Titan Communications

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Titan Internet Radio
Operational Policies and Procedures
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*Section II has been taken out of this handbook. Please refer to the Titan Radio Management Reference Anthology for Section II: Titan Radio Management Team Structure*
PREAMBLE

This document expresses the expectations of all users of the Titan Radio facility. Users include, but are not limited to faculty, students, Titan Radio staff members, interns, volunteer broadcasters, and guests. The Titan Radio Management Team as well as the Titan Communications (faculty) Management reserve the right to enforce all rules and regulations through appropriate disciplinary action which may include a verbal warning, probation, suspension, termination, and/or legal action (please see Section VII: Consequences for Failure to Abide by Titan Radio Policies).

Section I

TITAN RADIO MISSION STATEMENT AND OBJECTIVES

A. Titan Radio Mission Statement:

Titan Radio, which is overseen by Titan Communications, is a student-operated, non-profit campus resource of California State University Fullerton, funded by Instructionally Related Activities (IRA). As an educational facility, the primary mission of Titan Radio is to serve as a laboratory environment for use by CSUF students, staff, and faculty in support of their classes and in pursuit of a career in the radio industry. Titan Radio also seeks to showcase California State University Fullerton and the talents of CSUF students through educational, unique, and/or alternative programming not readily found on commercial radio.

B. Titan Radio Statement of Responsible Broadcasting

1. As per university policy, “it is the right and duty of the communications media on this campus to present news, opinion, and editorial comment, and to provide a forum for the free exchange of ideas.” At CSUF “students…are guaranteed freedom from censorship.” However, staff, volunteers, and volunteer broadcasters at Titan Radio “are bound to recognize that these rights are to be practiced within the limits of prevailing law, University policies, and the canons of journalism.” In addition, “students are expected to exercise free expression in a context of common sense and good judgment. Students’ actions should not interfere with the rights of others or the function of the University (UPS 300.000).” The policies and procedures outlined in the Titan Radio Handbook are intended to support and guide broadcaster’s judgment, to preserve the rights of the Management Team, other broadcasters, and Titan Radio’s listeners and to ensure compliance of all Titan Radio broadcasts to “prevailing law, University policies, the canons of journalism” and instructionally-related activities guidelines.

2. Participation at Titan Radio in any capacity is a privilege. All participants at Titan Radio including volunteers, volunteer broadcasters/DJs, Management Team Members, guests, and all others, should respect the unique opportunities for instructionally-related activities learning, hands-on experience, resume and portfolio building, and support of the University’s curriculum that the station provides and recognize that these are the primary reason for the station’s existence.
Volunteers are expected to respect the station, its policies and procedures, its volunteer broadcasters, the Titan Radio Management Team, Titan Communications Management, and other administrators at all times. When on the air, broadcasters are expected to act in a professional manner and exercise responsible broadcasting practices by respecting and upholding:

a. The integrity of on-air PSAs, underwriting announcements, show promos, and other station announcements

b. Titan Radio programming and volunteer broadcasters

c. The Titan Radio Management Team and Titan Communications administrators

d. The Titan Radio station itself as a campus resource and educational opportunity

e. And by following the policies outlined in this document and the mandates of the Titan Radio Management Team and Titan Communications Management

C. Titan Radio Objectives:

1. Titan Radio’s primary objective is to serve as a laboratory classroom that supports CSUF classes in broadcasting and electronic media.

2. Titan Radio’s secondary objective is to provide IRA-funded employment, internship, and volunteer opportunities to Cal State Fullerton students in an environment where they can gain close-to-real-world experience concerning the management and operation of a non-commercial radio station. Experience can be gained in:

   a. Radio station management
   b. Radio station operations and policy making
   c. Public relations
   d. Basic FCC rules and regulations
   e. The organization and creation of radio programs and special broadcast-related projects
   f. Basic audio production
   g. Live and pre-recorded on-air performance
   h. Operation of radio station equipment
   i. Station promotions and marketing

3. Titan Radio’s third objective is to provide programming of an educational and/or creative nature that supports the value of California State University Fullerton as an educational institution and/or showcases the academic talents of its students.

4. Once Titan Radio’s educational objectives are met, the focus of the station will be to provide listeners with unique, non-commercial programs of an educational, creative,
and/or entertaining nature which will showcase the talents of CSUF students as DJs and/or broadcasters\(^1\) in formats not readily found on commercial radio. Formats may include music, educational programming, news, and public service programming concerning the university and surrounding communities.

\(^1\) Note: Throughout this document, the terms “broadcaster,” “volunteer broadcaster,” “volunteer,” “DJ,” and “on-air talent” are used interchangeably. All policies, procedures, rules, regulations, etc. stated in this handbook will apply to volunteer broadcasters as well as general volunteers.
Section III

USE OF FACILITIES

A. Eligibility Requirements

1. Titan Radio Facilities are to be used solely by Titan Communications employees, the Titan Radio Management Team, faculty members in support of their classes and/or by currently enrolled CSUF students that are Titan Radio broadcasters.

   a. Faculty members and persons who are enrolled as part-time or full-time students at CSUF are eligible to volunteer to provide assistance to the Titan Radio staff and apply to be an on-air broadcaster.

   b. All persons selected as Volunteer Staff Assistants or to provide on-air talent for Titan Radio must provide their campus-wide ID number, a current and valid copy of their CSUF ID, and state ID/driver’s license to the station. These will be included in the volunteer’s file.

   c. Anyone who is not enrolled as a student at CSUF, CSUF students not currently serving as volunteers at Titan Radio, and former employees no longer associated with Titan Radio, are not permitted to tour the Titan Radio facility or use the station or its equipment for any reason unless prior approval is obtained from the Titan Communications management and the General Manager. If approval is obtained, a Titan Radio Management Team member will supervise the use of the facilities.

2. Under no circumstances shall participation at Titan Radio be denied to any individual based on their “race, ethnicity, national origin, ancestry, citizenship, religion, creed, sex, sexual orientation, marital status, age, disability, or veteran status” (UPS 300.000).

B. Access to Facilities

1. Access to the station is not to be shared with any unauthorized persons for any reason.

   a. Only persons who meet the eligibility requirements detailed above will be granted access to the Titan Radio facility. Each person using the facility must have a current CSUF ID, which will be used to code their access into the computerized door lock.

   b. Access to the station is a privilege and is not to be shared with others for any reason regardless if they are volunteer broadcasters and/or staff members. Anyone who is found to be sharing their personal access with unauthorized persons may be denied access to Titan Radio and may be subject to further
disciplinary action including cancellation of show and loss of volunteer and/or broadcasting privileges.

c. All guests brought into the station must have the approval of the Titan Radio Management Team in advance. Further permission is needed for the guest to go on the air *(see Section VI: On-Air Expectations of Broadcasters – Guest Policy)*.

d. For risk management reasons, broadcasters may not to bring any guests into the Titan Radio facility that are under the age of 18 unless prior approval is obtained from the Titan Communications management and the Titan Radio General Manager. If approved, a release of liability must be obtained from their parent/guardian, and they are not to be unsupervised at any time.

e. At no time will any exterior doors to the station or the building be left open, propped open, or made not to lock except during the open application period at the beginning of every semester.

2. **No one except for Titan Radio Management Team Members and students enrolled in designated classes will be permitted inside Titan Radio Facilities during the times Titan Radio is designated for classroom lab use.**

   a. The Titan Radio station serves as a laboratory environment for several classes throughout the week. During certain hours of the day, the station may be closed to allow those classes free access to the facilities.

   b. During the hours that Titan Radio is closed for class use, no persons other than members of the Titan Radio Student Management Team or members of Titan Communications [faculty] Management will be allowed to use or access the facilities or equipment for any reason. This includes DJs, volunteers, visitors, staff, and/or students not enrolled in the specified class.

   c. Authorized personnel who are using the facilities will be expected to vacate the facilities during the time the station is scheduled for use by classes and may be asked to do so by the staff.

   d. In certain circumstances, exceptions may be granted by the General Manager or by the Titan Radio Management Team. Requests to use the facilities during these times should be submitted in advance.

3. **All guests brought into the station to appear on a broadcaster’s show must go through a formal approval process – no exceptions (see Section VI: On-Air Expectations of Broadcasters – Guest Policy).**
C. General Requirements

1. The Titan Radio facility may not be used for conferencing, social gathering, or as a “hang out”.
   a. Due to the sensitivity of materials, files, equipment, and other issues involving personnel, no part of the Titan Radio station, including but not limited to the office, the DJ Booth, and the Audio Production Room may be used for any purpose other than for the operation of Titan Radio or the production of a show.
   b. Titan Radio is not intended to be a storage space for any personal belongings. Anything left overnight will be taken to campus lost and found (Campus Police).
   c. Titan Radio is not responsible for the loss of any belongings left in the station.
   d. The Titan Radio station must be restored to its original condition after all broadcasts and/or productions. The station shall remain clean and organized at all times.

2. No smoking, food, drink, or animals are allowed in the station at any time.
   a. As per university policy, smoking is only allowed outside, twenty feet away from any building.
   b. Bottled water is allowed inside the main office area of the station but not inside the DJ booth (PLS-052) or inside the Audio Production room (PLS-053).
   c. No animals are allowed in the Titan Radio facilities with the exception of service animals such as guide dogs.

3. Absolutely no alcohol or illegal substances are allowed in Titan Radio or ANY Titan Communications Facility.
   a. CSUF, Titan Radio, and Titan Communications have established a zero-tolerance policy regarding the use of alcohol and/or illegal substances.
   b. The introduction of alcohol or illegal substances to Titan radio facilities is considered grounds for immediate removal from the premises.
   c. In the case of broadcasters, volunteers, or staff members the introduction of alcohol or illegal substances will result in immediate loss of all volunteer privileges, cancellation of show and/or possible termination of employment. This includes alcohol or illegal substances introduced by guests for which the broadcaster is deemed responsible.
   d. Violators may be subject to referral to the University Police.
4. **No lewd or indecent acts may be committed within any Titan Radio or Titan Communications facility.**
   a. Committing lewd or indecent acts within Titan Radio facilities is considered grounds for immediate removal from the premises.
   b. In the case of broadcasters, volunteers, or staff members the committing of lewd or indecent acts will result in immediate cancellation of show and/or possible termination of employment.
   c. Violators may be subject to referral to the University Police.

