

WIUP -FM TRAINING MANUAL



Revised 2019

TABLE OF CONTENTS

Mission Statement	iii
I. Standard Operating Policies and Procedures	
<i>A. Membership in WIUP-FM</i>	1
<i>B. On-air and Studio Use Policies</i>	
1. Studio Conduct Policy	2
2. On-Air Conduct Policy	3
3. Words Not to be Heard on WIUP-FM	5
4. Live Announcement Policy	6
5. Studio Guest Policy	6
6. Request and Dedication Policy	7
6. Give-away Policy	8
<i>C. Technical Procedures</i>	
1. Sign on Procedures	9
2. Additional Technical Log Procedures	10
3. Sign off Procedures	11
4. Reading the Meters	12
5. Sample Technical Log	13
6. Power Failure Procedures	14
7. Radioactivity Procedures	15
8. Equipment Care and Malfunction Procedures	15
<i>D. General Staff Policies and Guidelines</i>	
1. Attendance Policy	16
2. Shift Replacement Policy	16
3. Dues Policy	17
4. Discipline / Dismissal Policy	17
5. Security Policy	18
6. Rotation	19
7. External Music Use Policy	19
8. Record Library Procedures	19
9. Music Lending Policy	20

10. Air Check/Critique Policy	20
11. <i>Democracy Now!</i> Procedures	21
12. Program Proposal Guidelines	22
13. Production Room Use Policy	23
14. Promo Production Policy	23
15. Station Terminology	24
II. Staff and Management	
<i>A. Management Hiring Procedures</i>	26
<i>B. Management Meetings</i>	26
<i>C. Job Descriptions</i>	27
<i>D. Organization Chart</i>	30
III. Programming	
<i>A. Formatting</i>	31
<i>B. Program Descriptions</i>	32
<i>B. Format Clock</i>	33
Sexual Harassment Policy	34
Consent Agreement	35

MEMBERSHIP AND TRAINING IN WIUP-FM

WIUP-FM is a recognized student activity at Indiana University of Pennsylvania. Membership in WIUP-FM is open to all IUP students, staff and faculty, as well as members of the non-university community. To remain a member of WIUP-FM, all staff members must abide by the policies and procedures set forth in the Station Manual.

Organizational meetings are typically scheduled during the first week of each academic semester. These meetings are open to any person interested in becoming a member of WIUP-FM. To apply for a position at WIUP-FM, an interested person must attend the first organizational meeting and apply by filling out the application distributed at the meeting or logging on to the WIUP-FM website at www.wiupfm.org and completing the online application. A member of the station Executive Management staff must interview all new applicants.

Following the interview and acceptance, new hires are required to successfully complete WIUP-FM's training program. There are three components to the training program:

- 1. Training Sessions:** At the beginning of the semester, programming staff will hold required training sessions. These sessions will cover equipment use, station policies, FCC policies, on-air conduct, logging procedures, and various other tasks performed by on-air staff. Attendance at these meetings is **required** for all new hires.
- 2. Producer Visits:** Producers will visit each of their DJs' shows twice within the first few weeks of the semester. During the second visit, Producers will administer the Board Test (see below).

While new hires generally will not have their own regular air shift until the following semester, they are able to substitute for DJs unable to make their shifts, fill in any existing gaps in the programming schedule and sign up for shifts in interim periods (i.e. semester breaks).

Hires will be assigned to available positions and notified of their assignment. The producers of each program determine on-air positions with input from the Executive Management staff. The WIUP-FM staff makes every effort to match individuals to their first area of interest, but that is not always possible. We cannot guarantee all applicants a staff position nor can we guarantee a specific assignment. Assignment to specific positions will depend on the number of applicants, the number of positions available, and the qualifications of each applicant.

STUDIO CONDUCT POLICY

1. Smoking, chewing tobacco, or using snuff is prohibited in the WIUP-FM newsroom, studio, music library, offices and production room. Anyone wishing to use such products must use the smoking areas, as marked, outside of Davis Hall. **Please note that the area outside of WIUP-FM's doors is designated as a Non-Smoking Area.**
Smoking is only permitted outside the east entrance to Davis Hall or by walking up to the top of the ramp area to the street level.
2. Food, beverages, and chewing gum are **strictly** prohibited in the on-air studio, music library, and production room.
3. Taking and/or being under the influence of drugs and/or alcohol while operating station equipment will result in an immediate dismissal and notification of the local authorities.
4. It is the responsibility of on-air personnel to answer the phone and take messages during an assigned shift. You are expected to be professional and courteous to all callers. The WIUP-FM phone is not for personal use. Please refrain from using our phone for extended conversations that are not related to WIUP-FM. Studio personnel are responsible for taking messages for other staff. The procedure for doing this is posted in the broadcast booth. Do not give out home phone numbers of any station member, except to other staff members. **You are not allowed to accept collect calls.**
5. Because the WIUP-FM phone does not ring, but has a blinking light, it is essential that studio personnel remain in the studio. If it is necessary for you to leave the studio, for example, to go to the record library, you may want to turn on the phone ringer. But, please remember to turn the ringer off when you return to the booth and especially before going on the air.
6. Should the person assigned to cover the next shift be late or fail to show up, do not leave the station unattended for any reason. Contact the Program Producer responsible for the next shift, the Program Director, or Station Manager. If you are unable to reach any of those people, you must stay at the station until someone arrives to relieve you.
7. All personnel are expected to help keep all areas of the studio clean. Do not leave papers, food containers or other garbage around the station. Please dispose of all garbage properly, using recycle bins for all appropriate items.
8. All staff members are required to read and adhere to the provisions of the WIUP-FM Station Manual. After reading the manual, all staff members must sign and return the Consent Form contained therein before they will be permitted to work at WIUP-FM.

ON-AIR CONDUCT POLICY

1. Use of foul, obscene or indecent language on-air is absolutely prohibited and will result in the staff member's immediate dismissal.
2. Playing music that contains obscene or indecent language is absolutely prohibited. Violation may result in immediate dismissal from the staff. All disc jockeys are required to be familiar with the music they broadcast. If a DJ is not familiar with a musical selection, it should be previewed prior to being broadcast. Questions about appropriateness and acceptability of music should be directed to the Program Director or Faculty Advisor.
3. Program hosts are prohibited from playing music or making comments that are critical of or insensitive to another person's religious beliefs, ethnic or racial heritage or sexual orientation.
4. On-air discussions and conversations must be in good taste and relevant to the program, its music or current events, and may not be of an indecent or obscene nature.
5. The delay system must be activated at all times. This allows DJs to cut off a song with offensive lyrics or an obscene caller before they actually go over the airwaves. Failure to do use the delay will result in a citation.
6. Any problems regarding programming should be directed to the Producer of that show.
7. Technical problems should be directed to the Operations Engineer, Station Manager, or Faculty Advisor as soon as they are discovered.
8. On-air staff is expected to maintain a sense of professionalism in all respects while working at WIUP-FM.
9. Any complaints, concerns, or questions from listeners about WIUP-FM programming, policies, or technical operations should be immediately directed to the Station Manager. Individuals from outside the station requesting airtime for commentary or any related request should also be referred to the Station Manager.
10. No staff member is permitted to provide on-air editorial or personal commentary on any issue, regardless of its news value or possible interest to the listening audience, without the approval of the Program Director, Station Manager and Faculty Advisor.
11. **At no time are non-WIUP-FM staff members permitted in the on-air studio.**
12. Studio personnel are expected to keep the studio clean. Return records and CDs to their appropriate location and file **in alphabetical order by artist.**
13. On-air personnel should avoid making reference to things only other students can appreciate such as finals, taking tests, going to class, etc. Listeners who are not students do not relate to this. Remember, you are broadcasting beyond the boundaries of the IUP campus. Similarly, avoid inside jokes and personal stories – these are not relevant to your listener.

