IUPTV

Station Manual
Fall 2014

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STATION MANUAL AGREEMENT

I, _____, acknowledge that I have read and agree to adhere to all policies, procedures, and job responsibilities as described in the most recent edition of the IUP-TV Station Manual.

I understand that failure to comply with the information detailed in the Manual may result in disciplinary action as severe as termination of my responsibilities with IUP-TV.

Also, I am aware that it is my responsibility to ask any questions regarding this Manual to the Station Manager or Faculty Advisor.

_____ _____

Signature Date

All IUP-TV personnel (including all show crew members) must sign the Station Manual Agreement before the start of their job duties.

Table of Contents

A. INTRODUCTION **4**

B. ORGANIZATION **5**

C. PROGRAM REVIEW **11**

D. RULES AND REGULATIONS **14**

E. PROGRAMMING **17**

F. CONCLUSION **20**

G. IMPORTANT DOCUMENTS **21**

A. INTRODUCTION

Welcome to IUP-TV, a 24-hour leased access cable television station, operated by the Department of Communications Media in conjunction with a student Executive Committee. We are glad you have chosen to be part of a great tradition at IUP. By becoming a member of IUP-TV you are committing yourself to enhancing your education by engaging in an activity that will test your knowledge, unleash your creativity, and allow you to build a strong foundation of skills that will serve you well following your years at IUP.

IUP-TV serves the needs and interests of the IUP campus, and greater Indiana community at large. IUP-TV is dedicated to providing IUP students, with the opportunity to share their stories, showcase their excellence, and celebrate their talents with the surrounding communities, via IUP-TV. IUP-TV provides the opportunity for students interested in television production, programming, promotions and television station operations to gain professional knowledge and hands-on experience.

IUP-TV is unique and different than most college television stations because of its direct connection to the academic mission of the Department of Communications Media at IUP. IUP-TV supports the academic curriculum by providing students with a working learning laboratory that includes state of the art production equipment operated and managed by a highly skilled professional staff.

Nearly all of IUP-TV's programming is produced, hosted, edited and managed by students. In conjunction with the Department of Communications Media, and direct Faculty Advisor, students are responsible for the management of the station, its studios, and its technical elements (with the assistance of the Electronics Systems Technician).

MISSION STATEMENT

"The mission of IUP-TV is to (1) provide students with hands-on real world television production experience as part of the academic curriculum, (2) produce educational, informative, entertaining, and insightful media, responsive to the general needs of the IUP-TV viewing audience, (3) provide practical learning experiences in a professional environment for IUP students, and (4) dedicate ourselves to excellent, sound business practices appropriate to our academic environment."

STATION HISTORY

IUP-TV serves a wide audience reaching 8 surrounding counties and is available in over 250,000 Comcast-customer homes in the region. Historically the station first started as CIUP-TV in 1966, and was housed in Keith Hall. It was a closed circuit television system limited to live broadcasts of class lectures. In 1974, the station moved to its current home in the basement of Davis Hall (G-16) and in 1983 acquired the call letters of IUP-TV. Throughout its history, the station has been located in various places on the dial. Beginning with Channel 9 on Adelphia Cable, then moving to channel 47, followed by Channel 23 and then Channel 20. Most recently IUP-TV has

moved again and can now be found on Channel 6 for most of our viewers but remains on Channel 20 on the housing cable network.

B. ORGANIZATION

IUP-TV is operated by the Indiana University of Pennsylvania, Department of Communications Media and is under the direct control of the appointed Faculty Advisor. The Faculty Advisor of IUP-TV ultimately authorizes overall station policy, operating function, and financial activity.

Day-to-day activities of the station are run by the **Student Executive Committee**.
The Executive Committee is comprised of the following positions: Station Manager, Assistant Station Manager, Programming Director, Personnel Director, Promotions Director, Assistant Promotions Director and Online Content Manager.

The Philosophy of the management structure and operations of IUP-TV reflects as closely as possible the real world scenario of modern day television. It also embodies a business philosophy widely endorsed by the National Association of Broadcasters and other entities.

PERSONNEL

One of the core missions of IUP-TV is to provide IUP students in the Department of Communications Media the opportunity to participate in the production of television programs, as well as in the operation of a cable television station as part of the academic curriculum. IUP-TV strives to be a vibrant and accepting community with something for everyone to be a part of. The station offers opportunities such as serving on crew for a show, producing a show, performing on camera, working behind the scenes or through a managerial position on the Executive Staff.

There are three categories of IUP-TV membership:

1) Executive Committee
2) Producer
3) General Membership

EXECUTIVE COMMITTEE

The Executive Committee oversees the day-to-day operations of the station and make/enforce policy decisions in conjunction with the Faculty Advisor. The Executive Committee serves the station as a whole yet each member has specific duties. Included in the stations expectations of Executive's is that their conduct will be at the highest personal and professional level.