5. **Titan Radio’s hours of operation are 8:00 AM – 8:00 PM, Monday through Thursday and 8:00 AM-5:00 PM on Friday. No persons shall be granted access to Titan Radio before 8:00 AM. In addition, all persons must vacate all Titan Radio facilities by 8:00 PM Monday through Thursday and by 5:00 PM on Friday.**
   a. Titan Radio’s operating hours may vary depending on university class usage, equipment maintenance needs, equipment malfunctions, meetings, and special events. The Titan Radio Management Team reserves the right to close the station at any time with or without notice.
   b. Broadcasters in violation of this policy may have their shows suspended or cancelled.
   c. All persons, including broadcasters, in violation of this policy may be referred to University Police.
   d. Exceptions to this rule may be granted by the General Manager in special cases. All exceptions granted by the General Manager must also be approved by Titan Communications management and documented in writing.

6. **Management team members may access the station until and stay as late as 10:00 PM. However, no other persons are to be granted access before 8:00 AM or after 8:00 PM Monday through Thursday and after 5:00 PM on Friday.**

7. **At the end of any show, DJs, volunteers, and staff are expected to leave the studio in a neat and orderly condition.**
   a. This includes re-filing all music (including CDs and vinyl) in order on the shelves, as well as picking up any paper scraps, returning chairs to their proper places, and logging off all Titan Radio computers.
D. **Special Requirements – DJ Booth**

1. **Access to the DJ Booth is granted only to volunteers selected to provide on-air talent**
   
a. As per the regulations listed above, broadcasters are not permitted to share access to the DJ booth with any persons with the exception of other broadcasters, Titan Radio staff members, Titan Communications faculty, or pre-approved guests.

   b. No broadcaster may speak on the air unless it is during the hour allocated for his or her show or unless they are appearing as a guest on another show or they have the approval of the General Manager and/or Titan Radio Management Team.

2. **The DJ Booth shares two of its walls with occupied classrooms. In addition, the DJ booth is not entirely sound proof and sound leakage does occur.**
   
a. The monitor speakers have been adjusted to produce sound only up to the maximum acceptable volume level. If use of the monitor speakers is required, please do not attempt to raise the volume past this level.

   b. No acoustic instruments and no electronic instruments that do not have volume adjustments will be permitted to play inside the station or DJ booth.

   c. Other excessive or prolonged noise (i.e., shouting, screaming, etc.) is not acceptable.

   d. If asked to lower volume levels by any member of the management team, Titan Communications staff or faculty, or any other CSUF staff or faculty member please do so adequately and immediately. Failure to observe this policy may result in disciplinary action.

3. **As per the Fire Marshal’s code, only two (2) people are permitted in the DJ booth at any time.**
   
a. A third person is allowed in the DJ booth for a period not to exceed one hour.

   b. If three people have occupied the DJ booth for one hour then the number of people using the booth must be reduced to less than three for the subsequent hour.

4. **As per the Fire Marshal’s code, fourteen (14) people are permitted in the Titan Radio Office at any time.**
   
a. Ten (10) additional people will be allowed in the Titan Radio Office for a period not to exceed one hour.
b. If ten (10) people have occupied the Titan Radio Office for one hour then the number of people using the office must be reduced to fourteen (14) people or less for the subsequent hour.

5. **Entrance to the DJ Booth while a live show is in progress is prohibited unless an emergency situation exists.**

   a. If access during another broadcaster’s show is required, it is recommended that non-verbal contact be made with the current broadcaster and that person wishing to gain access wait to be admitted by the person currently on the air.

   b. If you are unable to gain access, please see a Titan Radio staff member for assistance.

   c. If there is an emergency or a DJ experiences technical problems, he/she needs to note it in his/her traffic log and to a staff member.

**E. Special Requirements – Audio Production Room**

1. **As per the Fire Marshal’s code, only two (2) people are permitted in the Audio Production Room at any time.**

   a. A third person will be allowed in the Audio Production Room for a period not to exceed one hour.

   b. If three people have occupied the Audio Production Room for one hour then the number of people using the booth must be reduced to less than three for the subsequent hour.

2. **Access to the Audio Production Room is granted only to members of the Titan Radio Management Team.**

   a. Persons other than Titan Radio management team members may access the Audio Production Room with prior approval from the General Manager or a Titan Radio Management Team Member.

   b. The Audio Production Room’s chief function is for audio capturing/recording. All editing shall be completed at the station’s in office, when possible.

   c. Broadcasters and volunteers will only be permitted to use the audio production room and equipment to assist in the production of PSAs, underwriting spots, station IDs, Titan Radio programming, or special projects as designated by the Titan Radio management team.
d. All persons inquiring to use the audio booth may use the booth by obtaining verbal permission for any staff member. It is recommended that the Technical Director be present during the use of the booth.

e. The Production Room is designated for use by broadcasters, staff, and classes that have an agreement with Titan Communications.

f. Everyone that uses the Production Booth must sign in on the sign-in sheet provided.

_All Titan Radio facilities are monitored at all times by closed circuit security cameras. All activity is subject to review by the Titan Radio Management Team and Titan Communications management at any time and for any reason._

_Any and all material broadcast over the Titan Radio audio stream is subject to monitoring, recording, saving, and/or archiving by the Titan Radio Management Team, Titan Communications management, and/or College of Communications administrators._
Section IV

PROGRAMMING

A. Definition

1. All on-air programming at Titan Radio shall fall into one of six main categories. These are (in order of significance):
   
   a. Programming generated by CSUF Classes
   b. Programming directly created or produced by Titan Radio
   c. Programming produced by Titan Communications staff members that showcases the University and its students.
   d. Programming received from Titan TV
   e. Live programming created and produced by volunteer broadcasters
   f. General (automated) programming

2. All programming at Titan Radio must be pre-approved as per the procedure(s) outlined in the Titan Radio Handbook. When evaluating programs for approval, the following criteria are considered:
   
   a. Adherence to Titan Radio policies
   b. The uniqueness and originality of the program (in the fact that it cannot be readily found on commercial radio)
   c. The program’s educational and/or creative worth
   d. How well the program generates interest from students (to acquire motivated, responsible broadcasters)
   e. Whether the program has some conceivable audience
   f. Any and all genre-specific criteria

3. Programs shall be approved by the Program Director and the General Manager with the input of other members of the Titan Radio Management Team, as required.

4. Titan Radio broadcasters are encouraged to take the lead in recommending formats and specialty shows to be aired as part of programming.
   
   a. It is mandatory that potential broadcasters submit a written proposal containing a description concerning the nature of the proposed format or specialty show. This proposal will be reviewed by the General Manager and/or the Program Director
   
   b. If deemed feasible, the proposal will be submitted to the Management Team for additional review.
   
   c. Any additions or changes in programming must receive approval by the Titan Radio Management Team.
B. **Show Limitation Guidelines**

1. Approximately Forty (40) hours between 8:00 AM and 8:00 PM, Monday through Thursday and between 8:00 AM and 5:00 PM on Friday, have been reserved for live programming produced by volunteer broadcasters on Titan Radio.
   
   a. These hours will be assigned to broadcasters in the form of 60 minutes to 120 minute time slots.
   
   b. Additional timeslots will be made available at the discretion of the Management Team based on availability.

2. If necessary, slots may be assigned to broadcasters in the following order:
   
   i. Titan Radio staff members (including interns).
   
   ii. Faculty and the general student population on a first-come-first-serve basis.

C. **Special Guidelines for Non-Music Shows**

1. It is the right and duty of the communications media on this campus to present news, opinion, and editorial comment, and to provide a forum for the free exchange of ideas.” At CSUF “students…are guaranteed freedom from censorship.” However, staff, volunteers, and volunteer broadcasters at Titan Radio “are bound to recognize that these rights are to be practiced within the limits of prevailing law, University policies, and the canons of journalism.” In addition, “students are expected to exercise free expression in a context of common sense and good judgment. Students’ actions should not interfere with the rights of others or the function of the University (UPS 300.000).” The policies and procedures outlined in the Titan Radio Handbook are intended to support and guide broadcaster’s judgment, to preserve the rights of the Management Team, other broadcasters, and Titan Radio’s listeners, and to ensure compliance of all Titan Radio broadcasts to “prevailing law, University policies, the canons of journalism” and instructionally related activities guidelines.

2. For risk management reasons, shows including, but not limited to, psychology, self-help, medical, and technology service programs must be hosted or co-hosted by a professional licensed in the appropriate field or by an experienced subject matter expert in the appropriate field (i.e., a university professor or faculty member).

3. It is required that all non-music programming at Titan Radio fit into one of the following categories and adhere to genre-specific guidelines:
a. CSUF-related talk programming (classified as “Talk/Interview”)
   
i. This type of programming will focus primarily on CSUF campus issues, departments, events, resources, clubs and organizations, etc.  
ii. Guest requests (if applicable) for each show must be submitted to the Program Director and/or General Manager two weeks in advance and will be reviewed and approved by the Titan Radio Management Team.  
iii. Topics which address specific campus issues are permitted, however broadcasters are encouraged to discuss opposing sides of issues with opposing viewpoints.  
   1. To ensure approval for these types of programs, it is recommended that the DJ be prepared to invite guests (subject to approval of the management team) who will represent the opinions of both sides of the specific issue. In this case, the DJ is encouraged to act in a moderator capacity and as a facilitator of the discussion. It is recommended that both guests appear on the same program.

b. Degree-related talk programming (classified as “Talk/Interview”)
   
i. This type of programming will focus primarily on subjects in which the student broadcaster is pursuing a degree or on a faculty member’s area of expertise.  
ii. These programs are encouraged to be hosted or co-hosted by a CSUF faculty member with expertise in the applicable field.  
iii. Guest requests (if applicable) for each show must be submitted to the Program Director and/or General Manager two weeks in advance and will be reviewed and approved by the Titan Radio Management Team.

c. Interview programming (Classified as “Talk/Interview”)
   
i. This type of programming will focus primarily on interviews with university professors, students, faculty, staff, members of the artistic community, etc.  
ii. Guest requests (if applicable) for each show must be submitted to the Program Director and/or General Manager two weeks in advance and will be reviewed and approved by the Titan Radio Management Team.  
iii. To ensure approval for these types of programs, it is recommended that the DJ be prepared to invite guests (subject to approval of the management team) who will represent the opinions of both sides of the specific issue. In this case, the DJ is encouraged to act in a moderator capacity and as a facilitator of the discussion. It is recommended that both guests appear on the same program.
iv. Interviewees should have some sort of academic/educational and or credible significance without personalizing the topic or issue.

d. News (classified as “News”)
   i. A balance of campus, local, national, and world news (may also include sports news, entertainment, weather, and traffic).
   ii. Guest requests (if applicable) for each show must be submitted to the Program Director and/or General Manager two weeks in advance and will be reviewed and approved by the Titan Radio Management Team.

e. Sports News/Sports Talk (classified as “Sports”)

f. Entertainment News (classified and “News”)
   i. Guest requests (if applicable) for each show must be submitted to the Program Director and/or General Manager two weeks in advance and will be reviewed and approved by the Titan Radio Management Team.
   ii. Topics that address specific campus issues are permitted, however broadcasters are encouraged to discuss opposing sides of issues with opposing viewpoints.
      1. To ensure approval for these types of programs, it is recommended that the DJ be prepared to invite guests (subject to approval of the management team) who will represent the opinions of opposing sides of the specific issue. In this case, the DJ is encouraged to act in a moderator capacity and as a facilitator of the discussion. It is recommended that both guests appear on the same program.

g. Other (classified as “Eclectic/Other”)
   i. Certain other programs may be considered acceptable for broadcast if approved by the Titan Radio Management Team. Broadcasters wishing to perform non-music shows in other formats should be prepared to pitch their ideas to the Management Team prior to being assigned a timeslot.
   ii. These programs may be required to adhere to some or all of the above criteria based on the show proposal.

