LPFM licensees are to have a complete record of all requests for broadcast time made by or on behalf of candidates for public office, together with an appropriate notation showing the disposition made by the licensee of such requests, and the charges made, if any, if the request was granted. [See 73.1212 and 73.1943]

TELEPHONE CONVERSATIONS:
Before recording a telephone conversation for broadcast, or broadcasting such a conversation simultaneously with its occurrence, a licensee shall inform any party to the call of the licensee's intention to broadcast the conversation, except where such party is

aware from the circumstances of the conversation, that it is being or likely will be broadcast. [See 73.1206]

KWDC Board of Directors: The Radio Television department is actively seeking members for the KWDC Board of Directors. The board of directors exists to advise, assist, support, fundraise and advocate for KWDC. It has no legislative, administrative or programmatic authority. Board positions are voluntary. Board members meet regularly. The board is comprised of an executive committee (board president, vice-president, secretary and treasurer) and other general members.

Radio Television CTE Advisory Committee:

The Radio Television department continuously accepts new members for our CTE Advisory Committee. The Advisory Committee's purpose is to strengthen the Career and Technical Education (CTE) programs it serves. The committee exists to advise, assist, support and advocate for career and technical education. It has no legislative, administrative or programmatic authority and is advisory only. Advisory Committees work cooperatively with Digital Media faculty and staff in planning and carrying out committee work. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for Multimedia work. Advisory Committee members should be available to meet at least twice a year. People interested in joining the Digital Media CTE advisory committee should send an email to adriana.brogger@deltacollege.edu.

KWDC is Stockton's Premiere College Radio Station: We are a student-run station that broadcasts live on 93.5FM for the multiple goals of student learning and community engagement. Radio Television students are offered a hands-on approach to learning the ins and outs of a college radio station and our listeners get the benefit of having a local voice to deliver the latest music, news, and sports. KWDC is your source for local content that covers Stockton and other communities served by San Joaquin Delta College: Your community. Your stories. KWDC's Mission Statement:

(1) to offer San Joaquin Delta College's Radio Television students and aspiring DJs, newscasters, sports broadcasters, radio personalities and other radio station personnel an opportunity to learn and practice their skills in a professional space aligned to meet industry standards; and

(2) to serve San Joaquin Delta College and the Stockton community through

diverse, compelling content, including music, news, sports, entertainment and coverage of SJDC events.

Volunteering at KWDC: We are a student-run station and the focus of our station, including priority for programming, is current Delta College Radio Television students. Delta College faculty and staff are eligible to produce programming that contributes to the goals of community programming and serves Delta's diverse student population; student editors will be assigned to help engineer and edit programming. There are currently no community volunteer opportunities at KWDC. Interested parties should enroll in Digital Media classes to get on air experience.

KWDC Staff Roles:

The General Manager is responsible for all station operations and works directly with the Board of Directors. They direct all staff and are ultimately responsible for all operations of the station. The General Manager is also required to keep KWDC in compliance with the FCC and other federal regulators, to maintain equipment and to responsibly manage KWDC's finances.

- The Program Director oversees the station's sound, manages the on air schedule and oversees the music libraries.
- The Underwriting Director is responsible for managing underwriting. • The News Director is responsible for local news and public affairs programming.
- The Music Director develops and maintains contacts with record companies, creating and reporting the new music charts weekly, reviewing regular play lists, logging in new music.

Copyright

All copyright material must be cleared for use in writing by the copyright owner, including for use of pictures on the internet. The station holds ASCAP, BMI, and SESAC music broadcast licenses. Only music covered under these licenses or in the public domain will be played on the station. SJDC Digital Media and KWDC-LPFM can stream and webcast because we pay into Sound Exchange.

Code of Ethics As a college radio station KWDC trains students and broadcasters to have the highest professional conduct at all times. We have high expectations for all our

participants- including the guests that you book for your show. The Public Radio News Directors Incorporated has established the following Code of Ethics for independent, public and college radio stations:

TRUTH: Journalism is the rigorous pursuit of truth. Its practice requires fairness, accuracy, and balance. We strive to be comprehensive. We seek diverse points of view and voices to tell the stories of our communities.

FAIRNESS: Fairness is at the core of all good journalism. We gather and report the news in context, with clarity and compassion. We treat our sources and the public with decency and respect. Our reporting is thorough, timely and avoids speculation.

INTEGRITY: The public's faith in our service rests on our integrity as journalists. Editorial independence is required to ensure the integrity of our work. We identify the differences between reporting and opinion. We guard against conflicts of interest - real and perceived - that could compromise the credibility and independence of our reporting. We are accountable when conflicts occur. We disclose any unavoidable conflicts of interest.

Responsibilities of the Broadcaster:

We are so excited to offer you a chance to be on air! Thank you for your interest. Please understand that when you are on air and even off the air, you are representing KWDC. In fact, you ARE KWDC. This is all at once thrilling and maybe even nerve-racking. Remember the words of Ben Parker (in other words, Spiderman's uncle) "with great power comes great responsibility." Actually some say that Voltaire said it first and Winston Churchill, Theodore Roosevelt and other leaders have said something similar, but you get it.

In Digital Media 01 you learn about the idea of the electromagnetic spectrum being finite, about how the American view on broadcasters is that they must operate in the public's interest. When you create content for KWDC you become a gatekeeper. You have power. Use it wisely and in the best interest of your community. Create content that is thoughtful and showcases yourself, your school, and your community. The national media often covers Stockton in a negative light. Even local network affiliates tend to cover Stockton with spot news or crime stories. Local radio does not offer as much local news and information as it used to. KWDC allows you to practice your

broadcasting skills and give voice to the many positive things happening in Stockton and other areas served by San Joaquin Delta College. Please take pride in this unique opportunity and do your best to be accurate and fair while telling compelling stories.

Defining your show:

Our radio station is a diverse college radio station so we play everything! On air talent must work with the station's program director to define their show, e.g. "music" (rock, blues, bluegrass, jazz, classical, world, etc.), "music and commentary," "news and commentary," "public affairs," "general talk," or "call-in talk" or other specialty. Programming changes are subject to approval. You will work with our lab tech Leo Marquez on a day and time for your show to air.

Commentary and Disclaimer:

As an NCE radio station based at an institution of higher learning, KWDC encourages public debate about political and social issues, and is an ideal vehicle for public comment. However a disclaimer must be given if you are giving personal opinions. One blanket disclaimer is "the views and opinions given during this program do not necessarily reflect those of KWDC's or Delta College's staff, board of directors, or underwriters. They are the sole opinions of the host and guests of this specific show." There is much more on the topic of disclaimers later in this handbook.

Talk and Commentary:

Students who choose to do a public affairs show involving commentary are required to work with staff for advice on what constitutes "good radio" when it comes to such programming. General guidelines include attribution of all sources of information, inviting guests onto your show who can offer expert opinion or unique insight on a topic, and knowing how to field and screen outside callers. Staff shall provide a more-detailed set of guidelines to any students wishing to do a public affairs/commentary show, pertaining to applicable federal regulations.

Music Shows: Commentary should be reserved for designated political talk and public affairs shows. This policy is not meant to discourage the occasional off-the-cuff remark or casual observance between songs during music shows. However, if such comments include a political endorsement of a candidate or pending legislation, you must read the disclaimer as noted in the comments/ editorial policy section. Political comments during music shows should be limited to less than a minute of air time.

Interviews and Giveaways: KWDC is a great place to connect artists and listeners. We encourage students to host live music and artist interviews in their shows. Students should not however, schedule giveaways. The station manager or program director should be aware of all guests, interviews and giveaways. Students wanting to host interviews and giveaways must work with the station manager or program director.

Your Shift: You are expected to arrive at least 20 minutes before you are scheduled to go on air so you are prepared for your shift. Your shift may be moved or pre-empted. Being on KWDC is a privilege not a right.

Quitting your show: If you decide you can no longer do your show, please give KWDC staff at least one week's notice so that a replacement can be found and trained.

Guests: Guests are allowed in the studio, but only with permission from the program director or station manager. The on-air host assumes all responsibility for his or her guest as well. You should train your guest/s and make them aware of our status as an LPFM and the FCC regulations we follow. Make sure they understand no ticket prices, calls to action, and that Federal law prohibits obscene, indecent and profane content from being broadcast on the radio or TV.