14. Do not sing along to the music you are playing over the air. Sure, you have a lovely singing voice, but people are tuning in to hear music, not your vocal stylings. This is unprofessional, and no matter how good of a voice you have, sounds amateurish and unappealing over the air. You can sing your little heart out with the microphone turned off.

WORDS NOT TO BE HEARD ON WIUP-FM

In the event **specific** guidance is needed as to exactly what words are likely to generate a listener complaint if aired on WIUP-FM, and thus should be avoided, please consider the following.

Carlin's infamous *Seven Words* are: 1. Fuck 2. Shit 3. Piss 4. Cunt 5. Cocksucker 6. Motherfucker and, believe it or not, 7. Tits. In general, airing slang terms that depict human sexual organs and/or functions and/or human waste and waste elimination have been those which in the past have resulted in FCC fines.

Most broadcasters would put Tits on another list (see below) and substitute Asshole in its (their) place. So, the words to avoid under any circumstances would be:

1. Fuck
2. Shit
3. Piss*
4. Cunt
5. Cocksucker
6. Motherfucker
7. Asshole**

*Ironically, it seems that 'pissed-off' is OK. **And it seems 'ass' is ok as long as it's not paired with hole (or used in a sexual context). These words have other meanings useful in the realm of expression. But, they also can have a clearly sexual and/or offensive usage which would be FCC actionable and therefore should be avoided on U.S. airwaves.

And, there are words that would obviously be offensive to certain specific individuals or groups of people such as:

Slut, Whore, Bastard, Wanker, Faggot, Queer, Dyke, Spick, Dago, Kike, Wog, Mick, Gook, Kaffir and Nigger.

Broadcasters should also be sensitive to the fact that most folks do not consider the word 'damn' to be a problem unless its paired with God. Interestingly, when 'God damn' is aired on TV or radio, it's God that is bleeped out!

Remember, the FCC has no listing of banned words in any regulation. They act on listener complaints and render their decisions based on how offensive they feel the language was relative to the standard of decency that exists in the community where it was aired. Those standards can vary significantly when comparing small towns like Indiana with large inner-city urban areas.

The US Supreme Court HAS ruled that offensive/sensitive language should not be aired during times of the day when it could be heard by children. That ruling gave rise to the "safe harbor" concept that implies it is OK to broadcast sensitive language between the hours of 10 p.m. and 6 a.m.

THE BEST AND SAFEST COURSE OF ACTION: DON'T AIR ANY OF THESE WORDS. BE A "GOOD NEIGHBOR." DON'T RISK PUTTING THE STATION AND THE UNIVERSITY IN JEOPARDY. IT COULD BE FINANCIALLY DEVASTATING AND WOULD CERTAINLY BE A PUBLIC RELATIONS NIGHTMARE!

LIVE ANNOUNCEMENT POLICY

1. No community calendar announcements or live read public service announcements are to be put onto the air without approval of the Program Director. All requests for on-air announcements should be directed to the Program Director. On-air personnel are not to make announcements without the approval of the Program Director.
2. WIUP-FM members cannot make on-air announcements about any function in which they are directly involved for pay. For example, people who deejay dances for pay cannot announce information about the dance which they are being paid to work.
3. As a public radio station, WIUP-FM does not make announcements on air that solicit funds for any organization. Neither can we announce costs of events, such as concert ticket prices or admission to any function. However, this information can be given to callers over the phone if the information is available. In addition, you may not announce the sale of any item or service over the air.
4. WIUP-FM cannot announce information about raffles or lotteries other than the Pennsylvania State lottery. For example, we cannot announce that a local charity will raffle off a car or any similar event.
5. Community calendar and live-read announcements are used only to publicize events for non-profit organizations. No announcements for or promoted by commercial organizations are permitted.
6. WIUP-FM reserves the right to edit any information submitted for announcements.

STUDIO GUEST POLICY

1. Guests (anyone who is not a dues paying member of WIUP-FM) are **not allowed** in the WIUP-FM on-air studio without the expressed approval of the Station Manager, at least 24 hours in advance.
2. Guest hosts for WIUP-FM programs require approval from the Program Director or Station Manager.
3. Non-members are not permitted to operate any station equipment.
4. **WIUP-FM's studio, production room, broadcast booth and offices are restricted areas.** If an individual who is not a dues paying member of the organization is present in any of these areas, he or she should be asked to leave immediately. Station personnel should call their Producer, the Station Manager, and the Campus Police if any non-member refuses to leave any WIUP-FM area.

REQUEST AND DEDICATION POLICY

1. You are not obligated to play a request or to dedicate it to anyone. However, you should make every attempt to locate the request and play it.
2. If the request does not fit the format of your show, you are not to play the song. Simply tell the caller you can't play the song on your show and direct them to the WIUP-FM program that plays that format.
3. When you receive a request, thank the person for calling and tell him/her you will try to play it. If you cannot find the song do not apologize on-air, do not announce that you cannot find the song, and do not announce for the person to call back.
4. Dedications or "shout outs" to your friends, your on-air partner, or to your fraternity/sorority brothers or sisters, etc., are unprofessional and are not permitted. Limit the number of requests, dedications or shout outs received from the same person to one per show.
5. If you announce a song was played by request, give the request line number and invite others to call in.
6. Do not tag on 'inside' jokes or comments if you know the person who made the request.
7. Be objective and professional. More people are listening than you think, not just the person who called in the request.

If you find the song and you choose to announce that it was by request, here are some guidelines for announcing:

The following style is acceptable for shows taking requests:

- "By request, here is (artist/song title)"
- "By request, here is (artist/song title) for (name) at (location)"
- "By request for (name) in (hall) on the IUP campus, here is (artist/song title)"

The following style is acceptable when the dedication is to a group of people or a party:

- "By request, going out to the people at (location)"
- "For the people at (location) here is (artist/song title)"

The following style is to be used only on programs accepting dedications- "By request, here is (artist/song title) from (name) to (name)"

GIVE-AWAY POLICY

1. Prize giveaways are designed to reward our listeners. Staff members are not to give tips to friends, family or co-workers that a prize giveaway will be done during a particular show. This is unfair to our other listeners.
2. Disc jockeys are responsible for announcing the scripted material on the giveaway sheet over the air. This information must be announced each time a giveaway is done.
3. WIUP-TV and WIUP-FM members are ineligible to win any prizes given away by WIUP-FM. Ask the caller if they are a member of radio or TV.
4. Callers are ineligible if they have won anything from WIUP-FM in the last thirty days.
5. All on-air "contests" conducted for the giveaway must be fair. No contest can involve situations where the disc jockey must make a *judgement* about whether the answer is correct or incorrect.

Acceptable ways to announce giveaways include:

- "Be the fifth caller and win..."
 - "The first caller to tell me the album this song is from..."
 - "The first caller to name the artist of this song..."
 - "The first caller to give the year this song was released..."
 - "The first caller to give the name of the lead singer of the band playing this song..."
6. After a winner is determined, ask the caller for the information, as requested, and fill it in on the underwriting log. Name, local address, phone number and email are necessary to identify the individual when they come to claim their prize. Place the log in the Faculty Advisor's mailbox
 7. If you announce a giveaway and no one calls immediately, announce it again during the next two stop-sets. If still no one calls, place the giveaway sheet back in the program log and try to give it away in the next hour. **Do not announce over the air that no one called for the prize.**
 8. If you do a giveaway and do have a winner, you may not do another giveaway during your program.

SIGN-ON / TECHNICAL LOG PROCEDURES

1. Be sure you have arranged a way to gain entry to the station. The lock-box system for gaining entry to the station should be discussed with the Program Director if you will be the first host (sign-on DJ) for any given day.
2. Sign -on personnel should arrive at the station at least one half-hour before the time the station is scheduled to go on-air.
3. After unlocking the station and turning on the lights, press the locking mechanism on the studio door, so it stays unlocked when closed.
4. (Optional) Turn on the radio located outside the studio; make sure it is tuned to 90.1 FM.
5. Using a station computer, log onto our website (www.wiupfm.org) and make sure the audio stream is up and running.