The Executive Committee works with the Faculty Advisor to set both immediate and long-term goals for IUP-TV and works to assure that goals are achieved. In doing this, among other activities, the Executive Committee makes assists in programming decisions, coordinating station activities, and reviewing and evaluating the progress of station personnel.

The Faculty Advisor appoints Executive Committee positions with consultation from the current Executive Committee. All candidates for these positions are required to participate in an application process for their desired position.

Executive Committee positions are open to any full or part-time students enrolled in the Communications Media Department who meet the following conditions:

- One-year experience as a General Station Member
- Minimum GPA of 2.5 overall and 3.0 within the major.
- Be proficient in the technical aspects of IUP-TV and show a firm understanding of the equipment operation and safety precautions to the satisfaction of the Faculty Advisor, or Station Manager
- Must have completed Communication 251
- Some positions may require special qualifications (see below)

The Executive Committee may be composed of the following seven members:

- Station Manager
- Assistant Station Manager
- Programming Director
- Personnel Director
- Promotions Director
- Assistant Promotions Director
- Online Content Manager

Station Manager

The Station Manager shall be the chief student executive of IUP-TV, and shall act as the chief officer of the Executive Committee. The Station Manager at IUP-TV runs and manages all of the production of content for IUP-TV. All Staff Members (Producers) work closely with the Station Manager to assure their shows are being produced and to help with any issues they are having. Duties of the Station Manager include but are not limited to:

- Supervising and actively participating in all IUP-TV operations and productions as well as ensuring that all aspects of IUP-TV run smoothly, effectively, and professionally
- Coordinate all segments of IUP-TV to ensure top-quality and well developed programming that reaches and satisfies its audience
- Evaluate the performance of all IUP-TV Executive Committee Members, General Members, and Staff
- Schedule and conduct monthly (or other) Executive Committee meeting.
- Responsible for the facilities, equipment, management and operation of the television station
- Bring to the Executive Committee recommendations for policies and participates in decisions concerning new technology, programming, production, and staffing
- Work with Faculty Advisor, Operations Manager, and Station Engineer on station strategy
- Lead the Executive Committee to keep the TV station current, orderly and showcasing the best IUP has to offer

Assistant Station Manager
The assistant Station Manager works directly with the Station Manager to assist in running the station. Duties of the Assistant Station Manager include but are not limited to:

- Maintain sets, lights, etc. and ensures the studio remains tidy and organized
- Keep track of completion and quality of all IUP-TV productions with Station Manager.
- Any and all other duties as assigned by the Station Manager

Programming Director
The Program director is in charge of all on-air procedures/programming in transmissions and works closely with the Station Manager. Duties of the Programming Director include but are not limited to:

- Programming of the shows on the master control computers.
- Assists Faculty Advisor in all program scheduling. In charge of keeping the schedule updated with current programming
- Collects the finished shows from the individual producers.
- Must review shows before airing to insure they align with station standards and practices.
- Initiates new programming ideas and works with producers to develop and perfect new show ideas

Personnel Director

- Organizer paperwork for all crew members
- In charge of placing new members with existing shows
- Create a list of all IUP-TV personnel, as well as separate lists for all shows
- Work as a liaison between Executive Committee and show Producers
- Assist show producers with personnel issues

Promotions Director
The Promotions Director is responsible for the promotion and sponsorship of IUP-TV in the community and on campus. This person represents the station and as such is expected to act in a professional manner at all times.

- Liaison to the campus community and Communication department
- In charge of promoting the station, its programming, and events and works to create advertisements and promotions
- Promote IUP-TV to the campus and Indiana community
- Produce IUP-TV promotional spots

Assistant Promotions Director
The assistant Promotions Director works directly with the Promotions Director and Station Manager to assist all aspects of promotions for the station.

Online Content Manager
The Online Content Manager is responsible for the design, functionality, content and maintenance of the IUP-TV website- www.iup.edu/commmedia/iup-tv. This individual is tasked with keeping content up to date.

FACULTY ADVISOR

The Faculty Advisor shall be the chief executive of IUP-TV. The Faculty Advisor shall be appointed by the Department of Communications Media. The duties and responsibilities of the Faculty Advisor include but are not limited to the following:

- Insure that the operation of IUP-TV is in accordance with the mission and values of the Department of Communications Media;
- Take any action necessary and proper to insure the running of IUP-TV in accordance with this manual
- Lead the Executive Committee in establishing long-range goals and in planning and initiating short-term projects
- Provide the studio with resource referral, problem solving advice and suggestions for improving the Studio
- Enforce Station policies and procedures
- Set forth the guidelines and procedures to the Executive committee
- May attend Executive Committee and General Membership meetings

PRODUCER

Producers are the chief executive in charge of a specific show and it's day-to-day operations. All producers are expected to set the example for the rest of their crew and be prompt, willing to learn and behave positively towards other IUP-TV members. They are expected to treat the equipment and facilities with respect and report any damages to the Assistant Manager.