IT IS THE RESPONSIBILITY OF EVERY ANNOUNCER TO BE AWARE OF AND COMPLY WITH FCC RULES AND STATION POLICY AS DESCRIBED IN THIS HANDBOOK. YOU ARE RESPONSIBLE FOR WHAT GOES OVER THE AIR DURING SHIFT.

Penalties: These requirements exist to meet particular FCC and other federal regulations and station policy. They must be adhered to. Failure to do so could result in the loss of KWDC's license, and therefore, any programmer who fails to meet these requirements will be subject to the following procedures:

First Offense: Written warning and probation.
Second Offense: Suspension of right to do radio show for 2 weeks. Third Offense: Permanent loss of right to do radio show.

ANY OFFENSE WHICH JEOPARDIZES KWDC'S LICENSE, KWDC'S STANDING WITH THE FCC, OR THE WILLFUL DAMAGE OR THEFT OF KWDC EQUIPMENT OR FACILITIES MAY BE CAUSE FOR IMMEDIATE

DISMISSAL.

ALL KWDC PROPERTY MUST REMAIN AT THE STATION. IF YOU REMOVE KWDC
PROPERTY FROM KWDC, YOU WILL BE CHARGED WITH THEFT.

https://www.freedomforuminstitute.org/first-amendment-center/topics/freedom-

of-the-press/broadcasting/ The First Amendment and Broadcasting

Although the authors of the First Amendment did not foresee the days when radio
microphones and television cameras would revolutionize the news and entertainment
industries, courts generally have had little problem extending the freedom of the press to
broadcasters.

Like print journalists, broadcasters enjoy freedom from prior restraint, the right of access
to court proceedings, and protections against chilling defamation and privacy lawsuits. As
occupiers of the public airwaves, however, broadcasters also are required to bear
responsibilities inconsistent with the First Amendment.

The original justification for regulating broadcasters was set forth by the U.S. Supreme
Court in 1969 Red LionBroadcasting Co. v. FCC. In Red Lion, broadcasters challenged the
Fairness Doctrine, a Federal Communications Commission rule that required them to give
each side of an issue fair coverage. The Court upheld the rule, saying the government,
because it was allocating a finite number of broadcast frequencies, could regulate the
licensees of those frequencies.

Broadcasters strongly resisted this premise, but the "spectrum scarcity" rationale was
used by the Court again in 1978, in FCC v. Pacifica Foundation. In Pacifica, a New York
radio station broadcast George Carlin's "Filthy Words" monologue during an afternoon
program. In the monologue, Carlin used many words the FCC had deemed indecent but
not obscene. After a listener complained, the FCC issued orders holding that such speech
could be broadcast only when children likely would not be exposed to it.

Though the Court did not find Carlin's monologue obscene (and thus without any First
Amendment protection), it did find the monologue indecent. Relying in part on the
spectrum-scarcity rationale, the Court said the FCC could restrict when indecent speech is

broadcast. The FCC's power to regulate, the Court said, also rested on the facts that broadcasters, unlike print publishers, enjoy "a uniquely pervasive presence in the lives of all Americans" and that broadcasting, unlike newspapers and magazines, is "uniquely accessible to children."

Obscenity, Libel, Personal Attacks, Editorials, Copyrights, etc. http://www.fcc.gov/guides/obscenity-indecency-and-profanity.
FEDERAL LAW REGARDING OBSCENE AND INDECENT BROADCASTS Federal regulations are vague and are in constant flux as FCC rulings are tested in court. In general, as Supreme Court Justice Potter Stuart said of pornography, "I know it when I see it." If you know it when you hear it, don't play it. Indecency and obscenity are separate. Federal law says obscene material may not be played on the radio at any time. Under certain circumstances, pre-recorded indecent material may be broadcast at certain hours- (see Safe Harbor hours).

Obscenity: "Obscene" in this context is defined by the FCC as material that a) the average person, applying contemporary community standards, would find appeals to the prurient interest and/or b) describes or depicts, in a patently offensive manner, sexual conduct as defined by state law and, taken as a whole, lacks serious literary, artistic, political or scientific value. The broadcasting of obscene material is prohibited at all times. Fines for violations can be in the hundreds of thousands of dollars.

Indecency: "Indecency" is "language or material that, in context, depicts or describes, in terms patently offensive, as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs."

The FCC considers three factors in determining whether material is indecent.

1. The first factor is the explicitness or graphic nature of the material. The issue is whether, in context, the material depicts or describes sexual or excretory organs or activities. Because the meaning of works or images is not always clear, and because the definition of indecency encompasses innuendo and double-entendre, the Commission first seeks to determine whether material has an "unmistakably" sexual or excretory meaning.

2. The second factor is whether the material dwells on or repeats sexual or excretory matters at length. However, this factor has been virtually eliminated by the FCC's recent rulings that "isolated" and "fleeting" circumstances such as Janet Jackson's

"wardrobe malfunction" during the 2004 Super Bowl and Bono's use of the "F" word during the Golden Globe awards were both finable offenses.

3. The third factor is whether the material panders, titillates or is used for shock value.

It is not necessary that material satisfy all three factors; any one of these factors can result in a fine. "Patently offensive" is a national standard based on what the FCC, at any given time, feels will offend the average listener. We can only interpret what this means through rulings on specific cases.

FAIR USE & BROADCASTING INDECENT MATERIAL

Safe Harbor Hours: Federal law allows broadcasting of pre-recorded indecent material between 10 pm and 6 am. KWDC-LPFM policy allows indecent material to be broadcast from 11 pm to 3 am, provided that: The following announcement precedes the playing of the pre-recorded content: "The following program (or song) contains sensitive material you might find offensive. This program will air for (give time of material: 45 minutes, 30 minutes). All programming must be in the public interest, and all programming must have educational and social value- even during Safe Harbor Hours.

If you receive a complaint from a listener, notify the staff and make a note in your Discrepancy Report as soon as possible. If you are responsible for a complaint, and punitive action is taken by the FCC, you may be held liable for any fines incurred by KWDC.

LIBEL AND PERSONAL ATTACKS Libel is injury to reputation. The courts have held that a reputation, once damaged, can never be restored to its original state. Juries have awarded huge sums of money to people who they find have been libeled.

A full discussion of libel laws is beyond the scope of this manual. The basic rule is to not make statements about people that you do not know are true, that may not be true, or those that you cannot prove are true.

You may not use your show to air personal attacks, which are defined by the FCC as attacks upon the honesty, character, integrity, or personal qualities of an individual or identified group.

You may not make disparaging remarks over the air about other students, staff, faculty, administrators, board members, PSAs, program content, station policy, or another radio station. If you do wish to criticize station policy, activities, please do so with the General Manager off the air.

A guest, a phone caller, or even you may say something that may be construed as libelous or as a personal attack. If this happens, report the matter to the General Manager as soon as possible.

PERSONAL PROMOTIONS

KWDC staff and students may not promote a for-profit business over the air, promote or organize an event that represents or may be construed to represent the station without the authorization of the manager. All promotional materials and giveaways must go through management.

No KWDC students or staff, who has any role in the production or selection of broadcast matter, may:

• Accept money, services, goods, or other valuable consideration from individuals, organizations, associations, or other entities to broadcast a program or program material, or:

• Promote any activity or matter in which he or she has a direct or indirect financial interest, or

• Broadcast any material that to his or her knowledge requires Sponsorship Identification as outlined in the FCC's regulations and that does not include the required Sponsorship Identification.

Payola

Payola is accepting or agreeing to accept anything of value in return for broadcasting music or any other material without disclosing the payment. Section 507 of the Communications Act requires station personnel who receive such payments to report them to station management before broadcast. Failure to do so can result in a $10,000 fine and up to a year in prison. In addition, Section 317 requires that the broadcast of such material contain a sponsorship identification announcement.

Plugola

Plugola is the practice of an on-air personality promoting non-broadcast activities on the air. Section 507 of the Communications Act requires station personnel who engage in these activities to report them to station management before broadcast. Failure to do so can result in a $10,000 fine and up to a year in prison. In addition, Section 317 requires that the broadcast of such material contain a sponsorship identification announcement. As a non commercial station, it is the policy of KWDC to prohibit on-air personnel from promoting or publicizing any activity or matter in which the student or community volunteer has a direct or indirect financial interest on the air.

