

WBCR Operations Handbook
Effective January 2023

Purpose and Mission

Brooklyn College Radio (WBCR) is a student club supervised by the department of Television, Radio and Emerging Media (TREM), governed by the student members of WBCR in accordance with the WBCR constitution, for the educational benefits of students interested in radio broadcasting and podcasting—to serve the educational needs and cultural interest of the diverse Brooklyn College Community.

Our Goals

Brooklyn College Radio's primary goal is to provide professional training and artistic development for students in the Television, Radio and Emerging Media Department at Brooklyn College, and other students interested in the process of running a radio station as well as developing and broadcasting radio shows. To this end it will work with all students to broadcast news, music, public affairs and spoken-word programming to the Brooklyn College Community.

Our secondary goal is to ensure that all members utilize the equipment and space for their own professional development and therefore, there is an expectation that all equipment will be maintained in its original condition.

Facilities Overview

WBCR is located at
Room 306A Whitehead Hall
Brooklyn College
2900 Bedford Ave.,
Brooklyn, NY, 11210

Operating Facilities

WBCR operates three Broadcast studios and E-Board equipped with a sound recording booth.

	Accessible To	Schedule
Main Control Room, MCR Alexander M. Tanger Studio (Always live)	Radio Producers, Interns, E-Board Members	Monday-Friday: 10AM-10PM Saturday, Sunday: Limited Access. Permission Required from E-Board.
Production A	Producers, Interns, E-Board Members, Faculty and Certified Students*	
Production B Himan Brown Studio	Producers, Interns, E-Board Members, Faculty and BC Students	
E-Board Room	Radio Producers, Interns, E-Board Members, Faculty and BC Students	Monday-Friday: 9AM - 10PM Saturday, Sunday: Closed
Lobby		
Storage Facilities	E-Board Members and TREM staff	By Request Only.

* (1) Students that have been approved by the E-Board and/or (2) Enrolled in a production class within the TREM department.

WBCR Staff

(Academic Year 2022-2023)

Faculty Advisor, MJ Robinson, PhD. (she/ her)

Engineer, Michael Mannino (he/ him)

Director of Radio,

E-Board Members

General Manager: JD Duncan (They/ them, Fall 2022), Kaylin Guzman (She/ her, Spring 2023)

Business Manager: Kaylin Guzman (She/ her, Fall 2022), Luis Flecha (He/ him, Spring 2023)

Program Director: T.S. Richards (She/ her)

Music Director: Josh Narisma (He/ him)

Sports Director: Damien Ovalle (He/ him)

Online Content Manager: Brie Underwood (He/ they)

News Director

Promotions Director

WBCR NEW MEMBERS / INTERNS

Brooklyn College Students interested in becoming WBCR members have to complete a one-semester internship. The following are the Guidelines and Explanations to help you navigate this process.

- The goal of the WBCR Internship Program is to introduce Brooklyn College students to the world of radio and provide a space for professional training and artistic development in this medium.
- The WBCR internship is a non-credit activity that offers the opportunity of real radio experience.
- There are no additional tuition costs for our members.
- This is an unpaid internship.
- Students register for the internship at the beginning of each semester (until midterms) by signing the "WBCR Internship Sign Up" Google doc located at wbc.net.
- Students are required to attend and successfully complete a one-hour training session. Several training sessions are held weekly each semester through midterms; information on these sessions will be posted via email.
- The Program Director will assign TRAINED students to a radio show considering their availability and interests, or to a department (Sports, News or Music).
- The WBCR Internship Program offers internships that will help students experience radio production and station management on different levels:
 - Music, talk, sports, news, technical and administrative tasks necessary to run a radio station.
 - All Interns will have a supervisor and are expected to commit with their assignments at least one hour every week throughout the semester. Some shows might not require interns.
- At the end of their internship--if approved-, members can apply for their own radio show the following semester. Members that complete their internship with the subdivisions (Sports, News or Music) can also apply for new shows but MUST comply with a production evaluation to demonstrate they can use the studios.