- Qualifications:
    - Must have completed Comm 251
    - Must have a minimum overall GPA above 2.5.
    - Must be a Communications Media major. A student not majoring in Communications Media may be a co-producer with another student who is a Communications Media major
        - Must have at least one full semester of General Membership experience at IUP-TV.
        - Producers should have a track record of reliable and responsible performance as a General Member.
        - Must have a demonstrated knowledge of the station's operations, video production techniques and the production cycle.
        - Every producer will have to participate in an equipment evaluation at the beginning of the year to inform Management/Faculty who needs proper training on the equipment. The evaluation will vary from different subjects to aesthetics to equipment in the studio. Results of the evaluation will indicate further training will be required.
- Responsibilities:
    - Reports directly to the Director of Programming
    - Attending all producer meetings
    - Make sure production is operating in a professional manner and adhering to IUP-TV's mission.

- Handle all production elements including pre-production, production, and post-production
- Clean the studio and control room areas after every taping
- Conduct evaluations of all crew members under their control
    - Producers are expected to consult with the Faculty Advisor when dealing with personnel issues.
- Accepting other duties as assigned

GENERAL MEMBERSHIP

General staff members are entry-level members of the organization. Any current IUP student in good academic standing may fill out an application and sign up to work on a show (Forms can be found on door of Faculty Advisor's office). The application is used for filling purposes and to determine a staff member's area of interest. General members will be assigned positions based on their experience and the classes they have completed within the departments video production track.

- Individuals interested in working on IUP-TV in general or for a specific program must complete an application, which will be passed on to the lead producer of said show.
- New volunteers are welcome anytime throughout the semester however show producers are responsible for incorporating new members into the production process in a manner they see fit
- General Staff members must complete an application and a station orientation training session

APPOINTMENT OF POSITIONS

Executive Committee Procedures

Towards the end of each Spring Semester, applications will be made available for each Executive Committee position for the following Fall Semester. The application document is to be completed and returned by a specific date. If more than one individual applies for a position, applicants will be asked to interview with the Faculty Advisor and current Station Manager. The Faculty Advisor and Station Manager are ultimately responsible for selected the new committee members.

Appointment process:

- The Station Manager and Faculty Advisor will arrange for the appointment of the new Station Manager-Elect at least one month preceding spring finals.
- The Station manager will make an announcement at the January Interest Meeting about upcoming openings on the Committee.
- All applications for Executive positions must be turned in prior to Spring Break.
- Finalists for each position will be selected by the Station Manager and Faculty Advisor.
- Interviews will be conducted by the Station Manager and Faculty Advisor directly after Spring Break.

Selected candidates will be tasked with "shadowing" current executive members for the remainder of the semester

Student Executive Committee personnel may volunteer or register for practicum credit. Up to 3 credits of practicum may be earned per semester, depending on the position. The Faculty Advisor is responsible for determining the number of hours to be earned by Executive Committee personnel and to act on request for academic registration application.

Terms of Office

- The term of office for Executive Committee members will be two concurrent semesters. After one semester the Executive Committee may put to a vote the removal of an Executive Officer if it is believed to be in the best interest of the station.
- Executive Committee members may hold no more than one position per term
- Executive Committee members may hold a different position on the committee during different terms.
- Executive Committee members may hold the same office for no more than two terms.

Dismissal of Executive Committee Members

The Faculty Advisor and the Station Manager have the right to review the job performance of members of the Executive Committee. If the Faculty Advisor or Station Manager feel a member of the Executive Committee is not adequately fulfilling their job responsibilities, actions may be taken in the following manner:

- The Station Manager and/or Faculty Advisor will meet privately with the Staff member in question. In lieu of an egregious offense*, the staff member will be placed on probation for 45 days. The Station Manager and/or Faculty Advisor will discuss with the staff member in question, their options concerning the steps necessary to resolve the issue and to be removed from probation.
- After 45 days, the Faculty Advisor/Station Manager will meet with the staff member in private to review their performance. Prior to this meeting the Executive Staff member will be notified in writing about questions concerning their performance, if necessary. At this time they will be able to respond in written or verbal form to the accusations or discuss their improvements over the 45 day probation period.
- Dismissal of the Executive Staff shall be considered by the Faculty Advisor and Station Manager.
    - In the event of an opening of the Executive Staff, the Faculty Advisor and Station Manager may appoint an individual to fill that position for up the remainder of the term. When a vacancy occurs, nominations for individuals to fill the spot will be accepted for one week after the vacancy. At that time the Faculty Advisor and Station Manager will determine the new staff member.