D. Length of Live Programs

The length of all live programs shall be figured in 60-minute increments.

a. All broadcasters will be expected to begin and end their shows on time so that everyone may take full advantage of the time that they are allotted. All broadcasters will be expected to fill their entire timeslot with programming.
b. Titan Radio Management Team members may begin each semester with timeslots of up to 60 minutes in length regardless of assigned genre.

c. All new broadcasters will begin each semester with timeslots of 60 minutes in length.

d. Broadcasters who have worked with Titan Radio in the past will begin each semester with timeslots of 60 minutes in length unless they have successfully completed the requirements for a 120 minute show as outlined below:

1. Shows of 120 minutes in length may be granted to certain broadcasters in the music or sports genre in accordance with the procedure that follows:

   a. To be considered for a 120 minute show broadcasters:

      i. Need to have served as a volunteer on-air broadcaster at Titan Radio during the previous semester.
      ii. Need to have submitted all of their required on-air traffic logs (or a significant percentage thereof, as determined by the Titan Radio Management Team) by the end of the previous semester.
      iii. Need to have completed all of their required service hours by the end of the previous semester.
      iv. Need to not have received any show suspensions, show cancellations, or letters of warning placed in their file during the previous semester.
      v. May be required to have submitted their application for a volunteer broadcasting position no later than the first day of classes of the current semester.
      vi. May be required to attend an “early bird” broadcaster meeting, as offered.
      vii. May be required to broadcast in the same genre as during the previous semester.

   b. Broadcasters who meet these criteria will have their names in a list from which the management team will select a pre-determined number of broadcasters to receive 120 minute timeslots.

2. Applications for live shows at Titan Radio will be available prior to the start of each semester and will be received until the established cutoff date.

3. Throughout the semester, broadcasters may be asked to meet with a member of the Titan Radio Management Team for a constructive review of their on-air performance. This constructive feedback is intended to help further develop broadcaster’s skills and ensure program quality and continued adherence to Titan Radio Policies.
Section V

GENERAL EXPECTATIONS OF BROADCASTERS

A. The Titan Radio DJ Application Process

1. Any faculty member, part-time student, or full-time student at Cal State Fullerton is eligible to participate and provide on-air talent at Titan Radio. Interested parties will be required to successfully complete the application process described below before going on the air:

   a. Obtain an application in person at the Titan Radio Station or online at www.titanradio.org
   
   b. Applications for live shows at Titan Radio will be available prior to the start of each semester and will be received until the established cutoff date.
      
      i. No applications will be available for new shows during summer or intersession.

   c. Complete the application and a written show proposal as per the guidelines listed on the application. A hard copy of the application must be submitted to the Titan Radio Station for review by the Titan Radio Management Team. Applications not accompanied by a written proposal may not be reviewed.
   
   d. Applications will be subject to an initial review by the General Manager, and the Program Director.
   
   e. Applications which are denied during the initial review process will be submitted to the entire Titan Radio Management team for further review.
   
   f. If an application is denied after further review by the entire Management Team, the applicant may apply during the next application cycle.
   
   g. Applicants will be selected based on criteria which may include, but is not limited to, timeslot and genre availability and proposed show content as per the guidelines discussed in the Titan Radio Handbook.
   
   h. Returning broadcasters must have maintained good standing with Titan Radio during the previous semester in order to be considered for broadcasting privileges.
   
   i. Successful applicants will be contacted and called in for interviews and broadcaster orientation during the first and second weeks of each semester.
j. Upon successful completion of the interview and orientation process, approval of show format by the Titan Radio Management Team, and submission of all required paperwork, the DJ will be offered a timeslot for their show from one of the available timeslots indicated on the Titan Radio schedule.

k. All DJs will be required to complete this application process prior to the start of each semester. An abbreviated process may be implemented by the Management Team for returning broadcasters on a semester-by-semester basis.

l. After submitting an application and receiving broadcasting privileges, broadcasters who volunteered at Titan Radio during the previous semester and ended the semester in good standing will be automatically assigned a show in their established genre and timeslot if available. Broadcasters may change their genre and timeslot under the following conditions:

   i. They have submitted a request in writing to the General Manager and the Program Director either via email or on their On Air Talent Application.
   ii. The timeslot they are requesting has not been filled
   iii. The timeslot allocation for the genre they are requesting has not been filled.
   iv. Broadcasters changing show genres or timeslots may be required to create a new show promo and/or show summary.

B. Broadcaster Interview and Orientation Process

1. Potential and returning broadcasters will be required to attend a Broadcaster Interview and Orientation Session prior to the start of broadcasting each semester.

2. The Titan Radio Management Team will supply the date and time at which these session(s) will be held and will notify successful applicants in advance.

3. During the interview and orientation session, potential and returning broadcasters will be required to do the following:

   b. Step Two: Have short interview regarding their idea for a show
   c. Step Three: Submit a digital copy of a 1-2 paragraph description of their show to be posted on the Titan Radio website
i. Exceptions will be granted to DJs if they have previously submitted a show synopsis and no information (i.e., co-hosts, show name, show timeslot, etc.) has changed.

ii. Submissions must be made in a digital format (email, CD-ROM, via USB drive) or typed directly into a Titan Radio computer.

d. Step Four: A digital photo will be taken of each broadcaster at orientation for their personal Titan Radio page on the website.

e. Step Five: It is encouraged that DJs produce a 15-30 second promo for their show. They may ask for assistance from the Technical Director.
   i. They must get training from the Technical Director before creating a promo.
   ii. Exceptions will be granted to DJs if they have already produced a show promo and no information (i.e., co-hosts, show name, show timeslot, etc.) has changed.

f. Step Six: New DJs will be required to complete a short equipment orientation session with one of the Student Management Team Members.

   i. If requested by the broadcaster or if deemed necessary by the Titan Radio Management Team, the new DJ will either shadow or be shadowed by an experienced Titan Radio DJ for a period of two weeks after the start of their show.

g. Step Seven: Upon successful completion of the interview and orientation process, approval of show format by the Titan Radio Management Team, and submission of all required paperwork, the DJ will be offered a timeslot for their show from one of the available timeslots indicated on the Titan Radio schedule. DJs may request a specific timeslot by filling out the appropriate section of the On-Air Talent Application. Scheduling will be determined by the Management Team based on availability.

m. Confirmation of genre and timeslot assignment will be sent to broadcasters via email.

n. Genre classification and timeslots are not final and are subject to be changed by the management team until email confirmation is sent to the broadcaster.

h. Upon completion of the broadcaster interview and orientation session, the management team will place a note of completion in the DJ’s file.

i. DJs providing shadowing for new broadcasters will notify the General Manager or a Management Team Member upon completion of the shadowing period.

4. Potential broadcasters must bring the following materials to the Titan Radio Interview and Orientation Session:
a. A name for their show  
b. Their campus-wide ID number  
c. Driver’s License (or other form of Legal ID)  
d. CSUF Student ID Card  
e. A valid mailing address  
f. A valid email address  
g. A valid phone number  
h. A digital copy of their show summary (on CD, flash drive, email, etc.)  
i. A digital copy of a picture/logo for their show (on CD, flash drive, email, etc.)  
j. Potential broadcasters should be prepared to record an audio promo for their show

5. Potential broadcasters who do not arrive at the orientation sessions with all of the required items (listed above) will not be processed and will need to be rescheduled for a later session.

C. **Use of Equipment**

1. The broadcaster is liable for all equipment in the DJ booth during the time they are scheduled to be on the air, regardless of who is in the booth.

   a. Liability will be waved in case of absence provided that the General Manager or the Program Director is notified of the broadcaster’s absence in advance of their show.

   b. Radio equipment is to be used respectfully and not abused in any way. Abuse of equipment will be subject to disciplinary action and possible financial responsibility.

   c. Absolutely no Titan Radio property will be removed from the station at any time.

2. All computers and equipment in the Radio Station are for DJs to use only for Titan Radio and show purposes.

   a. Titan Radio computers and all Titan Radio equipment may not be used for any purpose other than the production of shows and Titan Radio-related programming. This includes, but is not limited to general web-surfing, doing schoolwork, checking personal emails, and all other personal and school-related projects.

   b. Use of the computers is a privilege and may not be abused. The displaying of adult content, illegal downloading, etc. is not permitted on any Titan Radio computer at any time.

   c. The DJ is responsible for any equipment that is damaged while he/she is using it.
d. DJs and volunteers may log in to Titan Radio computers using their Cal State Fullerton username (usually the first part of their email address) and their Cal State Fullerton password. DJs are required to log off of all computers after use.

e. Titan Radio staff members will not be able to log DJs onto the computers. DJs should make sure that they have computer access prior to commencing broadcast. Difficulties with the log-in procedure should be brought to the attention of the Management Team and, if necessary, the campus helpdesk.

f. Violation of any of these policies may result in loss of computer privileges, a request to leave the premises, or other disciplinary action as deemed necessary.

3. **DJs, volunteers, and staff members are not permitted to store any personal or show-related data on Titan Radio computers. This does not apply to recorded shows, which are saved by Titan Radio for archival purposes.**

   a. The hard drives of all Titan Radio computers will be periodically cleaned out and/or wiped as part of routine maintenance. This maintenance may occur with or without warning.

   b. The hard drive of the computer located in the DJ Booth will be cleaned out daily. No music should be permanently stored on this system. DJs are expected to remove any music they have transferred to this computer at the end of their show.

      i. DJs must have their own flash drive or external hard drive with them at all times in Titan Radio if he/she chooses to save any content from the computers or booth.

   c. Titan Radio, Titan Communications, and the Titan Radio Management Team is not responsible for any lost, damaged, or altered data left on Titan Radio computers. This includes recorded shows.

4. **Titan Radio uses an automated system which is programmed and scheduled by the management. DJs are not allowed to add music or any elements to the automated system. Nothing on this system is to be added to or changed.**

   a. Frequently neglecting to return the station to proper Automation by pushing up the “Automation” fader on the board after your show may result in disciplinary action including suspension or termination of your show. Please note that the “Automation” fader is different from the fader that controls the computer located in the DJ booth.