TO TURN THE TRANSMITTER ON:

When the station is operating 24/7, the transmitter should already be turned on. However, if it is necessary to turn it on, here is the correct procedure.

1. On the main booth computer, open Firefox.
2. Click on the “Transmitter” bookmark in the toolbar
3. Log in using the username and password on the top of the monitor
4. Once the platform opens and you are ready to begin broadcasting, click “RF On”
5. Play the SIGN ON message from the Wav-Cart machine
6. You will also need to take readings as discussed in READING THE METERS on page 12.

PREPARING TO GO ON THE AIR:

1. All audio playback and record devices should already be turned on, but be sure to check before going on the air to be sure the equipment you will be using during your broadcast is powered up.
2. If the digital audio board screen is not displayed on the monitor screen, move the mouse. Once the audio board screen appears, turn on the program buttons (PGM) for any channels you will be using during your shift.
3. Load your first musical selections in the selected playback decks and load your show’s intro cart into the WavCart software. REMEMBER: If you have turned on the transmitter and are broadcasting the first show of the day you must first play cart #100, “Sign On”.
4. When the Sign-On cart airs, record the time on the top of the Technical Log on the “FM Mod On” line.
7. If, for any reason, the station must sign-on late, the operator on duty is to follow the normal sign-on procedures and continue with the scheduled program.

ADDITIONAL TECHNICAL LOG PROCEDURES

1. Technical Log entries must be in black or blue ink and neatly printed. If you make a mistake on the technical log, do not scribble over it or write over your mistake, even if it is one letter or number. Draw a line completely through the mistake and write your initials next to the mistake. NOTE: The "Operator On" must be the operator's name printed and the "Operator Off" must be the operator's signature.
2. Program producers and/or the Operations Engineer are responsible for training new personnel on taking the WIUP-FM transmitter meter readings. No new staff member is allowed to operate station equipment or take transmitter readings before completing the required technical training.
3. If you are the Sign-on operator, the first transmitter reading must be taken immediately after the transmitter is turned on.
4. Sign-on personnel must also fill in the correct date and check either EDST (Eastern Daylight Savings Time; in Spring/Summer months) or EST (Eastern Standard Time; in the autumn/winter months).
5. The Carrier On time is logged at the time when the computer voice indicates "Status On" and meter readings are provided.
6. Remember to take a meter reading at the beginning of your on-air shift. NOTE: It is not necessary to enter the control security code (66) when taking a standard reading. The security code is only needed when turning the transmitter on or off. Please see **READING THE METERS** on page 12 to review this procedure.
7. The sign -on operator should print their name in the "Operator On" space and record the "Time On" when he or she first arrives at the station and begins turning on any equipment. This time should always be before the "Carrier On" and "FM Mod Time On." The Sign-On operator signs their name in the Operator Off space at the end of his/her shift. All other on-air personnel sign on and off the technical log in sequence. Use your real name, not a nickname or on-air name. Note that as the logged operator, you are responsible for all content that airs during shift. This includes your on-air, speech, the on-air speech of any guests or callers, and the lyrical content of music played. All aspects of on-air content must not be of an indecent or obscene nature.
8. An operator must be on duty whenever the station is on the air. There can be NO lapses or overlaps in the time one person signs off and the next person signs on. For example, if one person signs off at 7:05 p.m., the next person can not sign on at 7:00 p.m. or 7:15 p.m., it must be at 7:05 p.m. If someone forgets to sign on or off, leave a space so the log can be corrected.
9. If you are doing a show with a partner, only one person signs on and off the technical log, for the entire shift. And only the person signed on the log takes meter reading.
10. If an EAS test or alert is received during your shift, tear off the printout from the EAS monitor and staple the printout to the back of the Technical Log in the upper left corner.

SIGN-OFF PROCEDURES

If it is necessary to sign-off the air, you must play the “SIGN OFF” message from the Wav-Cart cart #101 and turn off the transmitter. To do so, follow this procedure:

TO TURN OFF THE TRANSMITTER

1. On the main booth computer, open Firefox.
2. Click on the “Transmitter” bookmark in the toolbar
3. Log in using the username and password on the top of the monitor
4. Once the platform opens and you are ready to turn off the transmitter, click “RF OFF”
5. Check meters to ensure that the transmitter has been turned off. For more information, see READING THE METERS on page 12.

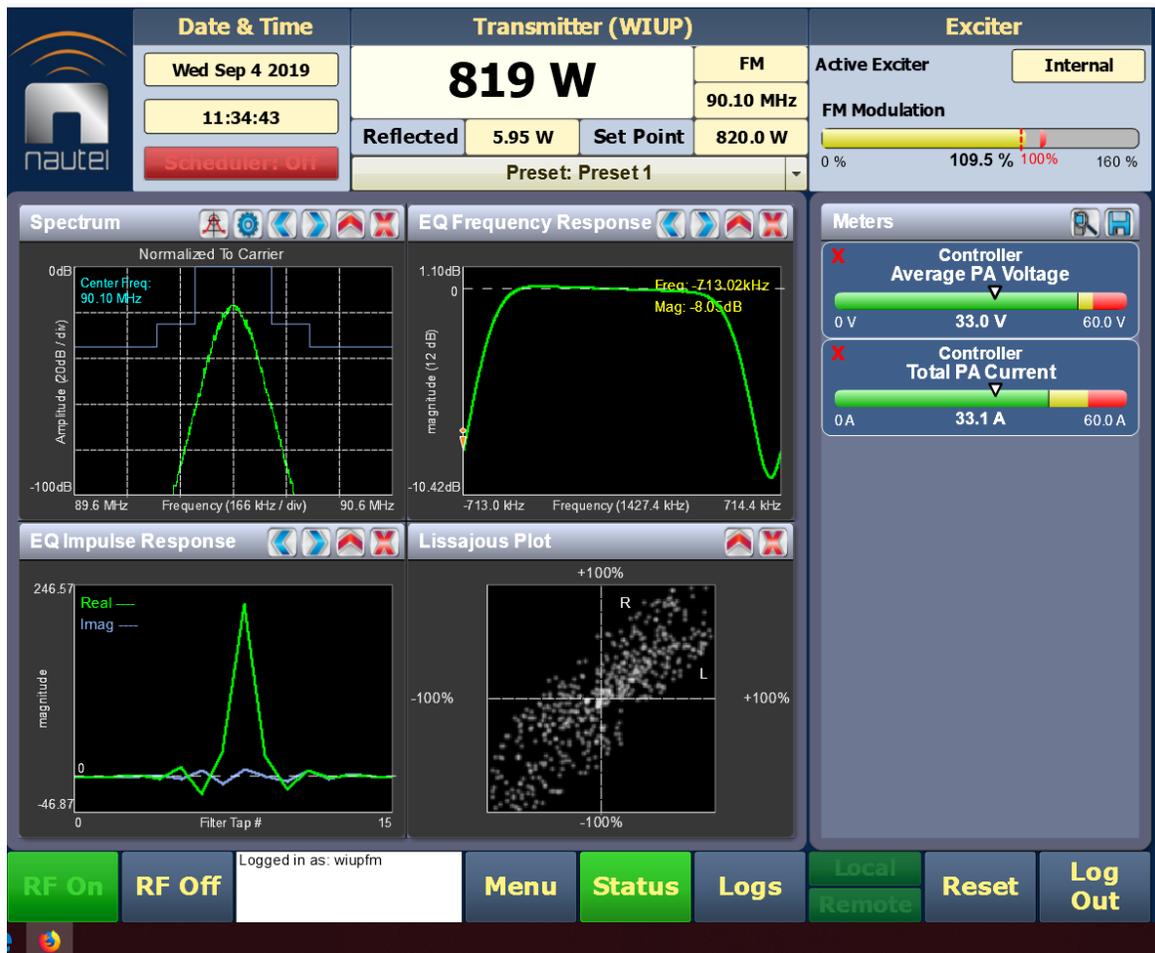
TO TURN OFF THE STUDIO EQUIPMENT

1. Put all the “faders” on the digital audio console in the “down” position and turn off all program (PGM) buttons. Click on all audio device labels (yellow buttons at bottom) and be sure all the ON buttons are red, not blue. Put the Technical and Program Logs in the appropriate completed log boxes that are located in the mailbox area just outside the music library.
2. **DO NOT** turn off any equipment or devices located in either of the equipment racks unless you have been specifically instructed to do so. These decks and devices must stay on at all times.
3. Make sure the music library door is locked and the key is hanging in its designated place in the broadcast booth.
4. Lock the hallway door, the inside door, and exit through the side door. Remember to turn off the lights and make sure the side door latches behind you.

