



RADIO BROADCASTING CLASS SYLLABUS FALL 2023

Welcome to KANW's Radio Broadcasting Class!

This course is a four-week, self-paced introduction to terrestrial radio broadcasting, concentrating on the fundamentals of the programming aspects including the equipment, rules and regulations, and voice performance techniques. Graduates of the class will have the opportunity to volunteer at KANW and will gain essential knowledge and skills utilized in the broadcast industry.

The class is open to the general public and at no cost to APS high school students and New Mexico Highlands University students. For general public students, the fee of \$200 is due prior to class beginning on September 25, 2023. General public students can pay online at www.kanw.org (Visa, MasterCard, or Discover).

Students are expected to attend and complete each session. Upon successful completion of the online class portion, students will have the opportunity to train in person at the KANW broadcast facility. While at the facility, students are required to comply with KANW's Station Policy and Student Conduct Policy.

KANW Station Policy: Alcohol, drugs, tobacco, e-cigarettes, firearms, and weapons of any kind are strictly prohibited on the premises. Food and drinks are not allowed near the broadcast equipment. Students are allowed in the KANW studio during approved class time only.

Student Conduct Policy: Mobile phones and other electronic devices must be turned off or silenced during in person training. Raise hands for questions, maintain silence and do not offer critique of fellow students during training exercises. Fighting, bullying, and harassment of any kind will not be tolerated. Please show common courtesy to fellow classmates, instructor, and KANW staff.

There are corresponding quizzes with each session's topic. Students must score an 80% or higher on each quiz to advance to the next session. A comprehensive grade of 80% or higher is required to pass the course and have the opportunity to train in person and ultimately volunteer on the air at KANW. There will also be various radio listening assignments that are required to be completed before advancing through the course.

The table below contains the schedule and due dates for the course. Good luck and have fun!

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KANW Program Director & Class Instructor

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RADIO BROADCASTING CLASS SCHEDULE FALL 2023

SESSION 1: SEPTEMBER 25 – OCTOBER 1, 2023

KANW, Instructor & Student Introductions
Organizational Structure & Programming Formats

SESSION 2: SEPTEMBER 25 – OCTOBER 1, 2023

FCC Rules & Regulations

SESSION 3: SEPTEMBER 25 – OCTOBER 1, 2023

Transitional Elements: Recorded & Live
Radio Listening Assignment #1 due by 10/6/2023

SESSION 4: OCTOBER 2 – OCTOBER 8, 2023

Radio Broadcast Console & Equipment

SESSION 5: OCTOBER 2 – OCTOBER 8, 2023

Music Programming & Ratings
Perform & Record a Live Break Assignment due by 10/13/2023

IN PERSON TRAINING SESSION: SATURDAY, OCTOBER 7, 2023, 10:00 a.m. – 2:00 p.m.

Tour of KANW Facility & Console Training

SESSION 6: OCTOBER 9 – OCTOBER 15, 2023

Transmission System & HD Radio

SESSION 7: OCTOBER 9 – OCTOBER 15, 2023

Emergency Alert System

SESSION 8: OCTOBER 16 – OCTOBER 22, 2023

Voice Technique

SESSION 9: OCTOBER 16 – OCTOBER 22, 2023

Voice Technique, Continued

SESSION 10: OCTOBER 16 – OCTOBER 22, 2023

Phone Etiquette, Weather Forecast & Dedications
Radio Listening Assignment #2 due by 10/22/2023

IN PERSON TRAINING SESSION: SATURDAY, OCTOBER 28, 2023, 10:00 a.m. – 2:00 p.m.

Live Break Training