Drugs and Alcohol

It is an FCC violation to have alcohol on the KWDC premises. No illegal drugs may be used on the KWDC premises. A student may not be intoxicated while on air, while using recording studios or equipment or while in class. Remember you are representing KWDC and SJDC.

Drug and alcohol use while on air, or in the studios, is grounds for immediate termination of broadcasting privileges.

Food and Drink

Food and Drink ARE NOT ALLOWED IN THE KWDC STUDIOS.

This includes the production and recording studios as well as on-air studios. Spills can cause very expensive damage to equipment. Costs of repairing damage caused by spills will be the responsibility of the offending student. Drinks with a lid are allowed away from equipment, in designated areas.

Violations of this rule will lead to loss of your air shift, recording time and privileges to use KWDC's equipment.

Logs and Technical Operations:

The log is located on the computer monitor directly in front of the hot seat. The daily logs are a specific schedule for KWDCs programming each day. The logs tell you when to make announcements and station IDs, what PSAs to read. Please sign your full name to the logs.

Signal Problems
If KWDC goes off the air, or there are any problems with the transmission (i.e.: a listener calls and reports a sudden signal loss), please contact a staff member immediately.

Station Identifier- Not the legal station ID
Research shows that the average FM listener stays tuned for only 25 minutes. A station identifier should be given at least every 15 minutes to let the listener know who we are. This can be as simple as just saying: "This is KWDC" between songs, or playing an artist ID ("Hi, I'm Eddie, and this is KWDC").

Current Schedule
For information about the current semester's schedule please visit our website at www.KWDC.fm or see the KWDC Program Director, Leo Marquez. Our aim is to provide live programming from 9am-4pm M-F, during normal school days. KWDC does not provide live programming during weekends, district holidays or breaks. When KWDC is not live, we will provide pre-produced and pre-recorded content for our listeners to enjoy.

CALLS TO ACTION

One of the major differences between a non-commercial station like KWDC and commercial stations is that we are prohibited by the FCC from issuing calls to action. A call to action is when a programmer asks, urges, or suggests that the listener should perform some task that could result in a for-profit business making money.

Calls to action include:
The host urging the listener to buy a record
The host urging the listener to go to a concert or performance
The host mentioning the price of a record or concert ticket
The host urging the listener to go to a certain store or venue
The host urging listeners to boycott a company, event, etc.
The host urging listeners on the air to take a specific political action

Calls to action are especially important to watch out for when doing an in-studio

interview with a band or event planner. You are allowed to give basic information about an event, but not directly tell listeners to attend. Below are examples of what does and does not constitute a call to action. Some examples to help illustrate what is legal or illegal, and why:

"This is the latest single from The Future Kings of Nowhere."
–Legal. You are just pre-selling a song.

"That was the Avett Brothers. Their new album comes out next Tuesday." –Legal. You are only providing information.

"That was Annuals. Their new album comes out next Tuesday. You should go buy it at School Kids Records."
–Illegal on several levels. You are urging the listener to make a purchase, as well as mentioning a specific business.

"That was Future Islands. They are playing tonight at Cat's Cradle."
–Legal. Again, you are only providing information.

"That was Inflowential. I saw them last week at Cat's Cradle and they were awesome." –Legal. You can mention a business on the air in this way. But if you find yourself constantly mentioning a business, you are bordering on plugola.

"I have the Rosebuds here with me in the studio. They're playing at the Lincoln Theatre and we have a pair of tickets to give to the second caller." –Legal. This is just a giveaway.

These are the speakers who will be at the event.
–Legal. You are just pre-selling an event.

"That was Jane Doe. She will be speaking more about this topic next Tuesday at a fundraiser for Free the Animals, and you should go support the cause." –Illegal on

several levels. You are urging the listener to make a donation, as well as mentioning a specific business.

Mentioning the price of a concert ticket or the existence of discounts (such as student discounts) is prohibited by the FCC. This is true even if an event is free. Free is considered a price by the FCC. It is important to keep this in mind for everyday broadcasting –it is an easy slip to make in the course of interviews or announcements during programs. However, it is permissible to give price information for an item or event benefiting KWDC alone.

The following pages include resources to help you plan, prepare and produce content. These are also relevant for in-class assignments and lab hours.

Content warnings are verbal or written notices that precede potentially sensitive content.

It is important to offer these for our audience so that they know what is coming. A responsible broadcaster is not concerned with shock messages, but instead with sharing information that can benefit the public and providing context. These are suggestions, if your content needs something that's not addressed here, please see Adriana Brogger or Leo Marquez for guidance.

• Thank you for tuning into Delta College Radio. The views and opinions given during this student-produced program do not necessarily reflect those of KWDC's staff, board of directors, volunteers or underwriters. They are the sole opinions of the host and guests.

• Thank you for tuning into Delta College Radio. The show you are about to enjoy is previously produced programming so dates and times may have passed. Enjoy the show!

- The purpose of this podcast is to educate and to inform. It is no substitute for professional care by a doctor or other qualified medical professional. This podcast is provided on the understanding that it does not constitute medical or other professional advice or services. Instead, we encourage you to discuss your options with a health care provider. Hosts and guests express

their own opinions, experience and conclusions, and do not represent San Joaquin Delta College and its affiliates.

● The discussion in this episode will necessarily engage with content that may be emotionally challenging. If you or someone you are listening with has sensitivities to (____) ex: rape, abuse, discrimination ….then we want you to have a heads up about that. We will do our best to engage in this discussion thoughtfully to promote learning here at KWDC.

● Today's episode includes content that might raise eyebrows. That's why it's playing right now during the FCC's Safe Harbor Hours. If you keep listening, you've been warned. If you are easily shocked, you might want to skip this episode. As always, KWDC content promotes learning and community.

● Before you take a break and plan to come back to sensitive material, spoilers, something that needs a warning, give a heads up:

We're going to take a 3-minute break, and when we come back, we're going to discuss the _____. This will include a discussion of (----) or. Be warned.

Show Prep Template

DIRECTIONS:

Write details (at least 5 to 10 very worthwhile, specific facts, etc.) for each talk or bit. Also include 2 or more links per talk or bit.

In addition to the details and the links, you may also then paste items from web sites and/or attach additional materials to your prep.

-- Hello/Hi/ My name is _____ and you're listening to KWDC 93.5 Stockton

The show you're tuned into right now was put together by students and staff enrolled in the broadcasting courses in the Digital Media department at San Joaquin Delta College. Thanks for listening and supporting college radio.

My name is _____ and joining me in studio today we have: _____, _____,

_____, _____. Our show topic today is: _____. So sit back and enjoy

our show.

Slug (Topic) #1:
LINKS:
Details:
Song:

Slug (Topic) #2:

LINKS:

Details:

Song:

                    We're going to take a short break but we'll be back… here on Delta College Radio 93.5 KWDC.

Slug (Topic) #3:

LINKS:

Details:

Song:

Slug (Topic) #4:

LINKS:

Details:

Song:

_____ has been a production of KWDC 93.5 LPFM, Delta College Radio. This program is made possible by listeners like you. Programming is produced by the students, staff and faculty of San Joaquin Delta College's Radio Television Department. It is supported by the Delta College Department of Arts, Humanities and Multimedia, the Career Technical Education and Workforce Development office, and the State of California. Thank you for listening.

<u>Show Prep Protocol</u>

If you have a show that air on KWDC 93.5 FM whether it be live or pre recorded, you must abide by the following:

☐ Show prep template turned in <u>2 days</u> before your show is to go live or be pre-recorded.

☐ Any songs that you have in your show prep template must be clean and approved. Always check the lyrics, and check them again.

☐ For live shows, please make sure you fill out a show log and turn it into our lab tech after your show time.

☐ For both live and pre-recorded shows you must email a discrepancy report (DR) to the kwdc@deltacollege.edu email, you can find an

example of what this looks like in this KWDC handbook- page 35.

<u>Protocol for Importing Music</u>

You must submit music to Lab Tech Leo 24 hours before importing into RadioDJ.

Things to remember before submitting for approval:

☐ Listen to the song

☐ Check the lyrics

☐ Listen to the song again

☐ Place songs on your show prep template and send 24 hours before your show is to air, both pre-recorded or live.