READING THE METERS

Meter readings must be taken at the beginning of your on-air shift. Only the individual signed on as the Operator On is to take meter readings. To take meter readings, follow this procedure:

1. On the main booth computer, open Firefox.
2. Click on the “Transmitter” bookmark in the toolbar
3. Log in using the username and password on the top of the monitor
4. Locate the AVERAGE PA VOLTAGE on the right side of the screen, and mark on the tech log under Channel 01. In the screenshot below, you would mark 33.0v in Channel 01.
5. Locate the TOTAL PA Current on the right side of the screen, and mark on the tech log under Channel 02. In the screenshot below, you would mark 33.1a in Channel 02.
6. Locate the current transmitter wattage near the top of the screen, and mark on the tech log under Channel 03. In the screenshot below, you would mark 819w in Channel 03.



POWER FAILURE PROCEDURES

1. In the event of a building wide or campus wide power failure, turn off all equipment in the on-air studio and the production room, if at all possible. Power surges may occur when the power is restored and can damage our equipment.
2. If the power is not restored within a few minutes, call IUP campus police at 7-2141 to see if they can determine when the power will be restored. Flashlights are located in the broadcast booth between the DL-4 and the turntables and also in the music library.
3. If the power will be out for a significant period of time or if the police are unable to determine when the power will be restored, contact your Producer, the Station Manager or the Program Director for further instructions.
4. If you are instructed to sign off the station and leave, follow the sign off procedures on pages 10 and 11.
5. If you are instructed to wait until power is restored or if power returns within a few minutes, follow the sign on procedures (pages 8 & 9) up to the point where you play Cart #100. Do not play Cart #100. Instead, play a legal ID and resume your program.
6. There is no need to explain to the audience what happened, simply resume your show.

RADIOACTIVITY PROCEDURES

All DJs are required to use the RadioActivity software to maintain program logs during their show.

1. To initiate the process, all DJs must request a RadioActivity account from the Traffic Director, who will maintain the RadioActivity accounts.
2. When you arrive for your shift, log into RadioActivity with your credentials.
3. Enter information for all music played during a live program as directed by the software. **List the artist first and then the song title.**
4. Carts (PSAs, IDs, Promos, etc.) are to be played as programmed during a designated stop-set. If you forget to play a cart, play it during the next stop-set.
5. If you believe a cart has been incorrectly logged, (for example, a program intro is logged during a show) contact the Traffic Manager or Program Director. If they are unavailable, substitute an acceptable cart and log it correctly.
6. At the end of your shift, sign out of RadioActivity so that the next DJ may log in under their own account.

EQUIPMENT CARE AND MALFUNCTION PROCEDURES

1. General equipment care and maintenance is the responsibility of the WIUP-FM chief engineer. However, all personnel are expected to treat WIUP-FM equipment respectfully.
2. No staff member is to operate any piece of WIUP-FM equipment without the proper training. Program producers/directors are responsible for seeing that staff members have been appropriately trained. If you are unsure, or need help in operating any station equipment, see your program producer/director or another member of the WIUP-FM management staff.
3. Report all equipment problems to the Station Manager, as soon as possible.
4. Do not attempt to fix any piece of station equipment. This will invalidate the existing warranty on the equipment.
5. If you break a piece of equipment, please don't attempt to hide it. Report breakage to the Station Manager as soon as possible. We appreciate your honesty and will not punish you for being truthful. However, if you do break something and do not inform management you will be dealt with more severely.
6. Do not adjust the small mixing board; this is calibrated for the booth's microphones and should not be adjusted by any DJ.

ATTENDANCE POLICY

1. General Membership meetings will be held at least three times per semester. The time, date, and location of the meeting will be announced well in advance. Attendance at General Membership meetings is **mandatory** for all members. A missed General Membership meeting is the equivalent of missing an assigned on-air shift. If you are unable to attend a meeting due to illness or an emergency, you must notify the Station Manager or Program Director in writing or directly by phone prior to the scheduled meeting. Do not leave messages with roommates or on answering machines regarding these absences. Be sure to speak directly to the Program Director or Station Manager. Attendance will be taken at all General Membership meetings.
2. Staff members are expected to make every effort to attend General Membership meetings. Dates for meetings are announced well in advance of the scheduled meetings and plans should be made accordingly. The need to study or do homework should be scheduled around General Membership meetings as these are not excused absences.
3. All members of WIUP-FM are expected to attend meetings, as scheduled, by their Producer or Director. If you are unable to attend a meeting due to illness or an emergency, you must notify your Producer in writing or directly by phone prior to the scheduled meeting. The Producer or Director at all staff meetings will take attendance.
4. All station personnel are expected to be present for an assigned shift. If you are unable to be present for your assigned shift, (whether an on-air shift, newscast, program taping, engineering shift or other assignment) you must follow the procedures outlined in the shift replacement policy outlined below. Three (3) unexcused absences from on-air shifts and/or General Membership meetings will result in the loss of your assigned air shift.

SHIFT REPLACEMENT POLICY

1. If it is necessary to be absent from a scheduled shift or assignment of any kind, the staff member is responsible for securing his or her own replacement. In emergency situations, the member should contact his/her producer or director.
2. Be sure the person who you ask to fill your shift has the training needed and knows how to do your shift. Each member will be given a phone list of all WIUP-FM staff members.
3. Notify your Producer/Director of any shift substitution, in advance. Fill out and submit the substitution form to your producer.
4. Members scheduled for shifts on holidays and during finals week are still responsible for their shifts. If you are unable to fill such a shift, you are responsible for finding a replacement and communicating with your producer well ahead of time.
5. Community volunteers staff air shifts during semester breaks. Students are welcome to broadcast over breaks, but failure to show will result in a strike.

DUES POLICY

Each general member of WIUP-FM is required to pay five dollars (\$5.00) dues for each academic semester. These funds will be used to help pay for the general expenses incurred in the day to day operation of the station.

DISCIPLINE / DISMISSAL POLICY

1. Violation of the policies and procedures in this manual may result in the suspension or dismissal of any WIUP-FM member.