INTERNS QUOTA	
Radio Show Internship	1-3 interns per show
News Internship	Up to 8 interns to work with News/ Sports Director
Sports Internship	
Management Internship	Up to 5 interns to work with E-Board Member ¹

¹ See above for list of E-Board Positions.

- All interns are required to attend their internship every week (except for the Sports Broadcast Team). Interns will only be eligible to request a show (summer and winter sessions excluded) after they complete their internship successfully and fulfill all the requirements described above.
- All interns are required to read the Operations Handbook.
- All interns must sign & agree to our Rules and Regulations (WBC Contract). A show will not be allowed to go on the air without its members signing the Brooklyn College Radio Rules. (Required during the second part of the semester).
- At the end of each semester, interns who complete their requirements may apply for a slot to produce their own radio show during the following semester. To apply they must complete the application form provided via email by the Program Director. In that form, candidates should include a written proposal (no more than 200 words) describing the idea of the show, its content (music, news, talk show, sports) and crewmembers. Interns can partner up to co-produce a show.

Internship Descriptions

Radio Shows Internship

Supervisor: Show Producers

- All Radio Show Interns must get involved in the production of the radio show they were assigned to.
- RS Interns' duties might include co-hosting, managing social media, research, guests booking, managing the soundboard, developing their own segments or performing as DJs.
- RS Interns are expected to help producers with callers and must always screen phone calls before airing them.
- Producers will evaluate interns on a weekly basis. Producers' evaluations will define if the interns can apply for a time slot the following semester.

Sports Internship

Supervisor: Sports Director

- All Sports Interns must work on their assigned live CUNY Game Broadcasts.
- Specific training for these tasks will be provided during the semester.
- The Sports Director will evaluate interns. The Sports Director's evaluations will define if the interns can apply for a time slot the following semester.
- Because the Sports Broadcast Team represents the radio station on live events, there is a dress code.
- More details on the Broadcast Team Contract.

News Internship

Supervisor: News Director

- All News Interns must work on their assigned newscasts.
- Specific training for these tasks will be provided during the semester.
- The News Director will evaluate interns. The News Director's evaluations will define if the interns can apply for a time slot the following semester.
- The News Interns must comply and follow the station's Operation Manual AND the team's editorial policy.

Management Internship

Supervisor: E-Board Member

- Management interns will work with an E-Board member on club management and operations.
- Specific training for these tasks will be provided during the semester.
- This role does not give the intern an unfair advantage over other members running for an E-Board position in an election, but rather it will build skills that may be useful in radio management in the media industry.

WBCR News Team: Editorial Policy and Operations Handbook - ONLY FOR NEWS TEAM MEMBERS

Brooklyn College Radio (WBCR) dedicates a part of its operations to the service and betterment of the Brooklyn College community and the rest of the citizenry in the New York City area. The heart of WBCR News is to produce, publish, and disseminate news summaries on most weekdays in a weekly basis during the course of a regular academic semester (Fall and Spring semesters). The News Team has the obligation to abide by all WBC rules and regulations. In addition, the News Director is responsible for all production of news content by themselves and their News Team interns. Therefore, in addition to producing their own content, they **MUST** meet with News Team interns on every single day of the week that they're producing, publishing, and disseminating editions of WBCR News. The purpose of this is that the WBC News Director, as the managing editor, has the final authority on all forms of content that are produced.

*A NOTE ABOUT MEMBERSHIP: Brooklyn College students that are journalism majors from the Departments of Television and Radio or English are strongly preferred. Non-journalism majors that still wish to join the News Team will be strongly evaluated by the News Director.

DISCLAIMER: This document is subject to changes at any time if necessary. Those changes are left to the discretion of the News Director in consultation with the rest of the WBCR E-Board during the times that they arise.