*****If the Faculty Advisor deems an egregious offense has occurred amongst an Executive Committee member they have the right to immediately terminate said member from the committee.

PROCEDURES

The Executive Committee will meet once per month. Any additional Executive Committee meetings may be called in the following manner:

- All Executive Committee Members are expected to attend Executive Committee meetings and no valid vote may be taken unless at least four members are present (excluding the Station Manager who must be in attendance for a vote to commence).
- The Station Manager may call an Executive Committee meeting whenever it is deemed appropriate.
- The Faculty Advisor may call an Executive Committee meeting whenever it is deemed appropriate.
- If two-thirds majority of the executive Committee signs an order to call a meeting they may do so when deemed appropriate.

The primary purpose of these meetings is to ensure all managers are aware of current events and concepts. Accordingly each Manager will be expected to contribute something to the meeting; even if it's just an update on what has occurred since the past meeting.

- Meetings may also be used to vote on bylaws or proceedings of IUP-TV. A simple majority vote is needed to pass legislation however all decisions must be approved by the Faculty Advisor. Votes may only be taken if at least 2/3rds of the Executive Committee and the Station Manager are in attendance.

**Members of the Executive Committee are equal in voting statue. The Chairperson of the Executive Committee is the Station Manager. In the Station manager's absence, the Assistant Station Manager assumes leadership.*

Personnel Training for IUP-TV General Membership

All students who serve as general members of IUP-TV should be familiar with studio production. Members of the Executive Committee, are responsible for designing and implementing a training program that suits the needs of the staff, while being approved by the Faculty Advisor. The purpose of the training session is to give new members a working knowledge of a television studio. More advanced and specific training will be provided while on assignment.

Failure to show up or perform your duties adequately gives the producers the right to seek replacement crew members.

**IUP-TV shall not discriminate on the basis of race, religion, color, gender, sexual orientation, national origin, health status, or physical capabilities in accordance with University, local, state and federal regulations.*

C. PROGRAM REVIEW

IUP-TV is dedicated to producing top quality programming. It is essential that all shows live up to the standards set forth in this manual. All IUP-TV content must be technically superior and creatively conceived. Before airing all programs will be reviewed by either, the Faculty Advisor, Station Manager or Programming Director.

IUP-TV represents not only the content creators and show performers but the Communications Media Department and University to the community. All those in managerial positions (including show producers, Executive Committee members, Faculty Advisor, etc.) must constantly be aware of this relationship when considering the technical proficiency and content of IUP-TV programming. IUP-TV is different than a traditional on campus club in this respect. The community at large not the IUP student body is the target audience of IUP-TV.

Review Process

- Show producers must upload all content to the *program depository* housed on the "Z drive" server at least 24 hours prior to its scheduled airing.
- Show producers must email the Programming Director and "CC" the Faculty Advisor and Station Manager to inform them when a completed show has been uploaded to the server.
- The Faculty Advisor, Station Manager, or Programming Director will review all content on the "Z-Drive."
    - A program can be either:
        - Accepted as is. Programs accepted as is will be broadcast without delay at their scheduled time.
        - Accepted with modifications or revisions. A written form will be provided to show producers outlining the revisions that must be made to a program before it will be broadcast.
        - Rejected- In the case of a rejection a second member of the review board will be asked to assess the program and provide an independent review. For a program to be rejected at least two members of the review board must agree.

- What does an accepted work look like?
        - IUP-TV should be considered a professional community and as such programs broadcast on IUP-TV represent the station, communications media department, and University as a whole. Quality programs should meet the following criteria…
            - Creative
                - Script is original
                - Creative choice of materials, stage design, art direction added to "high production value"
            - Video quality
                - Shot composition
                    - Proper headroom/leadroom
                    - Shots are well framed
                    - Technical
                    - Camera is steady
                    - Shots are properly lit
                    - Smooth camera movement when zooming, panning, tilting, tracking…
                    - Camera is in focus and white balanced
                    - Picture quality, lighting, exposure, and color balance gives footage of a professional broadcast
            - Audio quality

    - Microphones are hidden in frame
    - Voices are clear and audible levels are correct
    - Background noise is minimal (or non-existent)
    - Choice of music and audio effects are appropriate and recorded at proper level
    - Editing
    - Titles/graphics are legible, easily readable, logos and graphics are interesting and aesthetically designed to render a professional look
    - Editing is smooth. Good timing and use of transitions
    - Cuts are used appropriately to achieve certain effects
    - Edits are effective in telling a story
    - Music is balanced with voices
- Reach the target audience through a clear presentation
- Show hosts and guests should be dynamic and engage viewers. Scripts should be edited prior to shooting.