**D. Required Services**

1. All DJs are required to complete a certain number of mandatory services to the station each semester.
a. The General Manager and Program Director will determine the number of services required of volunteer broadcasters and the due date(s) for those services at the start of each semester based up on the needs of the station.

b. Some service opportunities include:

   i. Providing assistance to the staff at Discoverfest, Comm Week, Welcome to Cal State Fullerton Day, or other events.
   ii. Providing assistance at Titan Radio’s weekly promo tables.
   iii. Producing station IDs, PSAs, and underwriting spots.
   iv. Creating flyers and other promotional materials for the station.
   v. Assisting with the production of special Titan Radio produced programming as editors, writers, or on-air talent.
   vi. Assisting staff members with their duties.
   vii. Other opportunities offered or deemed acceptable by the General Manager or the Titan Radio Management Team.

b. Each project will be assigned a corresponding number of services which will be credited to the broadcaster upon completion of the project. For example, recording one PSA may count as \( \frac{1}{2} \) service; editing a feature-length production may count as 2 services; working an all-day event may count as 3 or more services, etc. The supervising Management Team Member will determine the number of services each project is worth. Broadcasters will be made aware of the number of services each project is worth before they commit to that project.

c. It is the responsibility of the broadcaster to fill out the appropriate form detailing the projects they worked on and the lengths of time spent on each project and turn it in to their service hours coordinator. The service coordinator must then inform the General Manager how many services each of their assigned volunteers has completed by the due date(s).

   i. Falsification of a DJ Service Hours Confirmation Form may result in suspension of show, cancellation, or other disciplinary action.

d. Failure by the broadcaster to complete the assigned services by the due date(s) may result in the suspension of the broadcaster’s show until the required services are completed. If a situation arises where a broadcaster has not completed all of their required services by the end of any given semester, that broadcaster may:

   i. Become ineligible to serve as a broadcaster at Titan Radio for the period of one semester. There will be no extensions under any circumstances.

   ii. Become ineligible to receive a timeslot of 120 minutes in length for at least a period of one semester at the start of the semester that the broadcaster returns.
E. Other General Conduct Guidelines

1. Use of Phones

   a. The Titan Radio office phone (x5505) is for official station business and may only be used by a Titan Radio staff member unless special permission is obtained.

   b. DJs are not allowed to accept incoming calls on the office phone (x5505) without a staff member present.

   c. When applicable, DJs may use the DJ booth phone (x5516) to accept incoming calls only for interview/call-in purposes associated with their show. All business calls are to be forwarded to the office phone (x5505). Outgoing calls cannot be placed from the DJ booth phone.

   d. When answering any Titan Radio phone be sure to give the station’s full name and be polite. For example, “Thank you for calling Titan Radio, how may I help you?”

   e. At no time are DJs permitted to use any Titan Radio phone for personal use.

   f. DJs are not permitted to place long distance calls from any Titan Radio phone.

   g. DJs shall not give out station information such as personal phone numbers or station information such as policies and procedures or available timeslots over the phone. Any such inquiries should be referred to the General Manager at Titan Radio’s business line at (657) 278-5505.

   h. DJs will bear all responsibility including, but not limited to, financial responsibility for all calls they make which violate these rules.

2. Use of CD Library

   a. The use of CDs from Titan Radio’s library is open to any DJ; however CDs are not to be removed from the Titan Communications premises. Removal of material from the station is considered theft and will be dealt with accordingly. Theft of any Titan Radio or Titan Communications property will be referred to University Police.

   b. Titan Radio does not guarantee the compliance of every song in its library to station content policies. DJs are encouraged to screen all music from the Titan Radio library prior to playing it on their show. DJs will be held responsible for all content violations, even if the unacceptable content came from Titan Radio’s Library.
c. In order to aid DJs in programming acceptable music, many CDs in the Titan Radio library have been fitted with a warning label advising broadcasters of the presence of unacceptable content. However, this label should be used only as a guide when determining which music to screen. DJs will still be held responsible for all content violations, even if the track containing violations was listed as “Approved for Play,” “FCC Clean,” etc.

d. After each show DJs are expected to replace all CDs in their correct order in an effort to keep the studio clean. It is unacceptable to leave any CDs out either in the studio or the office area of the station.

e. It is copyright infringement to record, download, and/or rip music from the station’s library and/or automated system and retain it for personal use. Broadcasters are not to directly record any material in the station at any time with. However, it is permitted to record your show, music included, as long as the recorded show is retained only for personal or educational use and is not rebroadcast or redistributed over any medium except Titan Radio. Examples of rebroadcast and redistribution include, but are not limited to, regular broadcast, webcast, podcast, distribution of CDs, and postings on MySpace (note: this does not apply to original material created/developed by DJs for their show).

3. DJs are required to report any technical or equipment malfunctions by making a note of these malfunctions on their On-Air Traffic Log.

F. Communication

1. Titan Radio requires that each broadcaster provide a valid email address. Most official Titan Radio correspondence is conducted through email.

   a. It is recommended that all DJs check their email for correspondence from Titan Radio frequently.

   b. If you do not have a personal email account, one is usually provided to students and staff by the University. Email access may be obtained from numerous computers on campus.

   c. Failure to receive emails detailing updates and revisions to Titan Radio policy and procedures will not be considered an excuse for non-compliance with those policies.

2. Broadcasters are expected to pay attention to any memos on the station bulletin board, as important information is often posted there.

   a. DJs may not post notes or memos without permission from the station management.
b. Defacement, alterations, additions, or unauthorized corrections to any posted material or any defacement, altering, etc. of station equipment or property is prohibited.

c. DJs are encouraged to bring inaccurate posted information to the attention of the Management Team.

3. DJs are expected to notify station management of any issues, technical or otherwise through email.

4. No hand written notes are to be left anywhere in the station. The public station communication area (i.e., the whiteboards and calendar) are for event announcements, future guests, and other station announcements. No other comments are appropriate.

5. Broadcaster feedback is welcomed, and requested to be submitted in writing.

   a. Management encourages input from volunteer broadcasters regarding any questions, suggestions, or recommendations they may have concerning Titan Radio or station operations.

   b. Written correspondence with managers through email is preferred and broadcasters with questions, concerns, suggestions, and/or recommendations may be asked to submit these in writing.

   c. Questions, concerns, suggestions, and/or recommendations raised at meetings with the Management Team will be followed up in writing via email.

   d. Suggestions and/or recommendations regarding station operations, policies, and/or procedures will only be accepted from current volunteer broadcasters in good standing and will be reviewed by the management team at a regularly scheduled meeting.

   e. Contacting any Titan Radio Management Team member during their on-air show, during a closed meeting, or calling them at home during odd hours and/or without their permission is prohibited, with the exception of emergencies.

6. Broadcasters wishing to meet with a manager in person may be asked to schedule a meeting in advance.

   a. Requests for meetings with members of the management team must be submitted in writing.

   b. Meetings are to be scheduled based on the availability of the management team member(s) involved.
c. Due to limited availability, the management team reserves the right to limit the length of meetings with volunteer broadcasters and/or the number of meetings held regarding a specific issue.

4. Throughout the semester, broadcasters may be asked to meet with a member of the Titan Radio Management Team for a constructive review of their on-air performance. This constructive feedback is intended to help further develop broadcaster’s skills and ensure program quality and continued adherence to Titan Radio Policies.

G. Perks, Promotional Gifts, and Gratuities

1. Management Team members and/or volunteer broadcasters may not receive any perks, promotional gifts, and/or gratuities from outside sources such as record companies, underwriters, etc. Acceptance of these constitutes a conflict of interest with volunteering at Titan Radio and is prohibited.

   a. Any item exchanged/donated becomes the sole property of Titan Radio, and will be regulated by the appropriate member of the station management.

   b. If complimentary tickets/interviews to various performances or any other devices for enhancing the broadcaster's knowledge of music and artists are obtained, they will be distributed by the Promotions Director.

   c. There are instances when Titan Radio will receive multiple concert tickets to upcoming events. In these instances, the Titan Radio Management may find it suitable to offer these tickets to Titan Radio DJs. If there are an abundance of tickets received, 50% of the received tickets will be considered staff tickets.

      i. All tickets will be given away at the Titan Radio Management team’s discretion.
Section VI

ON-AIR EXPECTATIONS OF BROADCASTERS

A. Titan Radio Statement of Responsible Broadcasting

1. As per university policy, “it is the right and duty of the communications media on this campus to present news, opinion, and editorial comment, and to provide a forum for the free exchange of ideas.” At CSUF “students…are guaranteed freedom from censorship.” However, staff, volunteers, and volunteer broadcasters at Titan Radio “are bound to recognize that these rights are to be practiced within the limits of prevailing law, University policies, and the canons of journalism.” In addition, “students are expected to exercise free expression in a context of common sense and good judgment. Students’ actions should not interfere with the rights of others or the function of the University (UPS 300.000).” The policies and procedures outlined in the Titan Radio Handbook are intended to support and guide broadcaster’s judgment, to preserve the rights of the Management Team, other broadcasters, and Titan Radio’s listeners, and to ensure compliance of all Titan Radio broadcasts to “prevailing law, University policies, the canons of journalism” and instructionally-related activities guidelines.

B. Show Formats

1. Each show on Titan Radio will be designated as specific format (or genre) at the discretion of the Titan Radio Management Team and based on the number of program slots Titan Radio has assigned to that format.

   a. Shows will be classified as a specific genre by the Program Director and/or the General Manager.

   b. Examples of Titan Radio formats include, but are not limited to:

      i. Rock/Pop
      ii. Indie/Alternative
      iii. Eclectic
      iv. Metal
      v. World/Bilingual/Reggae
      vi. Jazz/Big Band/Swing
      vii. Country/Folk/Blues
      viii. Hip Hop/Urban
      ix. Oldies
      x. Soundtracks
      xi. Classical
      xii. Talk
      xiii. Interview
      xiv. Sports
c. DJs are required to devote all of their show content to material in their assigned genre. With the exception of eclectic shows which are encouraged to represent at least four genres per show.

C. Before Your Show

1. If guests are to be present on the show, the necessary guest request forms must be submitted no less than two weeks in advance of the guest’s appearance (see Section VI: On-Air Expectations of Broadcasters, Sub-Section J: Guest Policy).

2. Screen all music that will be played (including music from the Titan Radio library) to ensure compliance to all FCC and Titan Radio content policies.

   a. DJs will be held responsible for any and all content violations that occur during their scheduled timeslot, even if the unacceptable content was taken from the Titan Radio library.