Once Leo gives you the okay, you may upload your songs to RadioDJ. For pre-recorded you may want to assure the songs in your show are approved before you begin editing. Don't wait for approval the day of uploading your show, give Leo 24 hours to review your show in full length or to review the songs you choose to place in the show.

Common Ground 209- This template can be adapted

Welcome to Common Ground 209, the show that highlights groups and individuals who are working to build common ground in Stockton. This show is put together by students and staff enrolled in the broadcasting courses in the Radio Television/ Digital Media department at San Joaquin Delta College.

I'm your host: _____ and joining me in studio as co hosts are: _____

Today's show focuses on: _____ (show topic)

Our in-studio guest today: _____ Welcome to the show.

(Interview the guest, take breaks as needed)

Thank you for listening to this episode of Common Ground 209 and we hope you join us next time to increase our capacity for compassion as we learn about each other.

Common Ground 209 has been a production of KWDC 93.5 LPFM, Delta College Radio. This program is made possible by listeners like you.

Programming is produced by the students, staff and faculty of San Joaquin Delta College's Radio Television Department and supported by the Delta College Department of Arts, Humanities and Multimedia, the Career Technical Education and Workforce Development office, and the state of California. Thank you for listening.

Faculty Focus- This template can be adapted

Welcome to Faculty Focus, here on KWDC 93.5 Delta College Radio. Thanks for joining us and supporting college radio.

Faculty Focus is the show that gives us an up close look at our guests: professors at San Joaquin Delta College. Our format is a Q &A style with a list of 10 questions, some related to education and others are totally random.

Joining us in the studio today is: (name and subject taught).
Thanks for being here and letting us get to know you a little bit.

Questions:

1. Why did you become a teacher?
2. Tell us about a teaching moment where you as the teacher learned something.
3. What do you do for fun in your free time?
4. If you could witness any event of the past, present, or future, what would it be?

5. What's your favorite local restaurant/social spot?

6. What's your favorite holiday?

7. What is your current favorite song?

8. What emoji do you use the most?

9. Tell me your life motto/mantra/personal saying

10. What do you like most about working at Delta College?

Thanks so much for joining us today here on Faculty Focus. Our guest today has been _____ and we have learned so much about him/her/them.

Faculty Focus has been a production of KWDC 93.5 LPFM, Delta College Radio. This program is made possible by listeners like you. Programming is produced by the students, staff and faculty of San Joaquin Delta College's Digital Media Department and supported by the Delta College Department of Arts, Humanities and Multimedia, the Career Technical Education and Workforce Development office, and the state of California. Thank you for listening.

Life After Delta

You're listening to KWDC 93.5 Delta College Radio and this is Life After Delta. This is the show that catches up with San Joaquin Delta College alums and finds out how and what they are doing today. Our format is a short interview style with a list of 10 questions that take us from Delta College once upon a time… to the current job.

My name is _____ and I am your host today.

Joining me in studio today is: _____/

Okay, so we have a list of 10 questions that we will go down as this conversation unfolds, are you ready?

1. What years were you at SJDC?

2. What was your major then?

3. What was your most memorable class/teacher/moment?

4. What did you do after Delta College? Did you transfer, find an internship or go

to work?

5. Tell us about your job today.

6. Did your time at Delta College help prepare you for what you are doing now or life in general?

7. What advice or words of wisdom do you have for current students? 8. What would you say to someone who drives by Delta College everyday dreaming about going back to school but hasn't… was your time at Delta "worth it."

9. If you weren't working in your current job, what other career are you interested in?

10. Is there something that I didn't ask that you want to tell us about?

Life After Delta has been a production of KWDC 93.5 LPFM, Delta College Radio. This program is made possible by listeners like you. Programming is produced by the students, staff and faculty of San Joaquin Delta College's Digital Media Department and supported by the Delta College Department of Arts, Humanities and Multimedia, the Career Technical Education and Workforce Development office, and the state of California. Thank you for listening.

These are usually pre-produced but here are some examples. Some classes will be

creating these as assignments:

KWDC Liners & Sweepers:

We're not Stockton's most popular radio station…but we are Stockton's only college radio station on the FM dial.

Stockton's #1 College Radio Station: This is KWDC, 93.5.

Broadcasting from Shima 146 at San Joaquin Delta College, this is KWDC 93.5.

Just when you thought we'd gone too far, we're just getting started. Keep

listening. We're college students…We can't get any worse.

If you would like a written transcript of today's broadcast, just write down everything we say.

Thanks for tuning into Delta College Radio, here on KWDC 93.5 Delta College has a radio station and you're listening to it... KWDC-LPFM. 24 seven, around the world, non-stop, this is KWDC, Delta College Radio. Playing today's top hits and letting college students take over the airwaves, this is KWDC, Delta College Radio.

DJ Drops:

What is a DJ Drop? A DJ "drop" is a cued sample audio file that is used to identify the DJ, a radio station or give hype. A DJ "drop" can also include a sound effect, a blip of a song or a customized audio identification.

Example: This is Bones in the booth here. {Sound FX}

Five Songs Template [12 – 50 minutes]

"[Hi/Hello/Greetings/Hey] I'm [first name, last name] and this is Five Songs."

:: theme music ::

"My mood today is all about [love affairs/broken hearts/fast cars/animals/ guitar solos/vacation/baseball/goofing off, etc.] These songs are [from personal favorites/loved my me and my friends/from a Wikipedia search/ from a deep dive into the Web/other] and it's a [good/great/fantastic/ awesome/fun/quirky/crazy/radical] set. So sit back and enjoy my Five Songs, on KWDC, 93.5 Delta College Radio."

:: track 1 ::

:: track 2 ::

:: track 3 ::

"I'm _____, and you are listening to Five Songs. We've got two more to go, right here on KWDC, 93.5 Delta College Radio."

:: track 4 ::

:: track 5 ::

"And that's my Five Songs. From the top, we heard [track 1] by _____, [track 2] by _____, [track 3] by _____, [track 4] by _____, and finally, [track 5] by _____."

Five Songs is a production of KWDC 93.5 LPFM, Delta College Radio– hosted by the Radio Television Students at San Joaquin Delta College. Programming is made possible by listeners like you, The Department of Arts, Humanities and Multimedia and the Department of WorkForce Development.

 My name is [first name, last name.] Thanks for listening." ::

outro theme ::

In-Person Checklist for KWDC Producers and Hosts:

• Open up the curtains so that we have a presence on campus. Don't broadcast with the curtains or blinds closed.
• Use the KWDC log binder to keep accurate records. Please be sure to sign your full name on the logs.
• Be sure to give time checks and weather updates throughout your shift. weather.gov
• Take a photo to post to Instagram. #KWDC #deltacollegeradio #sjdeltacollege #sjdcDigital Media #onair #broadcasting #listenlocal
• What events are happening on campus? Announce them!
• Write a Discrepancy Report (DR) and email it to kwdc@deltacollege.edu at the end of your shift.
• Social media policy: Do not create a new account for your show. Use your own account and use our hashtags instead.

 Discrepancy Report template
 Your name:
 Date:
 Times of airshift:

Write out what went well and what could be improved. Be sure to note any technical issues, dead air, language or songs that were not radio edited they should NOT be in our library, but if they are and you catch them, note it so that we can know that it aired and then take steps to remove the content. Send the DR via email to kwdc@deltacollege.edu with the subject line "DR" and date and shift time. Example: DR 8/26/20 AM shift.

Booking Guests

It is critical that we are always professional with guests. There is a sign-in binder for all guests. Please ensure it is signed whenever you bring someone to the studio. Here is a template that you should use to email guests confirmation of their participation. In some cases we can request parking permits for guests but not always. Allow at least 2 weeks for that. Copy kwdc@deltacollege.edu when sending this email.

Hello,

Thank you for agreeing to be a guest on KWDC, 93.5 Delta College Radio. We look forward to your participation. Below you will find logistics and information to confirm your interview.

Segment and date: Students Against Violence- February 8, 2022. On-
Air Guest: XXXXX
KWDC On-air host: XXXXXX
Show Name: Common Ground 209
Link to information: XXXXXX.org
Be prepared to tell our audience about your event for a (XXXX) minute question and answer interview. Please note that due to our non-profit, educational license status we will not announce ticket prices but you may say that they are available and where people can get them.
Please arrive to Shima 146 at least 10 minutes before your segment time. Park in S1 or S2 off of Robinhood Drive.
Note: there is normally a $2.00 parking fee to park on campus, however it is currently free due to the pandemic.
Please find a campus map attached to this email. You can call our station at (209)954-5831 if you get lost on campus or any emergency comes up.