2. DJ Citations. DJ Citations (strikes) are issued to any staff member who violates station manual rules and regulations or who does not adhere to and follow established station policies and procedures. Staff members will be given a “DJ Citation” for any of the minor infractions listed below. **Three DJ Citations will result in dismissal from WIUP-FM.**

Minor Infractions

- Late for assigned shift.
- Missing assigned shift.
- Variation from assigned programming.
- Improper technical log procedures
- Improper program log/RadioActivity procedures
- Having food or beverages in the studio, music library or production room.
- Failure to re-file music.
- Failure to maintain a neat and orderly broadcast booth.
- Failure to subscribe to station list-serv
- Failure to turn off phone interface if in use
- Missing meetings without appropriate excuse
- Broadcasting music off of YouTube, Spotify, or other streaming services.
- Broadcasting music that was illegally obtained

3. **Major infractions will result in the staff member’s immediate dismissal.**

Major Infractions

- Consuming or being under the influence of alcohol or any illegal substance during your shift, meeting or station event.
- Any FCC rule violation including but not limited to the following:
 - ◆ Use of foul, obscene or indecent language on-air.
 - ◆ Playing music with foul, obscene or indecent language on-air.
 - ◆ Failure to perform a station legal ID.
- Theft of any station or university property such as CDs, records, equipment or materials including any misappropriation of station or university funds or materials.
- Violation of any University policy regarding student conduct

SECURITY POLICY

1. The music library, production room, interview room, and offices are to be locked at all times.
2. Disc jockeys and other studio personnel are expected to monitor and are responsible for the keys to the music library during their assigned shift. Non-members are not permitted to use these keys for any reason, unless they have written approval from the Music Director, Program Director or Station Manager.
3. Station members that are assigned a door code are **not** to share this code with others, whether or not they are station members. When door codes circulate, it compromises the security of WIUP-FM's equipment and the safety of its personnel.
4. It is very important for studio personnel to be able to identify members of the staff and to deny access to offices or to give station keys to any non-member. If someone whom you do not recognize asks for keys, do not hesitate to ask them who they are, what they are doing and why they need the keys.
5. Non-members are **not** permitted in the station at any time. Personnel who allow non-staff members into WIUP-FM's facilities at **any** time are subject to suspension or dismissal from WIUP-FM. (See Dismissal Policy, page 16, # 6).
6. WIUP-FM members should be alert to building security in Davis Hall. The outside door and side entrance doors must be **closed** and **locked** after 9 p.m. *every night*. Do not prop open the outside door in the main hallway or the side entrance to WIUP-FM. If you find either door propped open please close it.

ROTATION

Part of providing our listeners with an “alternative source” is incorporating new, cutting edge music that other stations aren’t playing. To facilitate this, DJs with shifts designated as “rotation” must incorporate new music into their programming. There are two sources of rotation music. First, there is a folder in iTunes labeled “Rotation.” This folder houses the most current music that the station has acquired. In addition, hard copies of music that we receive will be housed in the cd rack behind the DJ console. Current shows designated as rotation are: Morning Mix, Midday Mix, Afternoon Mix and Progressions. During these shows, there are notes on program logs indicating where new music should be played. Certainly, DJs should feel free to play as much rotation music beyond the minimum requirement if they wish.

EXTERNAL MUSIC USE POLICY

1. It is recommended that on-air personnel use only the music that is in the WIUP-FM music library for their show.
2. The show Producer must approve use of music from personal record collections.
3. Do not use any music that is not covered in a license agreement with ASCAP, BMI or SESAC music licensing agencies. We do not have agreements to air music licensed by agencies other than these. All records, CDs, and tapes are stamped with the name of the licensing agency.
4. Do not air any unlicensed recordings. **This means no homemade recordings of any kind, no black market tapes from overseas, or any recording that is not licensed including home burned CDs or audio files obtained from the Internet.**
5. Airing of tapes by local bands is done under the supervision of the Music Director. No such recordings are to be aired without his/her permission. Local bands must provide evidence that they have permission to perform copyrighted materials. Recordings of original music must be accompanied with signed permission from the band giving WIUP-FM the right to air such recordings.

RECORD LIBRARY PROCEDURES

1. DJs who make use of the stations physical music collection are responsible for re-filing all albums and CDs appropriately.
2. The door to the music library should remain **locked at all times**.
3. Return the music library key to the broadcast booth after each use.
4. **CDs and vinyl records are to be re-filed in ALPHABETICAL order by artist.**

MUSIC LENDING POLICY

1. WIUP-FM does not lend CDs, tapes or LPs to anyone for personal use, use in class projects, or other purposes. This includes WIUP-FM staff members.
2. Members of WIUP-TV and university faculty members are permitted to check out music for use in the WIUP-TV studios or for teaching purposes. The WIUP-FM Music Director, Program Director or Station Manager must approve all requests of this kind.

AIR CHECK / CRITIQUE POLICY

1. The on-air performance and board operating skills of all on-air and engineering personnel will be critiqued by their producer/director once per semester. This is not intended as a disciplinary measure, but rather a mechanism for strengthening each DJ's on-air performance.
2. Each producer/director will monitor and critique his/her staff performance at least once a semester.
3. Each producer will review and discuss critiques with each staff member.
4. Completed critique sheets are turned in to the Program Director for review and filing.
5. Members of the management staff will be critiqued on their performance once each semester. The Program Director and Station Manager will conduct these critiques. They will be reviewed with the staff member and kept on file.



This only affects DJs with shifts in the 4-5pm slot Monday through Friday. At 5pm, WIUP airs *Democracy Now!*, an award-winning, nationally syndicated news program. There are two ways to run *Democracy Now!*

via Windows Media Player

1. Open Windows Media Player.
2. Select FILE – OPEN URL
3. A dialog box with a URL will pop up, stored from the previous day's program. You will need to change the date to the current date. For example, if the URL stored in the dialog box was <http://distro.democracynow.org/dn2011-0124-1.mp3>, you would change it to <http://distro.democracynow.org/dn2011-0125-1.mp3>
4. Hit "OK." The file should start playing shortly. Make sure you've played a Legal ID before *Democracy Now!* begins.

If WMP doesn't work, there are two other methods for playing *Democracy Now!*

Via iTunes (more time intensive, not recommended if you have less than 10 minutes to set up *DN!*)

1. Open Mozilla Firefox
2. Go to www.democracynow.org
3. Under the video player, right click the "MP3" link and save the mp3 file to the desktop.
4. Drag the mp3 into an empty iTunes playlist. Make sure you've played a Legal ID before *Democracy Now!* begins.

Via Mozilla Firefox (FIREFOX ONLY: OTHER BROWSERS HAVE COMPATINILITY ISSUES)

1. Open Mozilla Firefox
2. Go to www.democracynow.org
3. From the front page, left-click on "MP3" under the embedded video. This will open the current program in a new tab, and will begin playing immediately. Make sure you've played a Legal ID before *Democracy Now!* begins.
4. This method often plays at a lower volume – make sure to adjust the Computer Pot and volume control on the *Democracy Now!* player.

PROGRAM PROPOSAL GUIDELINES

WIUP-FM welcomes the submission of new program proposals from our listeners and staff. Each proposal must adhere to the following guidelines.

1. A written proposal must be submitted that includes the following information:
 - If the proposal is for a music program, include a playlist outlining specific artists and music programmed during the show and an explanation of where and how the music to support the show will be obtained. The primary source cannot be the person or persons doing the show. We must have sufficient music or be able to obtain music for the WIUP-FM music library to support the program over a two-year period.
 - A format clock that conforms to WIUP-FM's standard format clock, indicating breaks and announcements during the show.
 - If the proposal is for an informational program, specific lists of topics and guests expected must be included.
 - Informational programs, such as interview or public affairs programs must indicate that all programs will present balanced information and every attempt will be made to include parties representing both sides of controversial issues.
 - All WIUP-FM programs begin at the beginning of the academic semester and continue through finals week.
 - A demo tape, cd, or mini-disc of the person or persons who would like to do the show must be provided.
 - A rationale for the program to include where the program would be placed in the WIUP-FM schedule, why we should displace the existing program, an explanation of who the audience is for the program and how the public, at large, will be served by the inclusion of this program in our schedule.
2. Acceptance of the proposal does not indicate that the program will be placed on the WIUP-FM schedule.
3. A decision to incorporate the program into the WIUP-FM program schedule does not necessarily mean that the person(s) who submitted the proposal will be doing the program once it goes on air.
4. WIUP-FM reserves the right to make changes in original proposals as necessary to fit the needs of the station and the program schedule.
5. Programming changes are only made at the start of the academic semester. Proposals should be submitted at least two weeks before the end of the preceding semester.
6. Programming changes will not be made once the semester has commenced.