3. DJs are to arrive at the station in time to prepare for their show which will begin and end exactly on the time scheduled.

   a. All preparation (including, but not limited to, guest approval) for the broadcast should be done in advance of the scheduled show time.

   b. All broadcasts must begin and end exactly on the time scheduled. The management reserves the right to note late arrivals. Excessive tardiness may result in disciplinary action.

   c. It is recommended that all broadcasters arrive at the station at least 10-15 minutes before their show is scheduled to air.

4. If a show is to be pre-recorded for any reason, the recording must be completed and submitted at least one week in advance to allow time for programming.

   a. Exceptions may be granted in the case of news and other time-sensitive broadcasts.

D. Absences

1. A broadcaster is considered “absent” from their program at Titan Radio if any of the following conditions are met:

   a. No On-Air Traffic Log is received from the broadcaster(s) for the week in question
b. The On-Air Traffic Log submitted for that week is incomplete, mutilated, illegible, and/or altered in any way

c. The broadcaster’s live show is not performed during their scheduled timeslot and the broadcaster has not made arrangements to air a pre-recorded broadcast

d. The broadcaster’s pre-recorded show is not delivered to the Program Director by the agreed upon time

2. A broadcaster is permitted a total of two unexcused absences in the course of a semester.

a. Absences will be determined primarily by On-Air Traffic Log submissions. Therefore, failure to submit an On-Air Traffic Log or submitting an incomplete, illegible, and/or altered On-Air Traffic Log may result in the broadcaster being counted as absent, even if the show was performed.

b. The Titan Radio Management team also reserves the right to use visual observation, monitoring of the live audio stream, screening of recorded shows, and/or any other reasonable means to determine whether or not a broadcaster is/was absent from their scheduled broadcast.

3. Additional absences will be granted to broadcasters only at the discretion of the Titan Radio Management Team on a case-by-case basis.

4. The Titan Radio Management Team reserves the right to warn, place on probation, suspend, and/or dismiss broadcasters with more than three absences.

5. Broadcasters will be expected to perform a show every week and may not “pick and choose” specific dates for broadcast. Broadcasters must notify the Titan Radio Management team of any planned absences prior to commencing broadcast each semester.

6. Most vacations and holidays, Titan Radio will be closed. If the station is not, however, broadcasters are still expected to perform their show or to notify the Program Director or General Manager of their intended absence.

E. The On-Air Traffic Log

1. In an effort to comply with FCC regulations, auditing purposes, and other reporting requirements, broadcasters are expected to maintain complete and accurate On-Air Traffic Logs.

a. On-Air Traffic Logs must be completed at the end of each show and turned in through the drop box in the automation file.
b. Broadcasters will be expected to fill out the traffic log template, complete, and turn in traffic logs whether their show is live or pre-recorded.

2. DJ are required to read, play, fill out, and save all of the material included on the Traffic Log to the Traffic Log folder on the computer. When the traffic log is completed, broadcasters will be required to sign the Statement of Verification form, in ink, indicating that it is correct.

3. Broadcasters who do not submit a Traffic Log immediately following their show will receive an email notification but only for the few weeks of the semester. Broadcasters who do not submit missing traffic logs by the time of their next broadcast may have their station access privileges revoked and their volunteer broadcasting privileges suspended until the outstanding Traffic Logs are completed and turned in. Shows with traffic logs outstanding for an extended period may be cancelled.

4. To avoid missing traffic logs on a day that you are absent and unable to perform your scheduled show, it is your responsibility to report your absence to the Program Director via email or by phone at least 24 hours in advance.
   a. If your absence is due to a sudden illness or vital emergency within a few hours prior to your show, that you must immediately contact a member of management to avoid a missing traffic log.
   b. In the event that you are detained unexpectedly but still plan to perform your scheduled show, it is recommended that you contact the station as soon as possible to avoid being counted as absent.

5. A traffic log that is incomplete in any way may result in the suspension of the broadcaster’s show until the Traffic Log is completed. If the Traffic Log cannot be completed (i.e., a PSA or promo was not played), then the broadcaster’s show may be suspended for up to two weeks. Noting failure to play promos in the discrepancies portion of the Log may reduce the severity of the disciplinary action taken.

6. Any modifications, distortion, additions/deletions to, revision, defacement, etc. of a broadcaster’s traffic log are not acceptable. Broadcasters found to be altering traffic logs in this manner will be required to redo and re-submit the log.

7. Falsification of a Traffic Log is grounds for immediate termination of the broadcaster and/or cancellation of their show.

8. Traffic logs will be provided in digital and/or print format. If provided in a digital format, they will be accessible from any Titan Radio computer. Upon completion, digital traffic logs will be saved to the hard drive in the appropriate folder, printed out, signed, and turned in by the broadcaster to the basket provided. Hard copies of the traffic logs are also available for broadcasters to fill out by hand.
9. **The content of the Traffic Logs can change depending on the station’s needs at any given time. However, traffic logs will usually include the following elements:**

   a. **Station ID**

      i. According to FCC (and Titan Radio) regulations, the Station ID *must* be read or played as close to the top of each hour as possible.

   b. **Disclaimer**

      i. A disclaimer absolving Titan Radio of all liability must precede each and every student-produced show – *no exceptions*.

      ii. This disclaimer is intended as an added layer of protection against liability and does not give broadcasters license to violate station content policies.

   c. **Promos, Underwriting Announcements or PSAs**

      i. Promos, Underwriting Announcements, or PSAs will be read or played over the air as assigned by the management.

   d. **An accurate playlist**

      i. A playlist will be filled out by the DJ and will include all music played over the air during a shift. For Talk shows, a brief description of all the topics discussed on your show will be included.

      ii. Each entry is to include the artist’s name, album title, and the name of the song.

   e. **A list of discrepancies, including, but not limited to equipment malfunctions and content policy violations.**

      i. Broadcasters are required to note any equipment malfunctions and/or content policy violations in the appropriate section of the On-Air Traffic Log

      ii. Failure to list equipment malfunctions may result in the broadcaster being liable for the malfunctioning equipment.

      iii. Listing content policy violations on the traffic log will not absolve the broadcaster from responsibility for the violation. However, it will significantly reduce the severity of the disciplinary action taken.
10. Broadcasters will be required to play “stop sets” at :20 and :40 minutes past each hour of their broadcast.
   
i. These stop sets will be prepared by the Titan Radio Management Team and will include all required promos, PSAs, etc.
   
ii. In addition to the opening set and disclaimer, during each 120 minute show, broadcasters will select four pre-recorded stop set which they will play from the DigiCart in the DJ Booth. Two stop sets will be played at :20 and the other two at :40 minutes past both hours. Sixty minute shows will feature two stop set at the :20 and :40 minutes past the hour in addition to the opening set and disclaimer at the top of the show.
   
iii. Each stop set will be identified with a two-digit number. The number will be noted on the appropriate section of the On-Air Traffic Log.
   
iv. There are times where the Titan Radio Management team may require to play a certain stop set for an underwriting agreement. Please check emails frequently for these instances.

F. **Content Policy: Profanity, Indecency, and Obscenity**

1. **Titan Radio Statement of Responsible Broadcasting**

   a. As per university policy, “it is the right and duty of the communications media on this campus to present news, opinion, and editorial comment, and to provide a forum for the free exchange of ideas.” At CSUF “students…are guaranteed freedom from censorship.” However, staff, volunteers, and volunteer broadcasters at Titan Radio “are bound to recognize that these rights are to be practiced within the limits of prevailing law, University policies, and the canons of journalism.” In addition, “students are expected to exercise free expression in a context of common sense and good judgment. Students’ actions should not interfere with the rights of others or the function of the University (UPS 300.000).” The policies and procedures outlined in the Titan Radio Handbook are intended to support and guide broadcaster’s judgment, to preserve the rights of the Management Team, other broadcasters, and Titan Radio’s listeners, and to ensure compliance of all Titan Radio broadcasts to “prevailing law, University policies, the canons of journalism” and instructionally-related activities guidelines.

   b. Participation at Titan Radio in any capacity is a privilege. All participants at Titan Radio including volunteer broadcasters, DJs, Management Team Members, guests, and all others, should respect the unique opportunities for instructionally-related activities learning, hands-on experience, resume and portfolio building, and support of the University’s Curriculum, that the station provides and recognize that these are the primary reason for the station’s existence. Volunteers are expected to respect the station, its policies and procedures, its volunteer
broadcasters, the Titan Radio Management Team, Titan Communications Management, and other administrators at all times. When on the air, broadcasters are expected to act in a professional manner and exercise responsible broadcasting practices by respecting and upholding:

i. The integrity of on-air PSAs underwriting announcements, show promos, and other station announcements.

ii. Titan Radio programming and volunteer broadcasters.

iii. The Titan Radio management team and Titan Communications administrators

iv. The Titan Radio station itself as a campus resource and educational opportunity.

v. And by following the policies outlined in this document and the mandates of the Titan Radio Management Team and Titan Communications Management

Titan Radio serves as an important representative of California State University, Fullerton and is a major facet of the university’s public outreach. It is imperative that we maintain a positive image. Therefore, Titan Radio has defined the following guidelines governing on-air content:

1. During a DJ’s assigned hour he/she is responsible for ALL on-air content during that time slot. This includes, but is not limited to, remarks made by the DJ and any and all guests as well as the music that is being played.

2. Indecent material as defined by the FCC is strictly prohibited from broadcast over Titan Radio. The broadcast of indecent material at any time of the day, under any circumstances is grounds for dismissal from Titan Radio.

   a. Indecent material is defined by the FCC as “language that depicts or describes, in terms patently offensive as measured by contemporary standards for the broadcast medium, sexual or excretory activities or organs."

   b. This includes but is not limited to the seven “dirty” words as defined by the case of FCC v. Pacifica Radio. These words are: shit, piss, fuck, cunt, cocksucker, motherfucker, and tit.

   c. A song or any other material can be considered indecent if it contains any one or more of the above seven words and/or contains a double entendre of a sexual nature (i.e., euphemistic or slang terms for sexual acts whose meaning can be determined from context of the broadcast).
d. Edited material can still be considered indecent. For example, KKMG (Pueblo, CO) and WZEE (Madison, WI) were both fined $7,000 for airing an edited version of “The Real Slim Shady” by Eminem. It was labeled a “radio edit” but was still found to have “unmistakable offensive sexual references.”

3. Obscene material as defined by the FCC is strictly prohibited from broadcast over Titan Radio. The broadcast of obscene material at any time of day, under any circumstances is grounds for dismissal from Titan Radio.

   a. According to the FCC, obscene material must meet a three-prong test:

      i. An average person, applying contemporary community standards, must find the material as whole, appeals to prurient interest (lascivious, lewd or lustful).

      ii. The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by the applicable state law.

      iii. The material, taken as a whole, must lack serious literary, artistic, political, or scientific value.

   b. Material is considered obscene if it meets all three of the preceding categorizations. Obscene material is determined by community standards. According to the FCC, stations must consider their city of license in determining whether programming can be considered obscene. However, since Titan Radio reaches a world-wide audience, a conservative interpretation of this provision is expected to be maintained. Part of the station's obligation to serve the public interest assumes that the station will not program potentially offensive material.