Thank you,

XXXXX XXXX

San Joaquin Delta College Digital Media Student

Inspired Words Audio Project (DMedia 11 Assignment)

• Research and select a funny/inspiring/thoughtful quote. • Write down your thoughts about it and develop this into a simple script in 2 minutes. • Record and edit your script.

• Use KWDC signal processing formula

• Export to an MP3 AND save your Audition session. Submit MP3 to Canvas.

Script:

"You're listening to Inspired Words.

This is _____ on 93.5 Delta College Radio.

My quote today comes from _____/ tell us what they were notable for.

(Read quote. Respond. Share your thoughts. Use your voice.) This has been

___ with Inspired Words. Thanks for listening." Goals and Objectives:

Preproduction: Research skills, writing skills and planning.

Production: Successfully use NLE audio software, microphones and labs to create.

   Post Production: Edit your work to ensure it is broadcast ready for KWDC, 93.5

Campus Conversations - Live or Pre-recorded show

Needs:
1 or 2 hosts
3 Things to Do this Weekend Producer
Weather Producer

-Segment #1

{Host #1} Good afternoon Delta!
We are broadcasting live from San Joaquin Delta College's Radio television
program. My name is_____ and I will be one of the hosts today.

{Host #2} And I am _____. Joining me/us in studio today are/is: {Guest #1} from
_____

{Host #2}
You're listening to Campus Conversations, a show produced by the students of San
Joaquin Delta College's Radio Television department. This show takes us into the
lives of individuals enrolled at Delta College.

{Host #1} So_____ let's get right into it.

{Hosts interview guest(s)}

First of all, tell us about yourself.

Have you declared a major yet? If so, tell us what it is?

Favorite Class/Teacher/Experience at Delta?

What are your plans after Delta?

Dream job?
Is there anything I didn't ask you that you'd like to include? Any shout outs?

Thank you for joining us and talking about your experience here at Delta College.
We are going to take a quick break but we will be right back …here on 93.5
KWDC.

Take a 2 minute break (if this is a one hour show)

-Segment #2

Welcome back to 93.5 KWDC Delta College Radio. In our last segment we

talked to_____ about_____.

For this next segment we are going to talk to _____. Thanks for being here.

And next up is our 3 things to do this weekend segment, produced by _____.

Three things (should run about 1 minute)

Thank you, _____. And so that we know what kind of weather to expect, here's KWDC reporter _____ with a look ahead at our weather forecast.

Weather Forecast (should run about 1 minute)

Thank you_____. We hope you've enjoyed this time with us.

Campus Conversations has been a production of KWDC 93.5 LPFM, Delta College Radio. Programming is produced by the students, staff and faculty of San Joaquin Delta College's Digital Media Department. It is supported by the Arts, Humanities and Multimedia Department of San Joaquin Delta College, the Career Technical Education and Workforce Development office, and the state of California. Thank you for listening.

Signal Processing for KWDC 93.5

In an attempt to have a uniform sound on KWDC please use the following standards: check your levels to make sure they are at -3db before exporting to an MP3.

Also, this recipe is a starting place for podcasting or voice-over work. As you know, multiple factors play a role in signal processing. This is not a one-size-fits-all approach. Find what works for you.

1.Add **Graphic EQ** (Effects>Filter and EQ>Graphic Equalizer, 10 bands.)
Tips: First cut the low frequencies. Kill anything below 80 hertz- this takes the first two bands to -24. This knocks out low rumbles that might have gotten into your recording. Then cut the very high frequencies because that is usually not the human voice, so the >16k, the last band, should be -24 too. The bands in

the middle will change based on voice and speech patterns, room you recorded in and mic quality, among other variables.
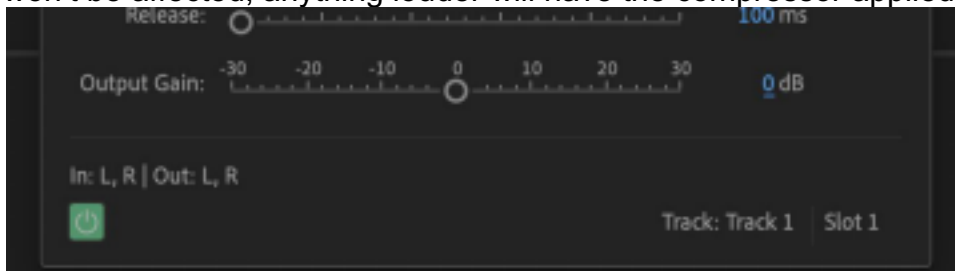
Try this (but experiment for the right sound based on your production needs):

-24 -24 -1.4 -0.2 -4.5 1.3 -2.1 2.5 0 -24 **0.0 db-> as** needed

2. Add **Compression** (Effects>Amplitude and Compression>Single Band Compression)

Compression adjusts the dynamic between the quietest and the loudest someone speaks.

Threshold: Sets the amplitude above which compression occurs. How loud does a sound have to be before you start turning it down? Anything quieter than this db won't be affected, anything louder will have the compressor applied.

Ratio: The higher the ratio the more severe the compression. Attack and Release are ways to smooth the compression's effect. Attack leads up to the signal and how it gradually turns the compressor off is release.

Output gain: This boosts the overall signal of the track. Applies gain to the output signal after all dynamics processing.

-20db *3.0 or 2.0 x*: 1 100.0ms 200ms **0.0 db-> as needed**
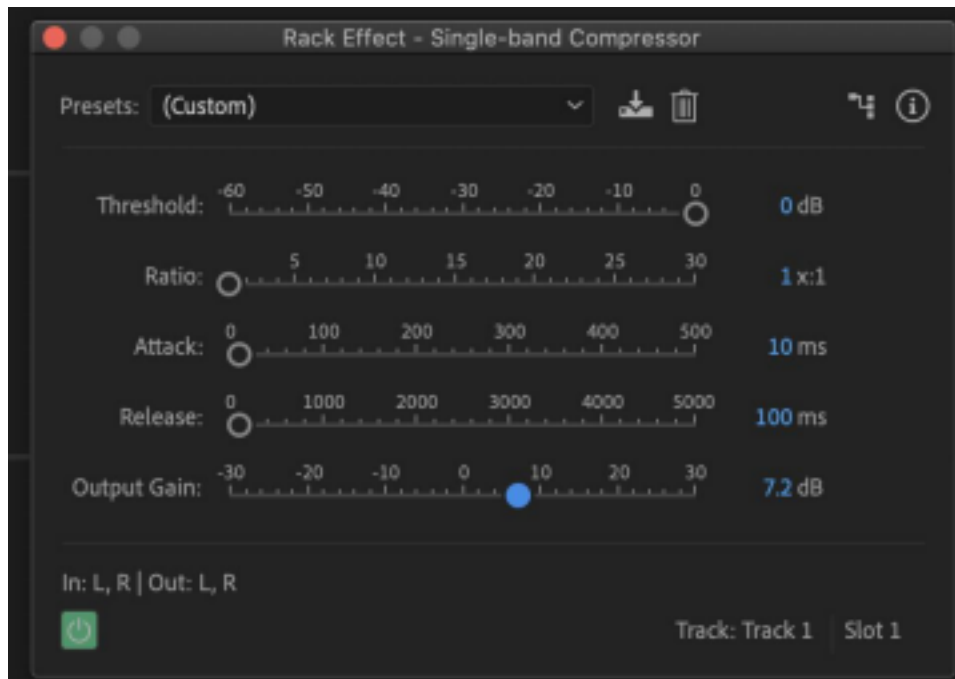
Notice in the image how the Output gain was raised by 7.2db, that is not always the case, you will want to increase it only when needed.

Try this (but experiment for the right sound based on your production needs and the voice you are working with):

3. Add a **Limiter to the Master Track** (Effects>Amplitude and Compression>Hard Limiter) This is the last step to ensure your signal is loud and healthy but not going to peak. The preset limit to -3dB or works great for podcasting and voice overs but experiment.

