

Brooklyn College Radio

WBCR Welcome Folder – Fall 2016

Welcome to Brooklyn College Radio!

*On behalf of the staff and the student executive board members of WBCR we welcome you
To our family. We hope your time at WBCR will be an unforgettable learning and
Personal experience.*

- Miguel Macias and John Anderson

WBCR PURPOSE AND MISSION

Brooklyn College Radio is a student club supervised by the Department of Television and Radio, and governed by the student members of Brooklyn College Radio in accordance with the BCR Constitution (*October 2003*), for the educational benefit of students interested in broadcasting and to serve the education 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 and Radio 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 306 Whitehead Hall
Brooklyn College
2900 Bedford Avenue
Brooklyn, NY 11210
Tune in at www.mywbc.com

WBCR operates three Broadcast Studios and a Newsroom.

	Accessible to	Schedule Fall 2016
Main Control Room, MCR (Always live)	Radio Producers, Interns, E-Board Members	Monday to Friday, 10AM – 10PM Saturday* and Sunday* (*Limited access. Special permission required).
Production A	Producers, Interns, E-Board Members, Faculty and certified Students	
Production B	Producers, Interns, E-Board Members, Faculty and certified Students	
Newsroom	Radio Producers, Interns, E-Board Members, Faculty and BC Students	Monday to Friday, 9AM – 10PM Saturday, closed Sunday, closed
Lobby	Radio Producers, Interns, E-Board Members, Faculty and BC Students	Monday to Friday, 9AM – 10PM Saturday, closed Sunday, closed
Storage Facilities	E-Board Members and Staff Only	BY REQUEST ONLY

WBCR STAFF

DIRECTOR OF RADIO, **Miguel Macias**

FACULTY ADVISOR, **John Anderson**

ENGINEER, **Charles Carr**

OFFICE ASSISTANT, **Joanie Martinez**

EXECUTIVE BOARD MEMBERS

General Manager – **Naydeen Rodriguez** - wbcrgm@gmail.com

Business Manager – **Kamarie Steadman** – wbcrbm@gmail.com

Program Director – **Kevin Eng** - wbcryp@gmail.com

News Director – **Jesenia Agosto** - wbcrynd@gmail.com

Promotions Director - **Ebbony Pinillos** – promotionswbcry@gmail.com

Music Director – **Stella** - wbcrymd@gmail.com

Sports Director – **Ray Walker**- wbcrysd@gmail.com

Digital Content Manager – **Andrew Killips** - wbcrydigital@gmail.com

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 New Members Sign In” google doc located at www.mywbcr.com (bottom of the page).

Students are required to attend and approve 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.

The WBCR Internship Program offers internships that will help students experience radio on different levels: music, talk, sports, news broadcast 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 during an hour every week throughout the semester.

FALL 2016 INTERNS QUOTA	
RADIO SHOWS INTERNSHIP	1 to 3 INTERNS per SHOW (39 shows in our schedule)
NEWS INTERNSHIP	4 to 12 INTERNS to work with ND <i>For more information please contact our News Director</i>
SPORTS INTERNSHIP	4 to 12 INTERNS to work with SD

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 Fall 2016 time slot.

SPORTS INTERNSHIP

Supervisor: Sports Director

- All Sports Interns must work on the live CUNY Game Broadcasts.
- Specific training for these tasks will be provided during the semester.
- The Sports Director will evaluate interns on a weekly basis. The Sports Director's evaluations will define if the interns can apply for a Spring 2017 time slot.

All interns are required to attend their internship every week (except for the sports interns). 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 "Welcome Folder".

All interns must sign & agree to our Rules and Regulations. 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 the Fall 2016 semester, interns who complete their requirements may apply for a slot to produce their own radio show during Spring 2017. To apply they must complete the application form provided via email by the Program Director. In the 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.

A FEW TIPS FOR THE INTERNSHIP

- Dress appropriately.
- 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 you 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 or broadcast radio features 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 in *Main Control Room* on the computer set for that purpose. They should leave a copy for the station and make a copy for their own files. (Check "How to record your WBCR show" if you have questions)
- Producers are responsible for their crew members and guests.
- Producers are responsible for the studios and equipment inside during their show time.
- Producers are responsible for filling out the digital "[WBCR Studios Checklist](#)" each time they go live. Every week they should report their intern's activities in this form.

- Producers have to identify their show and the station at the beginning and at least one other time during broadcast. (*I.e. Broadcasting from Brooklyn College Radio this is "MyShow"*)
- 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 its members signing the *Brooklyn College Radio Rules*.
- Producers **should attend a Content Development Meeting** (with Professor John Anderson) at least once in the academic year. The meetings are now optional, but participation in them confers priority status regarding scheduling for the following semester. To attend, students must complete a Doodle poll to set a date and time. The sessions will be around 30-minutes long. Producers can attend as many content meetings as they want; for attending extra meetings they must contact Professor Anderson.
- 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 might be contacted to perform other duties such as provide playlists, descriptions, promos and other content material for the web.
- **Failing to fulfill the above responsibilities will lead to show's suspensions. After a third suspension a show will be cancel indefinitely.**

Producers are the voice of WBCR, as such they have to represent our community and club in a respectful and professional manner.