4. In addition to the guidelines set forth by the FCC, Titan Radio has established the following guidelines for on-air content. Violations of these policies are subject to disciplinary action which may include suspension or cancellation of show.

   a. Profanity of any kind may not be broadcast over the air at Titan Radio.

   b. No material may be broadcast which is sexually explicit or graphically violent.

5. In an effort to prevent the broadcast of indecent, obscene, and/or other unacceptable material, Titan Radio has installed a broadcast delay system as part of its standard equipment.

   a. The broadcast delay is expected to be used to edit out material not suitable for broadcast immediately after the material has been played. Broadcasters are encouraged to familiarize themselves with the operation of the broadcast delay system prior to the start of their show.
b. There is no penalty for use of the broadcast delay, nor is there any penalty to the broadcaster for unacceptable material successfully edited by the system. Material successfully edited by the system need not be noted on the On-Air Traffic Log.

6. In issues regarding broadcasting indecency and/or obscenity, the Titan Radio Management Team (with appropriate counsel) will have the final say on what material are considered appropriate or inappropriate for broadcast.

G. Content Policy: On-Air Defamation

1. Definition of defamation

   a. According to Black’s Law Dictionary defamation is defined as “an intentional false communication either published or publicly spoken, that injures another’s reputation or good name.”

2. While on the air, broadcasters may not engage in defamation by making false statements that injure the reputation and/or good name of the Titan Radio Management Team, the staff, and/or faculty at Titan Radio or Titan Communications.

3. In order to encourage responsible broadcasting, good morale, and a progressive environment, it is recommended that broadcasters and their guests refrain from discussing Titan Radio or Titan Communications policy, procedure, practices, internal station operations, or internal communication on the air except for information regarding the DJ application process, which is necessary to aid in DJ recruitment purposes.

4. Discussing grievances and/or frustrations with station procedure, practices, internal operations, and/or internal communication on the air can be unprofessional and can potentially lead to an incident of defamation. Instead, these issues as applicable are encouraged to be brought to the attention of the management team in accordance with the procedures outlined in the Titan Radio Handbook.

5. After procedural review, if the Titan Radio Management Team determines that a defaming statement has been broadcast, it will pursue the view of legal expert(s) to seek guidance, recommendations, and assistance in determining the appropriate action(s) to take.

H. Endorsements

1. Due to Titan Radio’s status as a non-commercial station, broadcasters are encouraged to avoid promoting or endorsing any products, services, or organizations on the air except CSUF campus organizations and other pre-approved underwriting announcements.
2. Broadcasters are also encouraged to avoid the use of cost or value statements to describe products, services, etc.

I. Guest Policy

1. All guests scheduled to appear on a Titan Radio broadcaster’s show must go through a formal petition process and receive approval from the Titan Radio Management Team and Titan Communications Management prior to their arrival at the station and subsequent on-air appearance – no exceptions.

   a. DJs are permitted to invite guests into the studio to appear on their shows.

   b. In order to create program content variety and participation, we request that the same guest not appear more than three times on the same show during any given semester. Exceptions may be granted by the Management Team in extraordinary cases.

   c. All student, professional, and other outside guests that will be appearing on a program broadcast must be approved by the General Manager and/or the Program Director and either the Director of Titan Communications or the Operations and Production Manager prior to entering the station (see Section VI – Guest Policy: item 2 for specific requirements regarding guests).

   d. Guest requests are available in person at the station during normal business hours. Petitions will be made available online at the discretion of the management.

   e. For all shows, Guest Request Forms must be submitted at least two weeks in advance. Requests not submitted at least two weeks in advance may not receive a response.

   f. Broadcasters must wait for written notification (usually provided via email) that their petition has been approved. Once approved, the signed and approved guest request will be placed in the DJ’s file. DJs may request a copy of their approved Guest Request in writing from the General Manager.

   g. DJs need to have the guest(s) sign a Guest Consent form and return it to the Titan Radio General Manager prior to their guest’s on-air appearance.

   h. All guests appearing on the air and in the Titan Radio facility are expected to adhere to the policies outlined in this handbook while on the air and while present in the Titan Radio facility.

   i. Titan Radio volunteer broadcasters assume complete responsibility for any violations of any Titan Radio Policy (including the content policy) or
physical damage caused by the guest during their appearance on the broadcaster’s show and while they are present in the station.

ii. It is the responsibility of the broadcaster to make guests aware of what constitutes appropriate and/or inappropriate conduct at Titan Radio prior to their appearance.

i. Guests who have not been approved in advance will be asked to leave the station immediately and the volunteer broadcaster may be found in violation of Titan Radio Policy.

j. Every time a guest (even if it is the same guest) is brought into the studio he/she must still go through the guest request process.

k. When requesting guests please remember that, as per the fire code, no more than three (3) persons (including all DJs) are permitted in the DJ booth at any time. This means that requests for more guests than can be legally accommodated will be denied.

l. Alleged violations of the guest request policy will be reviewed by the Titan Radio Management Team. Broadcasters found to be in violation of Titan Radio policy may have a warning placed in their file, face suspension, or face termination of their show.

2. In order for a potential guest request to be approved, the following criteria may be a part of the consideration for their appearance:

   a. Guests are encouraged to be relevant to the show topic

   b. It is recommended that the guest have some connection to Cal State Fullerton (e.g., student, professor, alumni, staff/faculty, donor)

   c. The guest needs to have subject matter credibility and be of merit (academic, artistic, athletic, etc.).

   d. The guest should have credentials or credible subject matter expertise that supports their ability to provide accurate information regarding the show topic.

   e. Broadcasters need to consider and address these specific requirements when outlining criteria on the Guest Request Form.

3. Guests who provide opinion and/or commentary on specific issues are permitted.

   a. Broadcasters are encouraged to discuss opposing sides of issues by inviting one or more guests who will represent both sides of the specific issue.
b. The DJ is encouraged to act in a moderator capacity and as a facilitator of the discussion between the guests.

c. We encourage that guests speaking on controversial issues have qualifications that would support expertise and credibility in the area of discussion.

d. It is recommended that guests with opposing viewpoints be invited to appear on the same program.

4. If a dispute arises over guest request approval or denial, the DJ may request that the guest request be put before the whole of the Management Team. Once a decision is rendered by the Management Team that decision will be final and no further review will be conducted.

5. All guests, prior to going on the air, must complete the Guest Consent Form. Guests who do not complete these forms in advance will not be allowed on the air. DJs need to make guests aware of these forms in advance of their arrival.

6. Guests featured on-air as part of a pre-recorded interview or as call-in guests do not need to go through the formal petition process. However, the DJ must still receive approval in writing from the General Manager or the Program Director prior to airing the pre-recorded material. In addition, the DJ is still responsible for any content policy violations that may occur.

7. Guests featured on-air as part of a pre-recorded interview must also fill out a Consent Form prior to the date the interview is recorded.

8. DJs may petition for additional guests. A request for a petition must be submitted to the General Manager. A meeting with the General Manager and the Director or Operations and Production Manager of Titan Communications will be scheduled at a time convenient for all parties.

11. From time to time, DJs may wish to invite other Titan Radio broadcasters to appear as guests on their programs. Please note that ALL of the above guest polices still apply even if the guest is a current Titan Radio DJ. These include, but are not limited to:

   a. Current DJs appearing as guests on a program other than their own must write their name down in the Traffic Log of the show they are guest appearing on.

12. Violations of this policy or any other Titan Radio policy during the time at which the guest DJ is appearing on a show other than their own, including any and all Titan Radio content policies may result in disciplinary action against both DJs (see Section VII: Consequences for Failure to Abide by Titan Radio Polices).
Section VII

CONSEQUENCES FOR FAILURE TO ABIDE BY TITAN RADIO POLICIES

A. Theft

1. Theft of Titan Radio/Titan Communications property will result in immediate dismissal, cancellation of show, and legal action. It is a federal offense to steal University property, and will not be taken lightly when discovered.

B. Phone Abuse

1. Broadcaster, volunteers, staff members, visitors, and guests will be held financially accountable for any personal, unauthorized calls made at any time from any phone in connection to Titan Radio or Titan Communications.

C. Verbal Abuse

1. Language or manner of speech directed toward others and used or perceived in a threatening or intimidating manner is prohibited. Cases of verbal abuse are grounds for removal from the premises, suspension and/or termination of show, and may be referred to University Police. Cases of verbal abuse are serious and will not be taken lightly.

D. Failure to Return the Station to Automation

1. Frequently neglecting to return the station to proper Automation by pushing up the “Automation” fader on the board after your show may result in disciplinary action including suspension or termination of your show. Please note that the “Automation” fader is different from the fader that controls the computer located in the DJ booth.

E. Grounds for Immediate Probation, Suspension, Dismissal from Titan Radio, and/or Cancellation of Show

1. The circumstances in which a broadcaster and/or volunteer will be placed on probation, have their broadcast privileges suspended, and/or be dismissed from Titan Radio, resulting the cancellation of their show, include but are not limited to:

   a. The introduction of illegal substances to the Titan Radio facilities
   b. The introduction of alcohol to Titan Radio facilities
   c. Committing lewd or indecent acts on air or in any Titan Communications facility
   d. Frequent or gross lack of observance of the Titan Radio hours of operation
   e. Damaging or abuse of station equipment
      i. This includes pulling, replacing, or damaging any cables attached to station equipment. Please report any abuse to station management.
f. Removal of equipment, CDs, or other Titan Radio property from the station without permission  
g. Illegal copying of music from the station library  
h. Illegal re-broadcast of Titan Radio material  
i. More than two unexcused absences  
j. Failure to complete an On-Air Traffic Log each week  
k. Failure to submit a completed On-Air Traffic Log each week  
l. Falsification, defacement, or unauthorized modification of an On-Air Traffic Log  
m. The broadcast of obscene or indecent material as defined by the FCC and the Titan Radio Handbook  
n. Defaming CSUF, the College of Communications, Titan Communications, Titan Radio, station programming, station policies, and/or station personnel on the air  
o. Inciting or perpetuating a negative image of CSUF, the College of Communication, Titan Communications, Titan Radio, station personnel, and/or other volunteer broadcasters  
p. Repeated and continuous acceptance of promotional offerings (perks)  
q. Bringing unauthorized and/or non-approved guests into the Titan Radio facility  
r. Allowing unauthorized individuals access to the Titan Radio facility  
s. Verbal or written abuse/threatening or intimidating language directed toward the Titan Radio Management Team, Titan Radio volunteer broadcasters or any others  
t. Disrespectful behavior, harassment, incivility, or unprofessionalism directed toward the Titan Communications Management, the Titan Radio Management Team, volunteer broadcasters, and/or all others  
u. Failure to clean up the DJ booth and station after show completion  
v. Allowing excessive noise leakage into adjacent classrooms  
w. Any other grounds for cancellation as listed in the preceding sections  
x. Any other circumstances which are deemed as reasonably adequate grounds for probation, suspension, cancellation, and/or dismissal by the General Manager, Titan Radio Management Team and/or the Titan Communications Faculty Management