4. Amplify until you start to peak and don't worry about the peaking because the hard limiter will kick in.

Another handy effect: DeEsser effect Amplitude and Compression > DeEsser effect removes *sibilance*, "ess" sounds heard in speech and singing that can distort high frequencies.

KWDC 93.5

"Your Community. Your Stories."

Show Pre-production Planner

Name: _____

DMedia Course:_____

Show Name: _____

Why is this show needed? _____

Show Description: (What is it about?)

_____

Who is the audience: (Demographic)

_____

How does this contribute to the college and or community:

_____

I understand that 93.5 KWDC-LPFM has the right to deny a request for airtime. Participating students must strictly adhere to FCC and station guidelines and regulations. Airshifts are based on availability and station needs, and are not

guaranteed. KWDC must receive prior notice regarding on-air guests. Guests must be approved by station management. The objectives of KWDC 93.5 are to allow Digital Media students the opportunity to get hands-on, real-time practice in an FCC-licensed facility as broadcasters, promote news and information of college and community interest and to provide a laboratory experience for broadcast students who receive college credit for participation.

_____ _____

Signature Date

Main Audio Production Points to Remember

1. **Mixers** and **consoles** take input signals and amplify, balance, process, combine, and route them to broadcast or recording.

2. The differences between a **mixer** and a **console** are that a mixer is small, highly portable, and performs limited processing functions, whereas a console is larger and performs numerous processing function. In many consoles these functions are computer-assisted.

3. **Consoles** have at least three basic control sections: **input**, **output**, and **monitor**. Many consoles have an additional master control section.

4. The **input section** takes incoming signals and **routes** them to the

output section. 5. The **output section routes** signals to **broadcast** or

recording.

6. The **master section** contains, among other things, the **master output bus** (or buses) that routes the final mix to the **master recorder**.

7. The **monitor section** enables signals to be heard.

8. **On-air broadcast consoles**, particularly for radio, do not have to be as elaborate as production consoles because most of the audio they handle has been produced already.

9. **Split-section consoles** have separate **input**, **output**, **master**, and **monitor sections**. In-line consoles bring the input and output functions vertically in line, enabling any signal processing to be routed to the monitor or master system.

10. The main sections of an **in-line console** are: **input/output**, **master**, **monitor**, and **communications**.

11. The **input/output section** includes: input/output channel strip; microphone preamplifier input module; microphone preamplifier; phantom power; trim; overload, or peak, indicator; pad; polarity (phase) reversal; channel assignment and routing; direct switch; pan pot; equalizer and filter; dynamics section; channel/monitor control; cue and effects (D/X or EFX) sends; solo and pre-fader listen (PFL); mute (channel on/off); channel and monitor faders; and meters.

12. The **volume unit (VU) meter** is a **voltage meter** that measures the amount of electric energy flowing through the console. The meter has two scales: **percentage of**

modulation and **volume units**. **Percentage of modulation** is the percentage of an applied signal in relation to the maximum signal a sound system can handle.

13. The **Vu meter** responds to average sound intensity, unlike the **peak program peter (pm),** which is designed to indicate **transient peaks**.

14. The **master section includes**: master buses, master fade, master effects sends and returns, level and mute controls, meters, and other functions.

15. The **communication section** includes: talkback, slate/talkback, an oscillator, and a patch bay.

16. Most **analog production consoles** include a **patch bay**, a **central routing terminal** to which are wired the inputs and outputs of the console or the equipment in a studio, or both. The **patch bay** makes multiple signal paths possible. Patch cords plugged into jacks connect the routing circuits.

17. The **signal paths** that are used most often are wired together at the terminals of the patch bay. This normals these routes and makes it unnecessary to use patch cords to connect them.

18. **Plugs** at the **end of patch cords** are either unbalanced, comprising a tip and a sleeve, or balanced, comprising a tip, ring, and sleeve.

19. **Console automation** makes it possible to automate fade functions, decoding positional information as adjustments in level are made. The data is stored in and retrieved from computer memory.

20. There are **four types of console automation systems** in use: **voltage-controlled automation**, **moving-fader automation**, **software-controlled automation**, and **MIDI-based automation**.

21. **Console automation systems** have at least the three basic operating modes: **write, read, and update.**

22. **Digital consoles** use the assignable concept in three configurations: in an analog console that is digitally controlled, in an all-digital controlled, in an all-digital console, and in a virtual console which is not a console per se, but an integrated system that combines a hard-disk computer and specialized software to record and process audio directly to disk.

23. With **digital consoles**, instead of individual controls for channel-to-rack routing on each channel strip, these functions have been centralized into single sets so they can be assigned to any channel. Once assigned, the commands are stored in the console's computer, so different functions can be assigned to other channels. There is no physical connection between the controls on the console surface and the audio circuit elements.

24. A digital control surface provides external control of a virtual audio environment. There are two main **types of control surfaces**: **general-purpose controllers** that can work with a wide range of gear and **dedicated controllers** that work with specific software.

93.5 KWDC Hot Clock
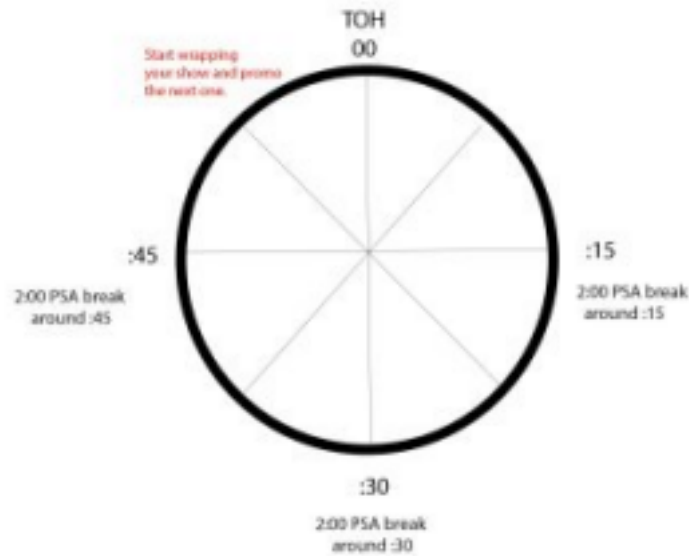
Top of the Hour, at the TOH you must air a legal ID: KWDC, Stockton
At the :50 mark, you should be wrapping up your show and promoting
the next one. Plan to end your show with music to give the next show
time to transition.

Delta College Radio, 93.5 KWDC Stockton

Audio Classes (Digital Media 11,12, 13 and also Digital Media 31)

Gear Guide: Required Equipment & Software

To fully participate in this course, the following equipment & software is needed. **All equipment shown here is available for students to check out from Digital Media.** Our lab tech is Leo Marquez. You can reserve equipment using our booking site: https://www.picktime.com/Digital Media. An active Equipment Checkout form (complete this in your Digital Media Canvas module) must be on file. Assignments will involve the use of the following equipment, again all of which are available for checkout.

● Computer (with proper system requirements to run Adobe Audition) ●
Adobe Audition Software (you will be given access to an account through
your enrollment in this program, if you do not already have one) ● Audio
Recording Device (refer to list on next page)

● Headphones
● Microphone

Computer

All participants must have a computer or laptop for use during this course.
Your computer must meet the minimum technical specifications outlined on the
Adobe Audition help page. If you do not have access to a computer with
proper specifications, you can check out a Macbook Pro from Digital
Media on a per need basis.

Adobe Audition Software

As a student enrolled in our Digital Media/Digital Media program you will
have access to an Adobe Cloud CC account for free for the duration of
your time in our program. You will be given instructions on how to create your
account via Canvas. If you already have an account you may continue to use
your own Adobe Cloud CC account.

Audio Recording Device

You have a choice of several options to record audio during the course.

A smartphone such as an iPhone or Android with a recording app If
you choose to use your smartphone as a recording device we recommend
the apps below. However, we highly recommend that you do not use your
phone and that you check out the needed equipment from us to use for your
assignments.

Voice- recording Apps
Easy Voice Recorder for Android.
Voice Record Pro for IOS.

Zoom or Audio Interface

A-**Zoom H6** or Scarlett 2i2 Interface are both available for checkout to you during the course. The Zoom H6 is a 4 input portable audio recorder with an SD card slot and runs on 4 AA batteries, it also comes with two interchangeable mics with different pick-up patterns. You may watch our tutorial video here.