Any member of the Review Board has the right and executive power to bar programming from airing. Reasons for programming being rejected or revisions requested include but are not limited to the following:

- Poor quality, video, audio, shot composition, editing or content.
- Content should not encourage alcohol or drug-abuse.
- Obscene or indecent material. All content airing on IUP-TV represent not only the content creators, but the station, and IUP. As such content that is patently offensive when applying contemporary community standards will not be aired. IUP-TV believes in free speech and student's right to produce original and entertaining content and as such students are encouraged to create programming that is unique and entertaining however it should always be done in a respectful manner.
- All individuals shown on IUP-TV must fill out official talent release forms. Any show found not to be following proper protocol will be subject to disciplinary action including show cancellation.
- The inclusion of obscene speech is not allowed. "Bleeping" out offensive words in post-production is unprofessional and would not be found on a professional broadcast and as such will not be tolerated on IUP-TV.
- Nudity will not be aired on IUP-TV. The maximum level of exposure that will be accepted is limited to what typical undergarments or a bathing suit would cover up.
    - For males this means the least amount of clothing allowed is boxer shorts, or a speedo.
    - For females this means the least amount of clothing must be that of a full coverage bra and panties or a bikini would cover.
- The inclusion of defamatory content-defined as a malicious falsehood to ridicule or degrade persons.
- IUP-TV follows the guidelines of not defaming the college.

    - *Criticism and concerns intended to challenge the status quo and cultivate deliberative dialogue within the community about important issues is always allowed and encouraged, however, they must be done fairly, tastefully and accurately.
- The inclusion of copyrighted material that does not qualify as "fair use"
- Prior permission to videotape in certain locations may be necessary. IUP-TV will not air content that was filmed illegally or without appropriate permission.

*Prior to a show reaching the review board for final assessment, it is the job of a shows producer(s) to regulate its content. Producers are expected to use sound judgment and common sense when deciding what is and what is not appropriate for air. If a producer is unsure they should contact a member of the review board.

Show Cancellation

A show may be cancelled or suspended for repeated violations of the policies and procedures applicable to a recognized student organization. A show may also be canceled if the quality of the program has fallen below a professional level.

D. RULES AND REGULATIONS

The proper and prompt carrying out of duties by the employees of IUP-TV are essential to the efficient running and improvement of the station. In light of this, there will be little tolerance for employees that are delinquent in performing their duties. In each case of violation of station policies and procedures, some of which are listed below, the IUP-TV Faculty Advisor in consultation with the Station manager will meet with the involved staff member(s). At this time a decision will be made if the incident is severe enough for suspension or dismissal.

Minor Infractions (Warnings):

- Tardiness
- Handling station property in a careless manner
- Uncaring attitude toward IUP-TV, your work, and/or your fellow co-workers
- Violations of various other policies in this manual;

Major Offense (Dismissal):

- Performing on camera, or working in the studio under the influence of alcohol (even if you are legally of drinking age) or illegal substances.
- Stealing
    - Theft or breakage by negligence of station property is a serious concern at IUP-TV. If you are caught stealing the Faculty Advisor will address the situation accordingly and the repercussions that may occur include:
        - Permanent expulsion from the station
        - Reimbursement of material and/or equipment
        - Charges filed in accordance with University policy

Equipment Policies

IUP-TV provides various types of camera and associated equipment for its volunteers. By signing our forms and/or checking out equipment, you attest that you have fully read our terms of agreement listed below, and you take full responsibility for the equipment you use.

- By requesting and/or using IUP-TV equipment, you verify that you are a member of IUP-TV and are producing programming for IUP-TV.
- All equipment MUST be signed out by the Faculty Advisor or Station manager of IUP-TV.
- You will return equipment the way it was received. All equipment must be coiled, batteries and mics must be taken out of the camera and packed accordingly, tripod plates must be on the tripods at all times, etc…
- You will not tamper with the equipment
- Failure to report lost or damaged equipment will be constructed as an attempt to conceal the loss or damage of the equipment. This may lead to repercussions as determined by the Faculty Advisor.
- You are not allowed to take equipment off campus of Indiana University of Pennsylvania without prior approval.
- You will not check out or transfer equipment to anyone else during the time you are authorized to use the equipment you have checked out. If you checked it out, you are responsible for what happens to the equipment.
- You will not leave the equipment unattended at any time.
- Equipment is only allowed to be signed out for 3 days.

If you find any equipment that is broken when you receive it, bring it to the attention of the person who checked out the equipment. It is your responsibility to be sure the equipment you are accepting is in proper working order and that no parts are missing unless noted on the check-out form.