F. Disciplinary Actions

1. Unless otherwise specifically stated in this document, the disciplinary actions will take several factors into consideration such as the severity of the offense, the frequency of offenses made by the broadcaster, and risk to CSUF, Titan Communications and/or Titan Radio. Examples of disciplinary actions are:

   a. Verbal Warnings

      i. The volunteer broadcaster will be notified verbally of a policy violation or unacceptable behavior. A written account of the incident may also be placed in the broadcaster’s file.

   b. Written Warnings
i. The volunteer broadcaster will be notified, in writing, of a policy violation and/or unacceptable behavior. A copy of this notification will be placed in the broadcaster’s file.

c. Probationary Periods

i. The volunteer broadcaster will be placed on probation for a set period of time. During this time restrictions on the broadcaster’s volunteer privileges, station access, show format, etc. may be imposed.

ii. Additional conditions of the probation may be imposed by the Management Team.

iii. During the probationary period any violation of Titan Radio policy, no matter how seemingly minor will be considered grounds for dismissal from Titan Radio.

d. Imposed pre-recording of future shows

i. DJs will be required to pre-record their programs for review by the Management Team and/or re-broadcast at a later time.

e. Suspension of Show

i. The broadcaster’s program will be pulled from Titan Radio temporarily and all of the broadcaster’s volunteer privileges including, but not limited to, broadcast privileges, station access, and the right to receive station correspondence will be temporary revoked.

ii. During a period of suspension, the broadcaster will not receive station correspondence.

f. Cancellation of Show

i. All volunteer broadcast privileges will be revoked and the broadcaster’s show will be pulled from Titan Radio. The broadcaster will be dismissed from Titan Radio for the remainder of the semester and, depending on the severity of the violation, may become ineligible to serve as a volunteer broadcaster during one or more subsequent semesters.

g. Financial Responsibility

i. When able to be substantiated, volunteer broadcasters may be held financially responsible for damaged equipment, unauthorized phone usage, etc.

h. Referral to University Police or other legal action

2. The Titan Radio Management Team reserves the right to implement any of these actions and determine the specifics of such at any time and in any order.
3. **As a condition of probation, broadcasters may be required to submit proposals of their show topics in advance for approval by the Management Team. In these cases, the following procedure shall apply:**

   a. DJs asked to submit show topics and/or guest requests (if guests are permitted) in advance of their program must do so at least two weeks in advance of the program and by the due dates established by the Titan Radio Management Team. Submissions should be presented on a Show Topic Approval form. If guests (as permitted) are to be present on the show, the necessary guest request forms must be attached to the Show Topic Approval form.

   i. Show topic approval forms can be obtained from the Titan Radio Management Team on an as-needed basis.

   ii. Several factors will be taken into consideration when reviewing/approving proposed show topics including, but not limited to how well the proposed topics adhere to all genre-specific guidelines and other Titan Radio policies.

   iii. DJs will be notified via email of show topic approval. If topic approval is not received in a timely manner, DJs are encouraged to follow-up with the Management Team regarding the status of their submission.

   iv. Show topics and Guest Requests (if guests are permitted) will be reviewed and approved by the General Manager and the Titan Communications Management. If a dispute arises over show topic and/or guest request approval, the DJ may request that the proposed topics and/or guest requests be put before the whole of the Management Team. Once a decision is rendered by the Management Team, that decision will be final and no further review will be conducted.

4. **Multiple suspension and/or probationary periods may result in the dismissal of the broadcaster and the cancellation of their show.**

   **G. Management Team Review**

   Alleged policy violations observed and/or brought to the attention of the Titan Radio Management Team will be dealt with in the following manner:

   1. The broadcaster may receive a warning and/or be immediately expelled from the Titan Radio Facility by the General Manager and/or any member of the management team.
2. The General Manager also has the authority to place the broadcaster on temporary suspension pending review of the alleged violation by the Titan Radio Management Team.

3. If a possible policy violation has been observed and/or referred to the General Manager, the General Manager has the authority to determine whether a verbal and/or written warning to the broadcaster is sufficient or if more severe disciplinary action is necessary.

4. If the alleged policy violation is determined by the General Manager to warrant a more severe disciplinary action including, but not limited to, a probationary period, suspension, or show cancellation, the alleged violation will be submitted to the Titan Radio Management Team for review.

   a. The management team will review the issue and determine whether or not a policy violation actually occurred.

   b. If a policy violation is found not to have occurred the broadcaster will be immediately returned to good standing and any suspension period imposed by the General Manager will end.

   c. If a policy violation is determined to have occurred, the General Manager will draft a written statement outlining the Management Team’s findings and the consequences for violating Titan Radio policy as determined by the Management Team.

   d. Once the issue has been reviewed and a determination on the specifics of the violation and consequences thereof have been reached, the broadcaster will be asked to attend a meeting with one or more Titan Radio Management Team representatives, the Titan TV and Titan Radio Station Coordinator, the Operations and Production Manager of Titan Communications and the Director of Titan Communications to discuss the violation and consequences.

   e. At this meeting, the Management Team’s findings and determinations will be presented and the broadcaster in violation will be given a written copy of these findings and determinations. After discussion, the broadcaster will be asked to sign this document, indicating that they agree to abide by the decisions of the Management Team.

   f. At this meeting, the broadcaster in violation will be given the opportunity to voice their opinions, concerns, comments, point of view, etc. on the incident in question.
i. When given this opportunity, the broadcaster will be expected to stay on topic and not bring up issues not directly and immediately related to the policy violation.

ii. Based on the information conveyed, further review by the Management Team may be deemed necessary and resolution of the issue will be postponed pending additional review of the incident.

g. Once the broadcaster in violation has signed the document outlining the policy violation and consequences thereof, the consequences, including any suspensions and/or probationary periods will begin as per the terms set forth by the Management Team.

h. Broadcasters will have the option not to sign the afore mentioned document at the meeting. This decision will continue the temporary suspension of the broadcaster’s show until at such time as the document is signed and the consequences determined by the Management Team begin.

i. If the broadcaster decides that they do not wish to abide by the consequences determined by the Management Team, they must notify the Management Team in writing of this decision. Furthermore, this decision shall constitute a resignation from Titan Radio and a renouncement of all broadcasting privileges until at such time as the violation has been resolved.

j. The broadcaster will receive written notification from the Management Team once all suspension and/or probationary periods have ended and their broadcast privileges have been restored.

k. Any and all correspondence between Titan Radio and the broadcaster in violation as well as any documentation connected with the policy violation issue will be considered confidential and will be retained by Titan Radio and incorporated into the DJ’s file.

5. The Management Team reserves the right to limit the length and/or number of meetings held regarding any specific issue including policy violation.

6. Broadcasters and volunteers are expected to maintain a civil and professional attitude in all dealings with the Titan Radio Management Team and Titan Communications Management including policy violation meetings. In addition, broadcasters will be expected to stay on topic during these meetings. Failure to observe any of these provisions may result in termination of the proceedings and a rescheduling of the meeting to a later time.
7. The Management Team is committed to resolving all policy violation issues in a timely manner. However, due to other Titan Radio and academic commitments, broadcasters may not receive an immediate response to correspondence, immediate scheduling of meetings, etc.

8. Volunteer broadcasters are considered to be in good standing if:

   a. They are not currently under any type of suspension or probationary period

   b. They do not have any outstanding unresolved policy violation issues

   c. Their show was not previously canceled as a result of disciplinary action

   d. They have completed their mandatory required station services

   e. They have completed their required traffic logs by the established due date

   f. They have not been declared otherwise ineligible to serve as a broadcaster at Titan Radio
Appendix A

PERFORMING A SHOW

This appendix serves as a guide to the intricacies of performing a show on the air at Titan Radio. In it you will find overviews on how to operate equipment, complete paperwork and other aspects of performing a show. This guide does not cover every aspect to performing a show, but will highlight many operational aspects.

Using the Equipment

1. The Board

   a. Pots (Faders)

      i. Each piece of equipment runs through the board. The Microphones, CD Players, Tape Deck, Turntable, Minidisc Players, Computer, and Automated Playback System all have their own sections on the board. The level at which these pieces of equipment are broadcasting at is controlled by what is called a “pot” or “fader.”

      ii. To use a piece of equipment over the air the pot must be on and up. Press the corresponding red button located before the pot to turn the equipment on. Pushing up the corresponding pot will raise the volume or “level.” The appropriate level will vary for each pot; however a level between +5 and +10 will usually be loud enough to be heard over the air.

   b. DJ Booth Monitor and Headphone Volume Control

      i. The DJ Booth shares two of its walls with occupied classrooms. In addition, the DJ booth is not entirely sound proof and sound leakage does occur. Therefore the DJ Booth monitor speakers should remain off whenever possible. Instead of the monitor speakers, headphones should be worn to hear the material being broadcast.

      ii. Headphones should be plugged into the small black-and-purple “Head Amp” located near the board. Any one of the five slots may be used. The headphone volume may be controlled by adjusting the knob marked “level” which corresponds to each slot. All material going out over the air will be sent through the headphones. Using headphones is the only way to hear callers who have been put on the air and is the only way to hear output from the board when the mics are on.

      iii. The volume levels at which you hear the music being played through the monitor speakers can be adjusted by the knobs located at the bottom right section of the board marked “Monitor.” The “Monitor” knob adjusts the
volume of what you will hear through the studio speakers. The monitor may be turned off or on by pressing the red button under the volume control.

iv. No acoustic instruments and no electronic instruments that do not have volume adjustments will be permitted to play inside the station or DJ booth.

v. Other excessive or prolonged noise (i.e., shouting, screaming, etc.) is not acceptable.

vi. If asked to lower volume levels by any member of the Management Team, Titan Communications staff or faculty, or any other CSUF staff or faculty member please *do so adequately and immediately*.

c. Cuing Material

i. You can hear material in the studio without broadcasting it by pressing the “cue” button above the pot that controls the piece of equipment you wish to cue and playing the material as normal. The sound will be output through the cue speaker built into the board. Make sure the volume is not too high on the cue speaker or it will blow out. The volume of the cue speaker is controlled by the knob labeled “cue” above the monitor volume.