I. Editorial Policy

- For each and every edition of WBCR News, there **MUST** be 1-2 world news stories, 1-2 national news stories, 1-2 local news stories (New York City and/or the Tn-State Area), and 1 sports story or 1 announcement related to Brooklyn College events (Both types of stories are

optional). If News Team intern wants to report on a story from either one of these two categories, then there can only be one story reported in the local news section. If not, then there should be 2 local news stories, along with the 2-4 other stories from the other 2 categories to compose complete and well-rounded radio news broadcast.

- For all stories chosen, they should be current and relevant stories that impact the citizenry in all levels of the world (local, national, and international), For example, stories in the world news section include political and economic turbulence here at home and overseas, such as crimes against humanity, elections wars, developments in foreign governments and governmental organizations (i.e. European Union), etc. Stories in the national news section should focus on current social and political issues. such as racial and gender equality, the wage gap, religion, economic inequality, education, healthcare, the environment, etc. Any actions taken by ordinary Americans that demonstrably address and /or solve these issues should be addressed in WBCR News as well. Of course, our national and/ or state governments from around the country (outside of New York) should also be covered when appropriate and necessary. Trivial and sensational stories from any part of the country will not be allowed to be disseminated on-air. As for local news, the guidelines are mostly similar to national news, with the only difference being that newsreaders are analyzing these issues on a local level. Specifically, let our listeners know why these stories are important to them, and what impact(s) will these stones have on their lives in the long-term future!

- And for sports news, stories in this category must intertwine with elements shown in the national and world news stories. Two such examples are (1) the NFL concussion scandal and (2) the ongoing corruption surrounding FIFA, the world's sole governing body on professional soccer.

- For all of the stories in these three categories aforementioned above, they all must represent one simple but fundamental principle and purpose: As a student media organization that is affiliated with an academic institution that is highly regarded for its liberal arts education and unique diversity, Brooklyn College Radio only intends to serve YOU the people, not special interests or those whose sole moral compass is to use a radio booth as a means of self-pleasure. Any forms of that behavior being demonstrated by any News Team intern will not be tolerated. When that happens, that will be directly shown in the newscasts that they're producing, and that point, they haven't only let themselves down. But also to all of the loyal and faithful listeners who have sacrificed their time to count on you as the most trusted source in news and public affairs programming.

- Any violations from any parts) of this editorial policy will be subject to disciplinary actions determined by the News Director at the times that they arise, in consultation with the E-Board.

II. Operations Handbook

In terms of choosing sources to write and prepare all stories for all editions of WBCR News, the must come from credible and legitimate sources (for example, CBS News, The New York Times, ProPublica, The Guardian, The Washington Post, The Wall Street Journal). If possible, it

is strongly discouraged to use cable-news outlets and opinionated sources (CNN, MSNBC, Fox News, Alex Jones' Info Wars, Breitbart, and other similar examples). Satirical news shows, such as The Daily Show, Last Week Tonight, are not considered as legitimate news sources. News sources must be credible and legitimate news organizations.

- In terms of all technological procedures needed to produce all WBCR News Broadcasts; news team members must first consult with the news director for all necessary training.

III. Public-Affairs Programming

In addition to producing all editions of WBCR News, all other special public affairs programming such as interviews, timely and relevant special reports, and collaborations with the Brooklyn College student newspaper, the Excelsior and the Kingsman, (now BC Vanguard) will all be under the discretion of the News Director.

A few tips for the internship:

- Dress appropriately and be on time.
- Arrange any absences in advance.
- Show initiative: Don't be afraid to ask for more responsibility or to volunteer to help out with a project if you have time on your hands.
- Ask questions that help. Get a sense of the big picture and your role in it.
- Ask to sit in on preparation meetings. Learn how decisions are made.

WBCR Producers

Producers are students that host their own shows, broadcast radio features, news or podcast at WBCR. A member will become a producer once their proposal for a new show is accepted and an On-Air slot is assigned.