Studio Policies

IUP-TV provides a television studio for its members and other approved IUP personnel. Before using our television studio, you ensure that you have fully read our terms of agreement and will take full responsibility for what you do in the studio.

a. The studio must be returned to its clean "default" state after use unless the next show after you says otherwise.
    i. <u>Clean "default" state</u>- having the snake box wrapped nicely, camera cables wrapped and hung upon the wall with cameras against the wall, any mics/XLR cables in correct shelf packed away nicely, any trash thrown away, studio lights off, control board off, all personal belongings out of the studio, any props or set design cleaned up, etc.
b. Existing equipment must be respected. Damage must be reported immediately to the Faculty Advisor and Technical Director.
c. Each show produced at IUP-TV has a specific time to tape in the studio. Some nights shows are booked back to back. Some nights classes are scheduled. You may not tape any unscheduled program in the studios until you have received permission from station management or faculty.

d. If you do not understand how to operate the equipment or have any questions about the studio/control room, you must contact the Technical Director or Station Engineer (Chris Barber). DO NOT touch any equipment you can't operate.

If you find any equipment that is broken when you start setting up for your show, or after your show is finished, list it on your producer report. It is your responsibility to make sure the damage is listed in detail. Omitting this step may cause station management to think you are responsible for whatever equipment has been damaged.

Office Etiquette

When you are in the station studio, management offices, editing rooms or master control it is expected you will exhibit basic principles of professionalism by treating other members and IUP-TV property with respect. This also means you are expected to treat any visitor to the station as if they were a customer or client. Illegal activities are expressly prohibited on station property and on location shoots as members of IUP-TV.

Sexual Misconduct Policy

Indiana University is committed to maintaining a learning and work environment that is sexual harassment free. Acts of sexual harassment seriously undermine the atmosphere of trust and respect that is essential to a university community. Moreover, sexual harassment is legally prohibited and will not be tolerated. IUP-TV will quickly and decisively when made aware of any form of sexual harassment including:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or education; or
- When submission to, or rejection of, that conduct is used as the basis for an employment or academic decision affecting such individuals; or
- Such conduct that is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile, or offensive work or educational environment that substantially interferes with work or educational performance, or negatively affects and individual's employment or educational opportunities.

Please refer to the Universities, Sexual Harrasment Policy (http://www.iup.edu/page.aspx?id=11411).

It is the responsibility of all IUP-TV employees to report any and all sexually inappropriate behavior no matter it' severity promptly and directly to the Faculty Advisor, Dr. Steven Kleinman (Kleinman@IUP.EDU).

Commerce Policy

IUP-TV does not engage in commerce in the traditional sense. IUP-TV is licensed in a special category related to our educational mission, and it does not buy nor sell programming or air time (there are no traditional forms of "advertising" on IUP-TV). It may accept underwriting fees of payment for special projects as determined by the Faculty Advisor, or Department of Communications Media, but only in special circumstances. No student may accept pay for their services using IUP-TV equipment, nor accept any rental or usage fees of IUP-TV equipment or facilities. It is a general state-wide policy that all pay-for-services of state owned equipment must

be approved by the appropriate university personnel and "pass through" appropriate university budget categories. Students may approach the faculty Advisor with information about television/video opportunities, if they have knowledge of them, but they must abide by the decisions of the Faculty Advisor in this regard.

E. PROGRAMMING

IUP-TV is committed to broadcasting diverse and creative content that educates, informs and inspires. Specifically, IUP-TV focuses on programming in the following areas:

- Arts and Culture
- Education
- Community profiles at the University, Community and City level.
- Local/ Community Sports
- Entertainment
- IUP student and faculty work
- Programming created by IUP students, and faculty

Programs will only be considered for IUP-TV broadcast if they fall into one of the following categories.

1. **Original Student Work**: Unique and innovative independent student programs that are of the highest professional quality. Only programs that are truly exemplary examples of Indiana student's talents and abilities will be accepted for air. Programs in this category may take the form of scripted, or non-scripted, single or multi-camera, episodic or "one-off" programming. These programs can take on nearly any form or cover any topic so long as they are creatively conceived, interesting to viewers (both in content and visually), and technically superior (See Section C for explanation of superior work).
2. **IUP or Regional focused**: Content focused on the University or Indiana county. This can take on any number of forms including but not limited to…
    - **Captures** – Recording an event taking place on or near campus, generally these are faculty and guest speakers, public outreach lectures, conference keynote speakers, panels and symposia. These can be described as "C-Span" style and consist of one or two camera shoots.
    - **Interviews –** A sit-down, one-on-one interview shot in the studio with two-cameras, a switcher an interviewer and guest ("live to tape")
    - **Sports –** Campus sporting events
    - **Performances –** Music, dance, and theater staged around the community (more technically involved but could be very popular). May require three or more cameras, director and advanced audio set-up.
    - **Documentary –** Programs incorporating interviews, visual materials, voiceover and music.
    - **Magazine –** program composed of several short segments (approximately 5-8 minutes, topics not necessarily related) that usually combine interviews with B-roll footage and/or other visual material. Duration of segments can vary but together they should make a half-hour or hour long program. This type of program has a host that

discusses each segment and ties them all together (highlight an IUP or Indiana community landmark, person, event, or news).