2. The Microphone

a. The Microphone is highly sensitive. It is not necessary to speak at less than six inches away from it. The microphone picks up sound in a heart shaped pattern meaning that it picks up best from the front, slightly less at the sides and hardly at all from the rear. Speak into the microphone at an angle to avoid “p-popping” and other plosives. *Remember to close the door when on the air to avoid outside noise going on air as broadcasters will be held responsible for content violations.*

b. Before your air break, make sure MIC-1 is potted down to the bottom and is off. Place the headphones on and make sure the volume is at a comfortable level. When there is about 30 seconds left on the last song, get ready to go on the air. Press the red “on” button below the MIC-1 pot to turn the mic on. When the song is close to ending, pot up to the appropriate level. You can now talk and will be heard. When MIC-1 is on, the sound on the monitor is reduced to avoid feedback. You must have the headphones on to hear your voice with the music.

c. Wait until the music stops and begin your air break. When your air break is over and music is playing, pot the MIC-1 down to the bottom again and press the yellow “off” button above the MIC-1 pot. The sound on the monitor speakers will now return to the normal level.
3. **The CD Players:**

   a. To play single tracks:
   
   i. Open the CD Door by pressing “Open/Close.”
   ii. Put the CD in the cage and press “Open/Close” again.
   iii. Press “Play Mode” until you see “Single” displayed
   iv. Select the track you wish to play by turning the track selector dial
   v. Pressing start on board will play CD. Make sure fader is up or the song will start and not be heard.
   vi. The CD Player will stop on its own when the timer reaches 00:00

   b. To play multiple tracks (consecutively without stopping):

   i. Open the CD Door by pressing “OPEN/CLOSE.”
   ii. Put the CD in the cage and press “OPEN/CLOSE” again.
   iii. Press “PLAY MODE” until you see “CONTINUOUS” displayed
   iv. Select the track you wish to play by turning the track selector dial
   v. Pressing start on board will play CD. Make sure fader is up or the song will start and not be heard.
   vi. The CD player will play tracks one after the other without stopping.

   c. To play a specific number of multiple tracks is a specific order:

   i. Open the CD Door by pressing “OPEN/CLOSE.”
   ii. Put the CD in the cage and press “OPEN/CLOSE” again.
   iii. Press “PLAY MODE” until you see “TOTAL” displayed
   iv. Press “PROG IN” to set the tracks
   v. Select the first track with the track selector dial and then push the dial to set the track
   vi. Push the dial again to select the next track
   vii. Select the next track and press the dial again
   viii. After selecting all tracks press “PROG IN” again to exit the programming mode
   ix. Press “PROG PLAY ON/OFF” to get your program ready for play
   x. Pressing start on board will play CD. Make sure fader is up or the song will start and not be heard.
   xi. If you need to clear out the program, eject the CD and start over.

4. **Using the Turntables**

   a. Make sure that the turn table’s RCA cables and ground wire are connected to a pre-amp. If they are not, please see a member of the Management Team for assistance.
   
   b. Connect the turntable to the external (“EXT”) RCA inputs located at the top of the rack using the cable provided.
c. Place the Record on the turntable.
d. Make sure that the EXT/Cassette pot is set to “EXT.”
e. On the board, press the “cue” button above the EXT/Cassette pot.
f. Press Start on the Turntable to start the record turning
g. Clean the record with the dust brush by holding it across the record as it turns.
h. Unlock and raise the arm using the lever at the base of the arm.
i. Move the arm to the beginning of the selected track.
j. Lower the arm using the lever at the base of the arm.
k. When you hear the beginning of the track on the cue speaker, stop the record
l. By manually turning the record, find the first hint of sound
m. Rotate the record one-half turn more back from the first sound.
n. Take the pot off cue.
o. When you are ready to begin the track, press the red “on” button on the board below the Turn Table pot and then pot it up to the appropriate level. If you start the track with the pot already up, the sound of the turntable accelerating will go over the air.
p. Once the song has ended, press the “on” button, then the “off” button, and then the “on” button again to stop the album.
q. Pot down.

5. **Recording Your Show**

   a. Shows are recorded using the “SKWID Radio Recorder” or “My MP3” Software on any Titan Radio computer available for DJ use.

      i. To create folders for your show open the “Save your Recorded Shows Here” folder on the desktop.
      ii. Right click in the window and select “New Folder.”
      iii. Create a folder with the name of your show. This is your “show folder.”
      iv. To use internet radio recorder open Microsoft Internet Explorer (or another browser) and go to [www.titanradio.org](http://www.titanradio.org).
      v. Click “Listen Live.”
      vi. Windows Media Player will open and load Titan Radio streaming audio.
      vii. Once the streaming audio is loaded, minimize Media Player and Internet Explorer.
      viii. Open “SKWID Radio Recorder” or “MyMP3” by double-clicking on the icon on the desktop.
      ix. If using SKWID Click “Capture Audio” near the upper left of the window.
      x. Click “browse” and navigate to your show folder. Click OK.
      xi. You should see lines moving on the display.
      xii. Click Start (in SKWID) or the red circle (in MyMP3).
      xiii. When you are done recording your show. Click Stop. If you are using SKWID, the file is automatically saved.
      xiv. If using MyMP3 click “Save to MP3” or “Save to WAV” and wait for the file to save.
      xv. Close all windows.
b. Shows can also be recorded directly into the station’s ProTools software for better audio quality and ease of editing. Please see a member of the Management Team if you are interested in learning to record into ProTools.

6. **After Your Show**

1. After signing off, immediately return the station to Automation by pushing up the fader labeled “Automation.” Please note that this fader is different from the one that controls the computer located in the DJ Booth.

2. Make sure the mics are turned OFF.

3. Return all pots, knobs and buttons to their default (lowest or “off”) positions.

4. Make sure you have removed all of your personal devices (i.e., iPod, Flash Drive, Headphones) and CDs from Titan Radio Equipment.

5. Any music downloaded into the Titan Radio DJ computer must be deleted from the system at the end of your show.


7. Complete, print out, and turn in your Traffic Log to the basket provided.

**The Titan Radio Sound**

This section serves as an example and to provide suggestions for the air breaks within a show. These suggestions can be applied to every format, yet prudence should be used at all times as your air breaks should be appropriate to the time of day, the format and other factors. For instance, a classical show does not need a wild and crazy DJ.

1. **Air Breaks/Stop Sets**

   a. All air breaks/stop sets are usually pre-recorded and placed on the DigiCart to be played at the times assigned to the broadcaster as indicated on their On Air Traffic Log.

   b. The Top of the hour air break must include the Legal ID (a.k.a. Station ID): **Titan Radio, TIR Fullerton**

   c. A top of the hour air break could sound something like this:
i. “Broadcasting live from the campus of California State University
Fullerton, this is Titan Radio, TIR, Fullerton. Titan Radio: listen, connect, express.”
ii. The Legal ID must be read or played at the top of each hour. Usually, this
will be the first thing you do on your show.
iii. The Legal ID cannot be read over music.
iv. You will be asked to sign off on the successful reading or playing of the
Legal ID on your On-air Traffic Log.

d. Every Air break should contain the following:
   i. Your Show Name
   ii. The Station Name “Titan Radio”
   iii. Our Tagline: Listen, Connect, Express.
   iv. Any and all scheduled announcements, underwriting spots, show promos
       or PSA’s

e. To play a stop set from the DigiCart:
   i. On the DigiCart itself, the stop set directory should be active (you will see
      either “Play B4 Show”, “Top of the Hour” or “Stop Set ##” displayed).
      1. If the stop set directory is not active, please see a Titan Radio staff
         member.
   ii. Turn the knob on the DigiCart until the desired stop set is displayed (the
       set “Play B4 Show” or “Top of the Hour” must be played before each
       show).
   iii. Slide the fader which controls the DigiCart up to a setting of +15.
   iv. Press the “Start” button to play the stop set.

2. Other Suggestions for things to say on the air include
   a. Backselling: Tell the listeners what songs you just played
   b. Foreselling: Tell the listeners what songs you are about to play
   c. The Time
   d. The format (genre) you are playing
   e. Plugs for other shows and formats

3. When on the air it is important to remember the following:
   a. Sound Natural. Think about talking to your best friend on the other side of the
      glass.
   b. Don't hold a conversation with someone who isn't in front of the microphone.
      Our audience members don't want to listen to a one-way conversation.
   c. Tone of voice is as important and as impressionable as what you are saying.
d. Watch the editorializing. Don’t tell the listeners things they don’t need to know or even care about such as Titan Radio policy or practices (for example, “The FCC requires us to say this legal ID”).
Appendix B

PARTICIPANT CONTRACT AND STATEMENT OF AGREEMENT

Please sign and return this contract to TIR. A copy will be made for your records.

By signing below I, __________________________________________________________ verify that I have read, in entirety, the Titan Radio Handbook and understand its contents, or viewed, in entirety, the Titan Radio Handbook Presentation and understand its contents. I understand that participation at Titan Radio in any capacity is a privilege. I agree to respect the station as a campus resource and abide by Titan Radio policies and procedures as outlined in the Handbook. I understand that, when on the air, I will be expected to act professionally and exercise responsible broadcasting practices. I also agree that, during my time as a broadcaster at Titan Radio, I will conduct myself in a professional manner when conducting station business and that I will treat the members of the Titan Radio Management Team, Titan Communications Management, guests of the station, and my fellow volunteer broadcasters with respect. I understand that harassment, incivility, and/or disrespectful behavior are unacceptable and may result in disciplinary action. I understand that I may be held financially responsible for unauthorized phone calls and/or equipment damaged as a direct result of my actions or negligence. I acknowledge that the Titan Radio facility is monitored by closed circuit security cameras and that any and all security video footage is subject to review by Titan Radio, Titan Communications personnel, and/or other agencies as necessary. I acknowledge that any and all material broadcast over the Titan Radio audio stream is subject to monitoring, recording, saving, and/or archiving by Titan Radio, the Titan Radio Management Team and/or other agencies as necessary. I understand that by signing this Participant Contract and Statement of Agreement, I am engaging in a binding contract with Titan Radio and Titan Communications and that I am agreeing to abide by all of the rules, regulations, policies, and procedures established by Titan Radio. I further understand that a print and/or digital copy of the Titan Radio Handbook is available on an as-needed for my review at the Titan Radio facility and online at www.titanradio.org.

___________________________________________________________ ____________________________  
Sign         Date

_____________________________________________________________________________________________
Name of Show

_____________________________________________________________________________________________
Campus-Wide ID       Driver’s License Number

_____________________________________________________________________________________________
Address

_____________________________________________________________________________________________
City          Zip/Postal Code

_____________________________________________________________________________________________
E-mail

_____________________________________________________________________________________________
Phone        Witnessed By