PRODUCTION ROOM USE POLICY

1. The production room facilities are for use only by WIUP-FM staff members.
2. No person, regardless of their position with WIUP-FM, is allowed to use any WIUP-FM facility for work on class projects or to record music for their personal use. Any member found using the production room to work on class projects or who assist others in the use of the production room for a class project will be dismissed from the station.
3. Use of the production room is on a first come first served basis unless the room has been reserved in advance by arrangement with the Production Director or Station Manager.
4. Anyone who signs out the production room is expected to arrive for their production time. If a member does not arrive to use the production room within 15 minutes of the time the room is signed out, the room is open for use by anyone.
5. No WIUP-FM member may use the production room without having received the proper training. The Production Director will hold training sessions on production room use at least once a semester. All staff members must complete this training session before using the production room.
6. The door to the production room is to be closed and locked when not in use.

PROMO PRODUCTION POLICY

1. All WIUP-FM production must be done under the supervision or approval of the Production Director.
2. All requests for production (program promos, special IDs, etc.) should be directed to and discussed with the Production Director.
3. All production requires the approval of the Program Director before going on-air.
4. No disc jockey is to produce and air special IDs or drop- in announcements without the approval of the Program Director.
5. All promos, PSAs, and intros are to be scripted and recorded in the production book by the Production Director and logged on the program log by the Traffic Manager.

STATION TERMINOLOGY

Automation – Automation simply means that the station is running preprogrammed playlists (including PSAs and Legal IDs) when there is no live presence in the studio. Primarily, this will be used when we are unable to staff overnight shifts.

Carrier Off - The time when the transmitter is turned off and the station is technically off the air. The station is not off until the transmitter is turned off and you can hear static on 90.1 FM. The Carrier Off Time is after the FM Mod Time Off and before the Operator Off Time.

Carrier On - The time when the transmitter is turned on, even though WIUP-FM has not begun broadcasting. The Carrier On time is not the same time the broadcast day begins. The Carrier On Time is after the Operator On Time and before the FM Mod Time On. The transmitter is turned on before the station begins broadcasting.

Cart - Formerly an 8-track tape cartridge, WIUP-FM no longer uses tape carts. Our “carts” are actually digital audio files stored on the hard drive of our DL4 Computer.

Short Term Live Read PSAs/Community Calendar - Time during each hour when local, community announcements are read. Announcements require pre-approval of the program director.

EAS - Emergency Alert System, required by the FCC for all broadcast stations. Every station must be able to receive EAS tests by means of another, usually more powerful station. The EAS generator prints a log of all tests received at WIUP-FM. Any printout generated during on-air hours should be attached to that day's Technical Log.

FCC - Federal Communications Commission, a federal government organization that regulates the broadcasting, cable and telephone industries. The FCC has the right and authority to do spot inspections of stations, asking to see proof of EAS capabilities, and to ask operators to demonstrate their knowledge of meter readings, etc. The FCC also fines stations for failure to maintain technical standards and for broadcasting obscene or indecent programming.

FM Mod Time Off - FM Modulation Time Off is the exact time the sign-off cart ends or when the last piece of information goes over the air. The FM Mod Time Off is before the Carrier Off and Operator Off times.

FM Mod Time On - FM Modulation Time On is the exact time the sign-on cart begins to go over the air or the time the first piece of information is broadcast. FM Mod Time On is after the Carrier On and Operator On times.

Format Clock - Hourly clock showing the time of all breaks in programming and times when specific types of music are to be played during a show. (See page 26). WIUP-FM's format clock is the same for all programming except Classics at Dusk. All promo's, PSA's and breaks for DJ's are formatted and permitted only as indicated on the format clock.

Legal ID - Station identification that includes the station call letters and city of license (Indiana, PA). Legal ID's must be broadcast once an hour as close to the top of the hour as possible. ID's may be done at other times and may include other information.

Live Read - Announcements read live by the on-air person and logged on the program log. Announcements are prepared by the Traffic Manager and approved by the Program Director..

Operator - The individual who is signed onto the station tech log and is responsible for taking meter readings and keeping the station in compliance with all FCC regulations. Only one person is responsible for a specific time period and must sign on and off the technical log for that time period. Only one operator is on duty at a time. Every station operator must be able to sign-on and sign-off the station, take meter readings and run an EAS test.

Operator Off - The time when the operator has finished his/her shift. At sign-off, the last operator of the day signs off after the FM Mod Time Off and the Carrier Off time.

**All operator on/off times must be in sequence, to the minute. At no time can two people be signed on the Technical Log together. If the operator off time is 12:05 PM, the next operator on time must be 12:05 PM. The same person must be signed on and off on the same line of the Technical Log.

Program Log -A daily listing of all program material to be broadcast. Operators must follow the information listed on the Program Log and play promos, PSA's and other information as listed. The Program Log is prepared daily by the Traffic Manager. All music is to be written onto the Program Log as it is played during each hour of programming. The program log is an official, legal document and not a doodle pad for station operators.

Promos - Promotional announcements, either pre-recorded or read live, for WIUP-FM programming. All promos are produced by the Production Director and approved by the Program Director.

PSAs - Public Service Announcements are announcements for non-profit organizations publicizing events or activities. Only non-profit service organizations may place public service announcements. Announcements sponsored by commercial organizations may not be broadcast on non-commercial radio stations such as WIUP-FM.

Rotation – Rotation is the programming structure of designated shows. By following the program log and / or clock hour, following rotation ensures that new music is incorporated into WIUP-FM programming while staying within the format of a particular show. This music can be found in the “New Music” folder on iTunes and in the rotation shelf in the studio.

Transmitter Keypad - A telephone keypad located in the studio that is used to sign-on, sign-off and take meter readings for the station transmitter.

Tech Log – A daily listing of all transmitter activities such as periodic readings, sign-on and sign-off times, modulation times and EAS tests sent and received. The Tech Log is a legal document that allows the station to verify that it is operating within legal parameters as assigned by the FCC. All entries must be neat and legible. Corrections must be made neatly. All times of operator on/off and transmitter activity must be listed accurately and in sequence.

MANAGEMENT HIRING PROCEDURES

1. All management positions (including Producers) are hired in the spring semester for the coming academic year.
2. The terms of each management position are one year. Occasionally students will vacate their positions mid-year due to December graduation. In such cases, interviews will be held to hire fill the interim period. This person will not automatically be rehired for the following academic year, but may reapply for the position in the spring.
3. Applicants for Station Manager will be interviewed by the Faculty Advisor and the outgoing Station Manager.
4. Once hired, the new Station Manager along with the Faculty Advisor will interview applicants for Program Director.
5. Once the new Station Manager and Program Director are hired, they will interview for and hire all other management positions.

MANAGEMENT MEETINGS

Management meetings will be held on a bi-weekly basis. Attendance is required by all station management, including producers. Dates, times and locations will be announced well in advance.

JOB DESCRIPTIONS

STATION MANAGER

The Station Manager oversees all station operations. This includes but is not limited to the following: coordinates the staff application process each semester; reviews with the Faculty Advisor all staff and management applications; conducts general membership and management meetings on a regular basis; directly supervises all management staff members; coordinates station operations with all management staff members; reviews any personnel problems with the Faculty Advisor; assists producers in selecting staff members; and ensures the station is operating in compliance with FCC regulations. It is essential that the Station Manager work well with others while possessing excellent managerial and supervisory skills. Candidates for Station Manager should have at least one or two years of previous management experience at WIUP-FM or another organization. The Station Manager must maintain at least 5 office hours per week.

PROGRAM DIRECTOR

The Program Director is responsible for all the program content and its presentation on WIUP-FM. The Program Director coordinates with staff producers to ensure that on-air hosts adhere to the appropriate musical formats and coordinates with the News Director in selecting public affairs programming for weekday and weekend air times. This includes compiling a list of public affairs programming aired on WIUP-FM for inclusion in the station's public inspection file. The Program Director coordinates with program producers, the Traffic Manager, the Production Director, the News Director and the Sports Director to ensure that all on-air shifts are covered with qualified and trained personnel. In addition the Program Director should review all production for broadcast and content quality and coordinate all live read announcements. One year of previous WIUP-FM management experience is preferred. The Program Director must maintain at least 5 office hours per week.