3. **Faculty Production**: Video content created by IUP faculty. IUP professors are dedicated teachers, renowned scholars, and producers researching and publishing- at the leading edges of their discipline. We support their work and provide a platform by which it can reach a larger audience.
4. **Course Programming**: Productions created specifically for IUP-TV as part of the curriculum in the Department of Communications Media. Specifically Comm. 351, 408, etc.
5. **Exemplary Class Work:** Content created by students as course work for an IUP class. Fine quality examples of class work can be packaged (host, clip introductions, graphics, etc.) and submitted for broadcast by the faculty member of said course.
6. **Special Engagements:** Content that does not fall into one of the above categories may be considered for broadcast under special circumstances. Please see the Faculty Advisor for details.

SUBMISSION PROCESS

Developing a New Show

When developing a show to be proposed for the next semester, a meeting with the Faculty Advisor and Station Manager is required before submitting a final proposal. This allows for the opportunity to find out if a program fits in with IUP-TV's identity.

Episodic Student Programs

- Production proposals are required each year for every program (old and new). A *new* show must follow the "Pilot Process," *returning* shows can follow the "show renewal" process.
- Producers in charge of each IUP-TV show report directly to the Station Manager. Producers must submit show applications each semester.

Pilot Process

- Anybody may propose a pilot program.
    - The pilot program producer(s) must prepare a written proposal and present a draft to the Faculty Advisor, and Station Manager.
        - Written proposal must include an application form and show treatment. The treatment should describe the proposed show, the personnel involved, shooting location, budget, sample script.
        - A short promotional video or an "example" scene from the proposed show must also be included in the proposal.
    - After reviewing the treatment, the Faculty Advisor, and Station Manager, will decide on whether a pilot can be made.
        - A proposal can be either
            - Accepted as is
            - Accepted with modifications or revisions
            - rejected

- If the proposal is accepted, a deadline will be set for the pilot episode to be produced. The pilot episode must comply with station standards
- If the proposal is rejected, a plan for revisions may be considered

Pilot to Series

- The pilot will be produced and uploaded to the IUP-TV server or a DVD copy of the pilot will be produced and a copy distributed to the Faculty Advisor.
- The Faculty Advisor shall be allowed one week to review the pilot episode before a decision on the pilot will be made.
- If the pilot is accepted, the show will begin producing episodes. The pilot program producers will coordinate studio time.

Once accepted each subsequent episode must be submitted to the Review Board.

- A completed program must be uploaded to the video server at least 24 hours prior to its scheduled airing.
- A show "review form" must be completed by a member of the review board for each program submitted for review. (See attached).

Show Renewal Process

Shows in good standing, producing quality programming will be offered renewal for the following semester assuming key personnel will be returning. Shows wishing to return must complete a "show renewal form."

- Shows whose content falls below standards or shows whose key personnel are not returning must submit a treatment discussing the show's purpose, content and format including how existing issues will be mended. In the case of new key personnel coming in, a meeting with the Faculty Advisor will commence.
- The Faculty Advisor will decide whether or not a show will be invited back.

Non-episodic Programming

- In the case of single episode programs (e.g., faculty work, IUP sporting events, etc.) the pilot process may be bypassed.
- The **producer**(s) seeking to bypass the pilot process must submit a short written treatment explaining the program, a submission form and the completed program.
- The Faculty Advisor, Station Manager, or Programming Director must assess the program.

F. CONCLUSION

By walking through the doors of IUP-TV you are entering a place with over 40 years of history and tradition. Hundreds of students have come before you and have gained valuable experience and been introduced to the exciting world of television production. What you do inside the station will be seen and heard by thousands of people and reflect on the 15,000 students enrolled, the 120,000 alumni around the world, and the 1,600 employees and professors of Indiana University of Pennsylvania.

Take responsibility to exhibit pride in your actions and the programs you produce. Simply put, you can get by with an OK television show, newscast, talk show, etc., but if you are going through all the trouble, why not put in the effort and become EXCELLENT? Why not go beyond how it was done before and what people expect you to do? Putting forth more than is expected of you will serve you in years to come as you leave behind the memories of IUP and create a life in the “real world”.

G. IMPORTANT DOCUMENTS

IUP-TV
Executive Committee Applications
Fall 2014

The deadline for Executive Committee applications for Fall 2014 is Tuesday, September 9 by 3:00 PM Please e-mail all proposals to Station Manager, Juli Whetstone (GKYR@iup.edu). Hard copy submissions will not be accepted.