The **Scarlett 2i2 Audio Interface** has a USB connection to connect to a computer. It has 2 inputs and can provide phantom power (48v) if using a condenser microphone. Comes as a kit with 1 XLR cable, 1 Condenser Microphone, and Headphones.

Headphones

We suggest you use headphones when you are previewing a recording. Of course, high-quality stereo over the ear headphones is recommended as opposed to earbuds as you will hear more and be able to edit more professionally with over the ear headphones. We do have headphones available for checkout if absolutely needed, however, we recommend you use your own.

Microphone

A microphone is required for this course. The Zoom H6 as mentioned before works as both a recording device that does have microphones attached. However, we highly suggest the following as other options which again are available to checkout.

VidPro Lav Mic

3.5mm connector Lavalier Mic can be plugged into any computer or smartphone with a headphone jack. Great for interviews or simple self recordings.

Fifine USB Mic

USB connection into a computer. Plug and play easy setup and great for podcasting.

Yeti USB Mic

Only one is available for checkout but it is a great podcasting mic. USB connection into a computer, easy to use.

AT2020 USB Mic

Another great easy to use USB connection mic, great for podcasting.

Note: *It might seem like all jacks/plugs are the same, but there are at least four different varieties of 3.5 mm plugs and jacks —each with its own purpose and application. You can tell them apart using the number of rings visible on the plug. The Zoom H1n recorder takes an input plug with two rings. Most microphones made for smartphone use come with a plug that has three rings or an adaptor. Check carefully when choosing the microphone for your model smartphone.*

Quick Cables Guide:

XLR Cable - Standard for professional audio. Has a balanced signal, which is made in male (output) and female (input).

Male:

TS or TRS or ¼" Cable - used for balanced audio lines, or depending upon the equipment, for stereo sound. The 1/4-inch connectors are very common on musical instruments (especially guitars), and other staging devices such as effects pedals, mixing consoles, speakers, and amplifiers.

Female:

3-pin XLR

1/4" Stereo Plug
Ring
Sleeve   Tip
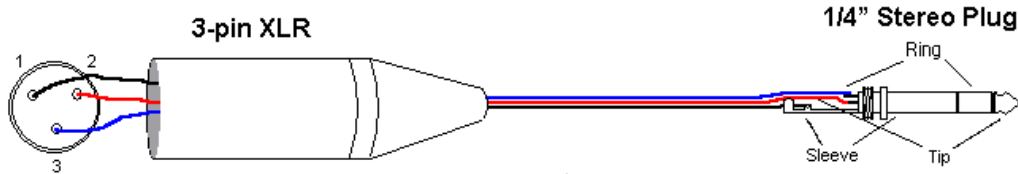
3.5mm (Headphone Jack) - commonly called a 1/8-inch connector or a mini-plug. This connector is a small, thin metal plug that can be used to carry one, two, or even three signals.

Many equipment and software tutorials can be found here:
https://www.kwdc.fm/Digital Media-equipment-list
Password-protected area for Digital Media students only: s146

Audition Export Guide:

Ready to export your Adobe Audition session but maybe need a step by step to get the hang of the export process? This is your guide!

- Alright so you are done editing your Audition session. You have all the following boxes checked:
- Cuts, edits are done.
- Processing is done (ex: EQ, compression, etc.)
- Hard Limiter on the Master (Mix) fader is set to -3db that is where it says Maximum Amplitude (like in image, note that input boost may vary, do not just copy the
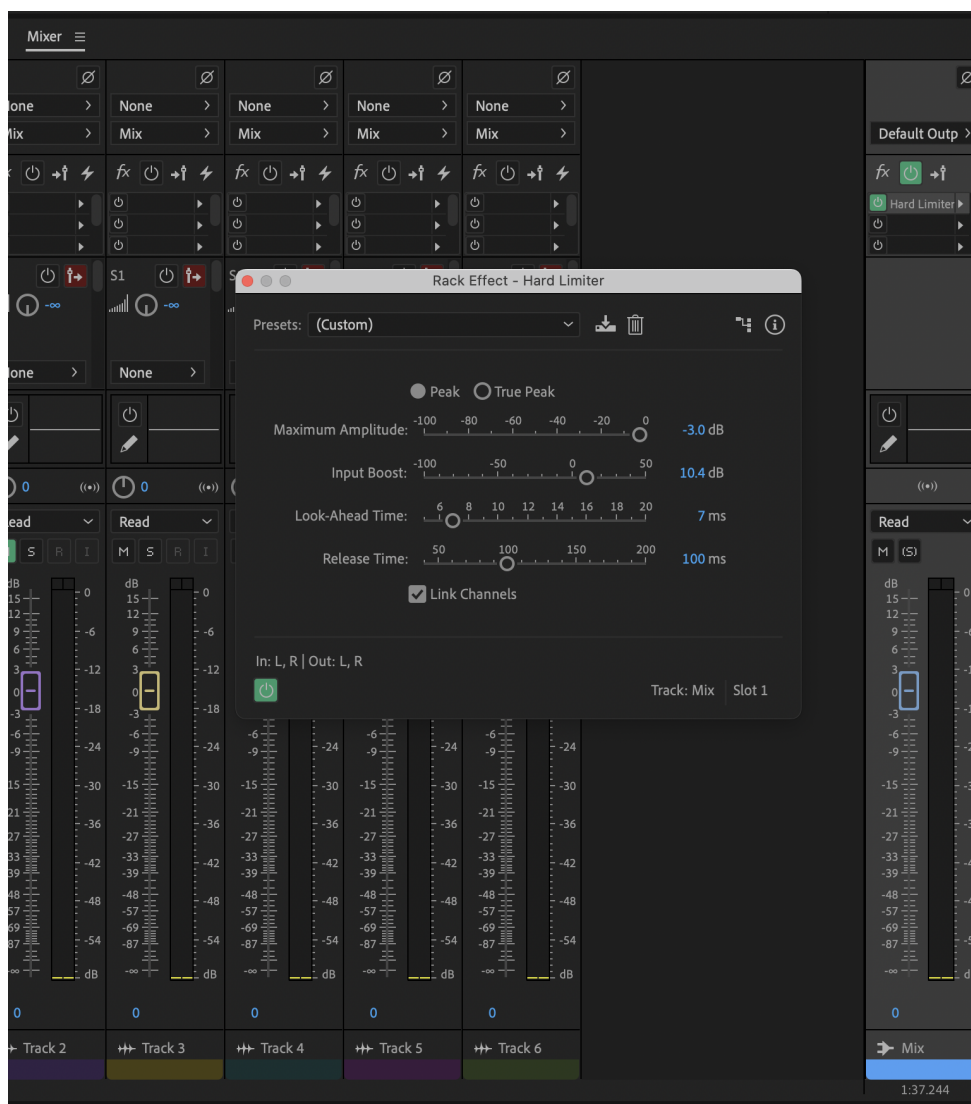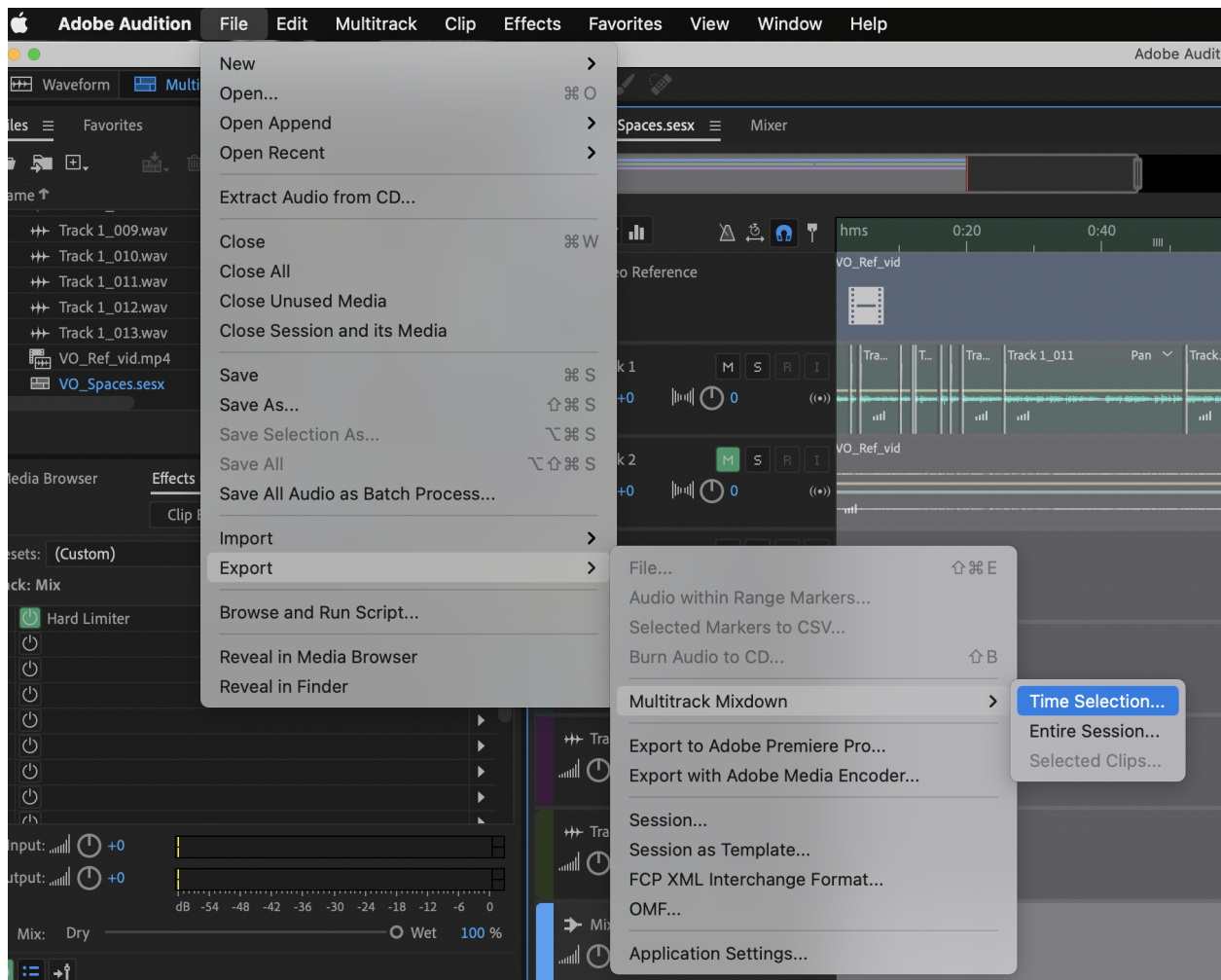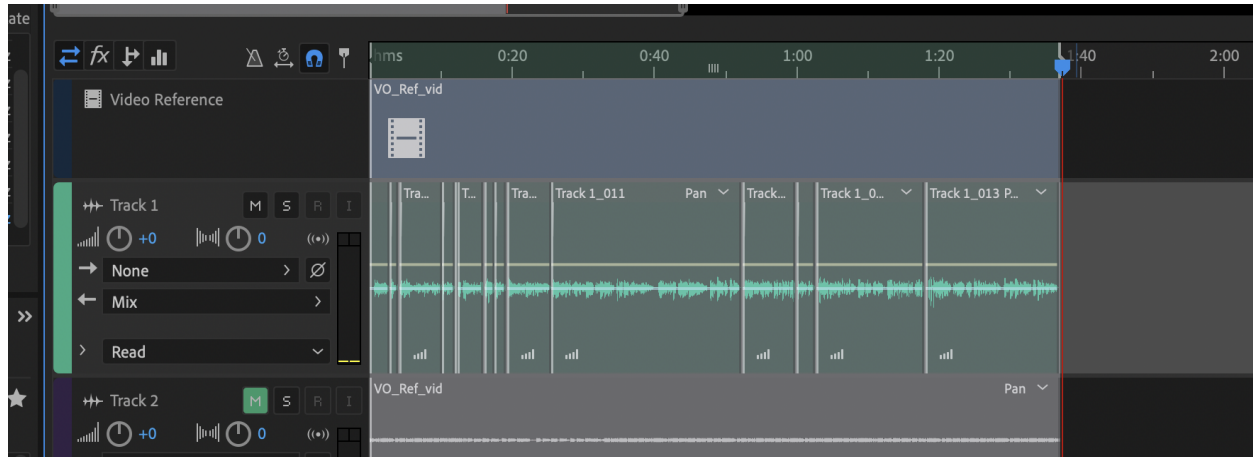