MUSIC DIRECTOR / ASSISTANT MUSIC DIRECTOR

Music Directors must have good knowledge of a variety of musical formats as aired on WIUP-FM. They are responsible for maintaining contact with recording companies to ensure the station continues to receive promotional recordings for all the programs aired on the station. In addition, the Music Directors must review all incoming music to determine its appropriateness for airplay, label the music in accordance with the WIUP-FM music library coding system and enter approved music into the station's play rotation in a timely manner. Music Directors are also responsible for charting and reporting weekly playlists to the appropriate reporting services. It is essential that the Music Directors work with individual program producers to identify and label all music with explicit lyrics to ensure that such music **does not** air on WIUP-FM. Also, the Music Directors work with the station's music librarian to ensure that program hosts are properly and promptly re-filing the music they play. One year of previous WIUP-FM management experience is preferred. The Music Directors should maintain at least 5 office hours per week.

PRODUCTION DIRECTOR

The Production Director works with the Program Director and the program producers to write and record promotional announcements, program intros, public service announcements, station IDs and underwriting announcements. The Production Director coordinates with the Program Director, the Traffic Manager and the Underwriting Coordinator to ensure that all announcements are approved, entered on the Program Log, and played at the appropriate times. The Production Director is responsible for the quality and content of all announcements produced at WIUP-FM. The Production Director also ensures that all individuals performing production duties are properly trained in the operation of production room equipment including the DL-4 cart system and the SoundForge audio production platform. Previous production experience is preferred and the Production Director must maintain at least 3 office hours per week.

TRAINING DIRECTOR

The Training director assists in the hiring and training of new on-air staff. This includes: interviewing applicants, facilitating the hiring of new DJs, designing and executing training sessions, coordinating the DJ “buddy” system, and along with the Program Director and Station Manager, administering board tests. The Training Director should maintain at least 3 office hours per week.

TRAFFIC MANAGER

The Traffic Manager should be well organized and detail oriented. Duties include compiling the daily station Program Log by writing in all the PSAs, IDs, Intros, Promos, Live Reads and any other program material that will air on WIUP-FM. Program Logs must be prepared in advance for every broadcast day. The Traffic Manager must coordinate with the Program Director, Production Director, Promotions Director and Underwriting Director to make sure that all announcements are scheduled appropriately.

SPORTS DIRECTOR

The Sports Director selects, supervises, trains and critiques all the station’s sports writers and reporters. This includes coordinating with the Program Director to ensure that qualified personnel cover all on-air sports reports. The Sports Director schedules personnel to cover campus and community sporting events, coordinates play-by-play broadcasts of IUP sporting events and is responsible for producing live sports talk and interview programming on WIUP-FM. One year of previous experience writing or reporting sports is preferred. The Sports Director should maintain at least 3 office hours per week.

PROMOTIONS DIRECTOR

The Promotions Director must be creative, energetic and have good ideas for new ways to promote WIUP-FM’s programming. Duties include placing ads in local publications as well as designing and distributing flyers, posters and program guides. The Promotions Director works with the Remotes Coordinator to plan and execute live broadcasts from campus and local events. The Promotions Director also works with the Underwriting Coordinator to secure prizes for on-air giveaways and also works with program producers to promote their shows. Candidates should have one year of promotion or marketing experience with WIUP-FM or another organization. The Promotions Director should maintain at least 2 office hours per week.

REMOTES PRODUCER

The Remotes Coordinator works directly with the Promotions Director in scheduling and carrying out all promotional remote broadcasts. The Remotes Coordinator also works with program producers to make sure remote broadcasts are sufficiently staffed. Also, the Remotes Coordinator organizes give-aways of promotional items at remote broadcasts. A minimum of 2 office hours per week is required.

UNDERWRITING DIRECTOR

The Underwriting Coordinator is responsible for contacting and securing sponsors for WIUP-FM programs. This individual must be responsible, organized, and able to work independently. They also should be able to speak positively and professionally about the benefits of underwriting programs that air on WIUP-FM. This is an ideal position for someone who is aggressive and sales oriented. The Underwriting Coordinator must be familiar with FCC underwriting guidelines, making sure that on-air copy and contracts are in compliance. You must maintain at least 2 office hours per week; previous sales or marketing experience is preferred.

OPERATIONS ENGINEER

The Operations Engineer is responsible for training all on-air personnel in the proper completion of the station's daily Technical Logs. This training should include the proper procedure for taking hourly meter readings and the proper operation of all broadcast and audio equipment. The Operations Engineer also supervises audio board operators working WIUP-FM remote broadcasts and live sports coverage. In addition the Operations Engineer makes sure all on-air staff is trained in proper procedures relating to the EAS system including sending and receiving weekly required tests. This position also requires at least 2 office hours per week.

WEEKDAY PROGRAM PRODUCERS

Program Producers must possess good knowledge of the musical genre relative to the show they are producing. Producers review applications select staff, train staff (with assistance from the Operations Engineer), and supervise all on-air personnel for their assigned program. Program Producers are also responsible for making sure that all shifts are filled with trained personnel and makes sure that all on-air personnel follow the appropriate format and are familiar with station rules and FCC regulations. It is essential that Program Producers monitor their programs on a consistent basis and perform periodic critiques of each on-air staff person. One year of previous experience hosting the program you wish to produce is required. Program Producers must maintain at least 2 office hours per week.

WEEKEND PRODUCER / COMMUNITY VOLUNTEER COORDINATOR

The Weekend Producer is responsible for all programs airing on Saturdays and Sundays on WIUP-FM. This individual must have good knowledge of the musical genres aired on weekends. The Weekend Producer reviews applications from interested staff, selects staff, trains staff (with assistance from the Operations Engineer), and supervises all on-air personnel for their assigned shows. This includes making sure that all weekend air shifts are filled with properly trained personnel. The Weekend Producer must monitor all weekend programs and perform periodic critiques of weekend staff. One year of previous on-air experience at WIUP-FM is preferred. The Weekend Producer should maintain a minimum of 2 office hours per week.

INSERT ORGANIZATION CHART

FORMATTING

1. All shows must follow the specified format for that program, as outlined in this manual. Any questions about the format of a particular program should be directed to the appropriate Producer, or the Program Director.
2. Shows designated as “rotation” will follow the rotation as outlined by the program log. This ensures that WIUP-FM incorporates new music into its programming, helping to keep us fresh and a truly “alternative source” for our listeners.
3. Rotation can be followed without breeching a show’s format – DJs are not expected to play rotation music outside of their show’s genre/format.
4. Consistent failure to adhere to format and rotation will result in citations and possible dismissal.

PROGRAM DESCRIPTIONS

MORNING MIX: Monday-Friday, 8am-10am

Rotation show. Morning Mix follows no specific genre format, and is up to the individual DJ's discretion. Of course, DJs are with Morning Mix shows are welcome to follow a particular format should they desire, so long as it follows FCC guidelines regarding indecency and obscenity. Morning Mix DJs are also responsible for airing our public affairs programs from 7-8am.

THE FUSION: Monday-Friday, 10am-12pm

Rotation show. Midday Mix follows no specific genre format, and is up to the individual DJ's discretion. Of course, DJs are with Midday Mix shows are welcome to follow a particular format should they desire, so long as it follows FCC guidelines regarding indecency and obscenity.

AFTERNOON ARCHIVES: Monday-Friday 12pm-2pm

Afternoon Archives presents music from the 1950s through the 1990s. DJs do not need to adhere to a specific decade, nor do are they required to represent each of these decades in a given show. Afternoon Archives DJs are free to include as many or as few of these decades as they desire. Generally the show focuses on rock music from these time periods, including Classic Rock, '80s Rock, and 1990s alternative rock.