Available Positions:
Personnel Director
Assistant Promotions Director
Online Content Manager (informal for fall; opening in spring)

Interviews may be conducted, especially when there are competing applications for the same position.

Applicants for these positions are expected to have experience (1 year minimum) working with the television station. The Executive Committee is in charge of running IUP-TV and as such these roles will take up a substantial amount of individual's time. Please consider this commitment before applying.

Applications should include

1. Cover letter indicating, your position of interest, why you are qualified for the position, what you will contribute to the executive committee and how you will influence the future of IUP-TV
2. Resume specific to IUP-TV experience and other experience that may help you in the specific position for which you are applying.

If you have any questions, comments, or concerns you wish to discuss please contact the faculty advisor Steven Kleinman (Kleinman@iup.edu) or Station Manager, Juli Whetstone (GKYR@iup.edu).

IUP-TV Equipment Checkout Form

Student Name: _____

IUPID#: _____

Address: _____

Home Phone: _____ Work Phone: _____

Camera Number: _____ Serial Number: _____

Accessories: _____

Date/Time Out: _____ Due for return: _____

Project: _____ On or off campus _____

IUP-TV Personnel Performing Checkout: _____

Please initial each:

• I understand that I must return this equipment on time, according to the date and time listed above.
• I understand that I may be held financially responsible for any loss of or damage to the camera, other than normal wear and tear.
• This camera has been shown to me to be in good working order upon checkout.
• I understand that the camera will be powered up and checked upon return.
• I understand that I have signed a copy of the IUP-TV Policy Manual and that my use of this camera will be in accordance with this policy.
• I understand that I must call IUP-TV's Technical Director if I encounter any problems with this camera while it is in my possession.

IUP-TV Office: XXX
Technical Director: XXX
Station Manager: XXX

IUP-TV Equipment Checkout Agreement

I understand that my signature constitutes agreement to all terms and conditions of the *IUP-TV* Equipment Policy, a copy of which has been signed and received. It is also my understanding that failure to return the unit in good condition with all components and attachments per the initial checkout will result in the initiation of legal/collection efforts to recover the property owned by Indiana University of Pennsylvania, a unit of the Pennsylvania State College System, to the full extent of the law of the State of Pennsylvania. It is further understood that I am responsible for any and all cost incurred by IUP in the enforcement of this agreement and the recovery of the property, along with allowable interest charges. Failure to return the camera as per the return date indicated above will constitute default and subject to further action.

Student's Signature:_____ Date: _____

IUP-TV Authorizing Signature:_____ Date:_____

IUP-TV Authorizing Title:_____

Camera Return Check-in

Date Returned:_____ Time Returned:_____

- Camera checked for proper operation and performance
- All accessories and attachments returned

IUP-TV Personnel Performing Check-in

Signature: _____Date: _____

Title: _____

FALL 2014 IUP-TV MEMBERSHIP FORM

Return to Faculty Advisor, Dr. Kleinman (Stouffer Room 123) or email to Station Manager, Juli Whetstone (GKYR@iup.edu) before starting production

Name: _____

Email: _____@iup.edu

Phone number: _____

Year: Freshman Sophomore Junior Senior

Major: _____

Banner ID: @_____

Are you interested in joining the promotions team? Yes No

NEW MEMBERS:

What positions are you interested in? (check all that apply)

____ Technical Crew ____ On Air ____ Director ____ Producer

____ Video Editing ____ Script writing ____ Graphics ____ Promotions

Other:

What type of show (or a specific show) are you interested in joining?

_____

_____

CURRENT MEMBERS:

Years experience: _____

Shows worked on/positions held: _____

_____

_____

New shows/positions you're interested in: _____

_____

IUP-TV Submission Form - Fall 2014

Submitted by: _____

Email: _____

Academic Standing:

Student (yr) Faculty

Description

Please provide the title of your work, a brief synopsis and a link to your work so that we may review it. If your work is not available online please provide a XXXX.

Name of your show or program:_____
If your show or program includes more than one episode, please provide the name of your show or program here and episodes title or number below.

Episode Number-Title:
_____

Genre:
_____

Synopsis:
_____
_____
_____
_____
_____

Run time: _____

Link to your work: _____

Additional comments:
_____
_____
_____
_____
_____

IUP-TV is licensed through Indiana University of Pennsylvania (IUP_. IUP-TV is an Equal Opportunity Employer. All inquiries concerning IUP-TV can be directed to the Faculty Advisor/Faculty Station Manager of IUP-TV at:

IUP-TV
Dr. Steven Kleinman
1175 Maple Street
Indiana University of Pennsylvania, Indiana Pa 15705