image)

- Then you will want to set your out point, take the playhead and go the end of your project, where the audio is intended to stop. You will then click O on the keyboard for Out. This creates a time selection and it will look highlight like in the image.
- Now go to File > Export > Multitrack Mixdown > Time Selection

4. Now the Export Multitrack Mixdown window will pop up.
- Make sure you ALWAYS CLICK BROWSE. You need to always double check where you are saving your files to.

- Your sample rate for radio is 44100 Hz, for video it is always 48000 Hz
- 16 bit or 24 bit is sufficient when exporting.
- ALWAYS CHOOSE MP3, Stereo Master
- Once your settings are all correct and you know where you are saving to. You can then select OK.
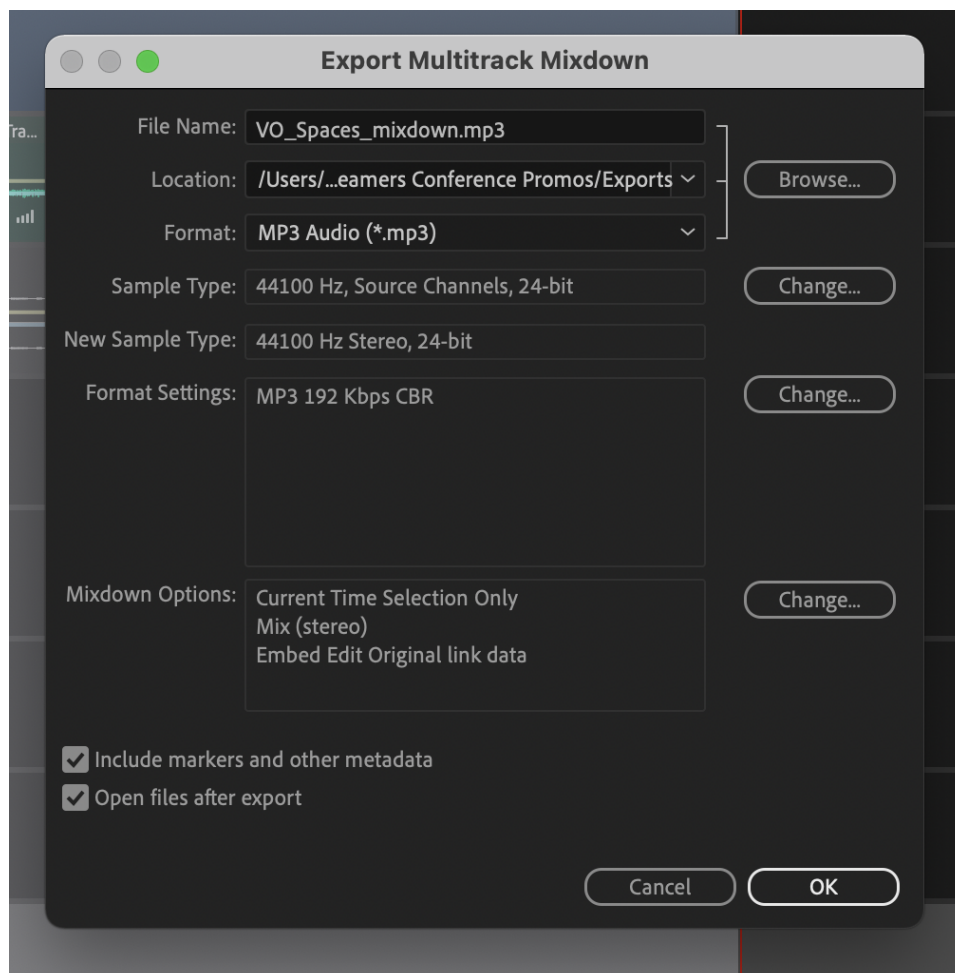
❏ Once that is all done, you can now submit your MP3 to Canvas.

❏ Go to designated assignment
    ❏ Click Submit
    ❏ Click Upload towards the bottom
    ❏ Select the MP3 file you exported
    ❏ Let the file upload until it says you have submitted it.