BROOKLYN COLLEGE RADIO FALL 2016 SCHEDULE

WBCR broadcasts talk shows, music shows, variety, sports, comedy shows and news.

For more information on our FALL 2016 shows please visit our website. www.mywbcr.com

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 designated buckets in 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, as defined by the FCC, is not permitted on air and may result in immediate suspension of show hosting rights.¹ All DJs are responsible for screening all 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, 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 the 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. 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.

IMPORTANT THINGS TO KNOW

- WBCR is managed considering the definitions and rules stated at the "*BCR Constitution*" (October 2016). You can find this document at the station.
- WBCR signal is streamed at www.mywbc.com and broadcast on 1090 AM throughout campus. Listeners can also listen to us via [TuneIn](#)
- WBCR social media handlers on Facebook, Twitter, Instagram, SoundCloud, Periscope, and Snapchat are @myWBCR #myWBCR #BrooklynCollegeRadio.
- WBCR is member of the *Intercollegiate Broadcasting System (IBS)*
- In Fall 2016 WBCR had 116 members producing over 50 radio shows a week.
- Our members are affiliated with more than 19 BC departments including: Biology, Broadcast Journalism, Business, Communications, Creative Writing, Exercise Science, Film Production, Finance, Psychology, Marketing, Sociology, Theater and Television and Radio among others.

WBCR tips

- If you receive an email regarding station matters asking for a response, it is your responsibility as a member of the station to respond.

¹ The FCC prohibits "obscene" material being broadcast at any time and "indecent" and "profane" language from being broadcast between 6 a.m. and 10 p.m. The station can be fined for violating its rules.

"Obscene" is defined as content that appeals to the prurient interest and lacks any literary or artistic merit. "Indecent" is defined as content that depicts "sexual or excretory organs or activities in terms that are offensive as measured by contemporary community standards for the broadcast medium." "Profane" is language that "personally reviling epithets naturally tending to provoke violent resentment or denoting language so offensive to members of the public who actually hear it as to amount to a nuisance." Please avoid: shit, piss, fuck, cunt, cocksucker, motherfucker, tits and all its variations.

- Keep the station clean and respectable. Always clean up after yourself, especially when eating in the front room. Also when in the front room try to regulate the volume and content of your conversations. These conversations can be heard in the hallway, where classes are held continuously. Loud conversations will be heard outside of the station and may disrupt the course of classes.
- Be respectful of other people's work. If someone puts out flyers or business cards make sure to leave them displayed nicely.

STUDIO COURTESY

- If you are unable to make it to your show, make sure you notify the Program Director by emailing wbcrcpd@gmail.com with your show name, time that it normally airs, and a reason for your absence. *NOTE: Missing the show once, unexcused, will result in a warning. Missing the show twice, unexcused, will result in a suspension of your show for one week. More than two unexcused shows will result in the cancellation of your scheduled slot.*
- When a show is live make sure to stand outside the door if you want to enter the studio. Wait to be signaled in by the On-Air host. Walking in during the show can cause unwanted noise and ruin a taping.
- If you are using papers or any other type of prop for your show make sure to clean up after you are done. No one should walk into a messy studio.
- Place all headphones back on the microphone arms so there is no risk of the headphones being thrown around or breaking. Make sure all the levels are down (except the computer playing music).
- Treat the equipment according to the instructions you were given at the training sessions. This is sensitive and expensive equipment. It is not easy to replace.
- **All computers at WBCR should be used only for radio station purposes.** Personal documents or files are not to be saved on these computers. If creating files is required for the production of a show or a TVR class assignment, please make sure to store them away neatly or delete them when you are done. **(Files on the desktop or unnamed files in any computer will be deleted.)**

ON-AIR tips

- Always check the levels of your microphones and your music. You want to make sure your levels are not too high or too low. If your levels are peaking, the sound will be distorted and your show will sound unprofessional. Consistency is the best policy.
- If you have multiple hosts or guests on the show, make sure they don't talk over each other. While it is useful in some situations it is annoying if it is a constant occurrence.
- Use discretion when picking topics; while it is great to have a wide variety of topics, you have to make sure that the conversation topics are not offensive to anyone. WBCR is a college radio station, and the content mywbcrc.com broadcasts represents the college community.
- Always screen phone calls before airing them. That way you will have someone reliable on the line, avoiding any awkward signals and silences.

- Producers have to record their shows. Please make sure there is a folder with the name of your show on the recording computer; all your shows should be stored in that folder. Always make sure you have a USB flash drive so you can save a copy for personal use.

MUSIC SUBMISSIONS

If you want to submit your music you can send us one copy of the CD along with any additional promotional materials (press releases, artist photos etc.) to:

WBCR - Brooklyn College
2900 Bedford Avenue
Brooklyn, NY 11210

Or

Email: Wbcr.MD@gmail.com

CLEAN mp3 versions with tags and information

To be considered for broadcasting, the music has to be of high quality (digitally readable tracks, good sound quality etc.). Obscene or profane materials will not be aired. Supply radio friendly versions of any material.

If selected, the best tracks in your album will become part of our music database and will be added to our 24/7 play list. If you are interested in a particular show you are welcome to contact the Program Director, who will get you in contact with the hosts. The submission of your materials DOES NOT imply that the album will be included in our music rotation.