Responsibilities:

- Producers are responsible to deliver their own shows on time with quality content.
- Producers are responsible to record their shows on the computer within the studio being used. They should leave a copy for the station and make a copy for their own files. (Check "How to record your WRCR show")
- Producers are responsible for supervising and evaluating interns, helping them in their learning process.
- Producers must sign & agree to all our Rules and Regulations, A show will not be allowed to go on the air without all its members signing the Brooklyn College Radio Rules (WBCR Contract).
- Producers should create at least one promotional spot (30 to 45 seconds long) to promote their show during the day, during sport broadcasts and on the website.
- Once each semester, producers are responsible for filling out the BMI Logging Form, according to the Music Director's instructions.
- Producers may be contacted to perform other duties such as providing playlists, descriptions and online content.
- Failing to fulfill the aforementioned responsibilities will lead to a show's suspensions. A show will be canceled indefinitely after a third suspension.

Producers are the voice of WBCR; they must represent our community and club in a respectful and professional manner.

 Producer's Signature

 Print Name

 Date (mm/dd/yy)

Brooklyn College Radio Rules

The following rules and regulations must be followed by all in order to maintain membership.

1. Getting a show: In order to be eligible for an on-air show, members must prove serious commitment to the station. This commitment will be demonstrated by interning for an existing show for one full semester. After the internship is completed successfully, the producer of the show will submit a brief report to the E-board recommending (or not recommending) the assignment of a show to the new member.
2. Vandalism, defacing and stealing of station property are prohibited. Doing so is grounds for expulsion and possible College disciplinary action.
3. Eating is only permitted in the station lobby. Eating in or near the production facilities is grounds for expulsion. Bottles with a well-sealed cap may be kept inside the studios.
4. No alcohol is allowed in the station. Possessing or consuming alcohol is grounds for suspension of privileges and/or College disciplinary action.
5. All members must keep the studios clean and orderly.
6. Studio priority is given to those producing assignments for TV and Radio production classes and on-air use. Making recordings for personal use is not a priority. Shows only have the right to use two studios at a particular time. If there's a third studio available, shows may use three studios.
7. Obscenity is not permitted on air and may result in immediate suspension of show hosting rights. All DJs are responsible for screening music before it goes on the air.
8. All show hosts are responsible for the content of their show, including statements made by a guest. Producers must make sure that shows do not contain offensive comments, profanity or overtly racist or sexist remarks, or clearly inaccurate statements.
9. If an on-air presenter cannot make his or her designated shift it is her or his responsibility to inform the Program Director or General Manager at least 24 hours in advance.
10. Repeated failure to inform the Program Director of missed shifts and/or excessive lateness will result in the revocation of the shift and may result in expulsion.
11. All studio guests must be active participants in a show. Any person sitting in without participating may be asked to leave the studio.
12. The station's portable equipment can only be accessed by formally submitting a request (by email) to the general manager and the director of radio.
13. The use of WBCR is to serve the college and prepare an individual for the media sphere; WBCR's studios, resources, social media presence and affiliation should not be used for an individual's financial benefit, nor should any affiliation with WBCR be used to solicit funds for one's financial gain.
14. The role of the faculty advisor is to support the radio station's physical plant and E-Board; please reach out to the E-Board members about WBCR matters.
15. Use of the station's computers is restricted to WBCR members. E-board members, station staff and WBCR members working on a show have priority access to computers. The

front desk computer is only available to WBCR members when no E-board member is using it.

I have read and understood the aforementioned requirements in maintaining membership.

Signature

Print Name

Date (mm/dd/yy)

Closing Procedures:

If you will be closing the station, here is the list of the duties that you are expected to perform:

- Ensure that IMediaTouchPixPlus software is running on the MCR computer.
- Ensure the levels of the computer channel (labeled 'COMP') on the main control soundboard are at the 0 mark (where the two horizontal arrows are).
- Zero out the soundboards in Production A and B.
- Bring down the volume of the speakers in all studios.
- Bring down the volume of the headphones in all studios.
- Throw out any papers or other trash left inside the studios.
- Take out the trash and place it inside one of the large trashcans in the hallway.
- Place a fresh plastic bag in all the trashcans that were emptied.
- Turn off all lights.