MEDIAN MIX: Monday-Friday 2pm-4pm

Rotation show. Afternoon Mix follows no specific genre format, and is up to the individual DJ's discretion. Of course, DJs are with Afternoon Mix shows are welcome to follow a particular format should they desire, so long as it follows FCC guidelines regarding indecency and obscenity.

SPORTS TALK LIVE: Monday, Wednesday, Friday 4pm-5pm

Sports Talk Live is a roundtable sports talk show presented three days a week. Interested DJs should see the current Sports Director for information on the show and potential openings.

PROGRESSIONS: Monday-Friday 6pm-8pm

Rotation show. Broadly defined, Progressions presents non-mainstream music. This is not necessarily genre-specific, though traditionally Progressions shows focus on so-called "college" or "indie rock," even artists released on major labels. The main criterion is that Progressions programs present music that is non-mainstream artists. Publications such as CMJ and Pitchfork are good barometers of the types of music Progressions DJs play.

BPM: Monday, Tuesday, Thursday, Friday, 8pm-10pm

BPM focuses on electronic music, broadly defined. Techno, jungle, drum and bass, electro, ambient, dubstep, IDM, trance, and any number of subgenres that fall under the "electronic" banner.

LOCAL LIMELIGHT: Wednesday, 9pm-10pm

Local Limelight showcases artists from Indiana and the surrounding region, including live performances and interviews with local artists.

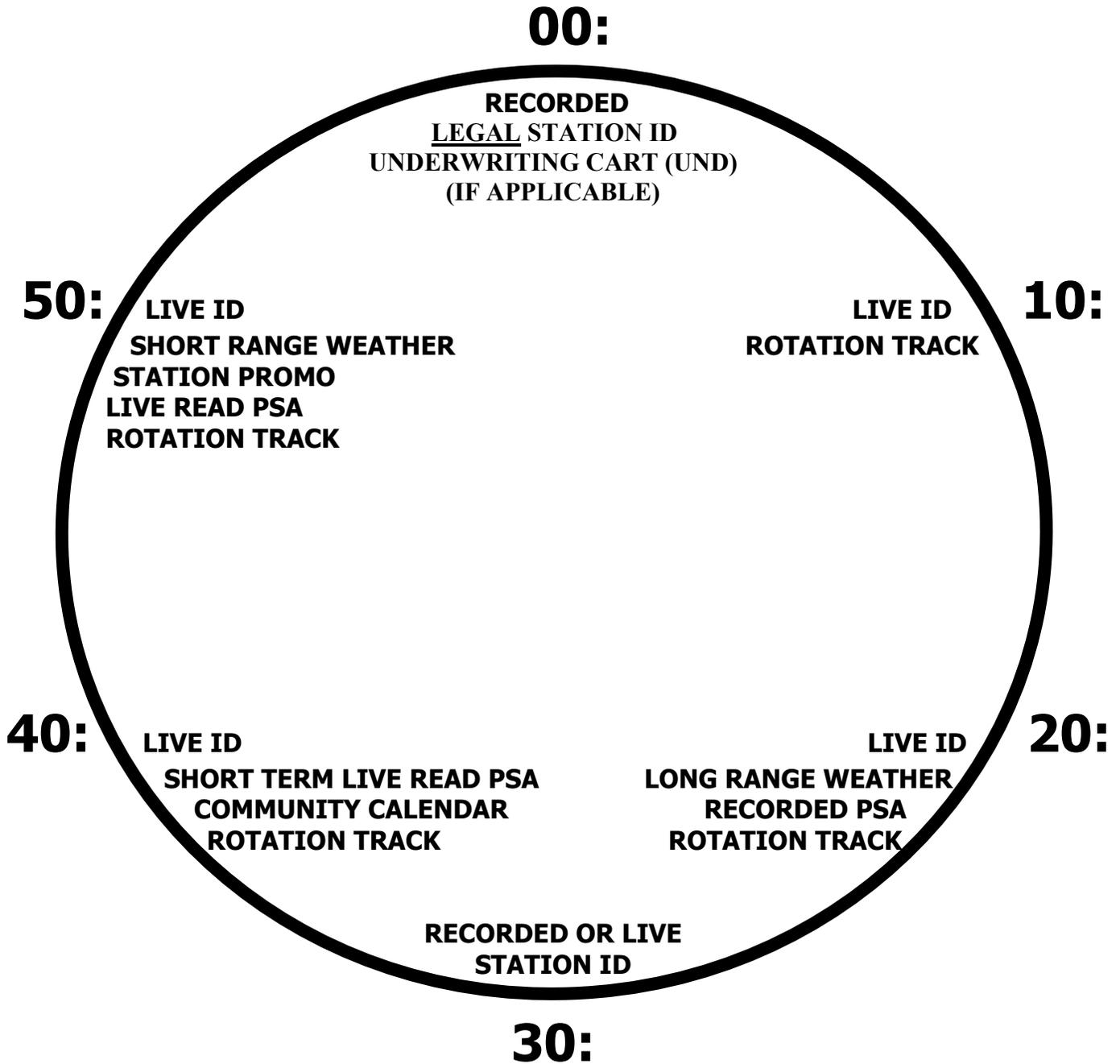
THE UNDERGROUND: Monday-Friday 10pm-12am

The Underground plays the latest and greatest in hip hop and r&b, though the emphasis is on the former.

SMASH ALLEY: Monday-Friday 12am-2am

Smash Alley is the harder edge of WIUP-FM, showcasing hardcore, punk and metal.

WIUP-FM FORMAT CLOCK



Sexual Harassment Policy

WIUP-FM strictly adheres to the University's sexual harassment policy. Any station member engaging in such harassment will face the appropriate consequences as deemed by the University's policy.

Sexual harassment consists of the following:

- 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 an individual's employment or educational opportunities.

Sexually harassing conduct may include but is not limited to verbal, physical, written, graphic, or pictorial incidents. Not every act that may be offensive to an individual or group constitutes sexual harassment. In determining whether sexual harassment has occurred, the totality of the circumstances surrounding the incident must be carefully reviewed and due consideration must be given to the protection of individuals' rights, freedom of speech, academic freedom, and advocacy. Sexual harassment complaints will be reviewed from a standard of a "reasonable person" of the same sex of the complainant.

Indiana University of Pennsylvania is committed to maintaining a learning and work environment that is free from sexual harassment. 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. Sexual harassment is a form of sex discrimination that is prohibited under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Pennsylvania Human Relations Act. It is imperative that all employees, students, and vendors comply with both the spirit and intent of federal, state, and local laws, government regulations, and court orders which relate to sexual harassment. It is the purpose of this policy to define prohibited conduct and provide guidance on the procedures for addressing complaints.

All students, managers, administrators, faculty, staff, and vendors have a responsibility to adhere to the contents of this policy. Members of the university community are encouraged to report complaints of sexual harassment promptly in accordance with the [Sexual Harassment Complaint Procedures](#). Any persons found to be in violation of this policy will be subject to disciplinary action up to and including expulsion for students and termination for employees.

IUP prohibits retaliatory action against persons filing an informal or formal complaint of sexual harassment or any person cooperating in the investigation of such a charge, as a complainant, respondent, witness, or other participant. Nor will the university tolerate knowingly false charges of sexual harassment. Acts of retaliation or knowingly false charges shall constitute misconduct subject to disciplinary action up to and including expulsion for students and termination for employees.

To the extent possible, all complaints of sexual harassment shall be considered confidential and only those persons who are necessary for the investigation and resolution of the complaints will be given information regarding the matter. As much as possible consistent with the university's legal obligations to protect the rights and security of its employees and students, the university will respect the confidentiality of both the complainant and the accused.

Questions about the Sexual Harassment Policy should be referred to the director of Social Equity and Civic Engagement, Susan Snell Delaney Hall, Suite B17, or at 724-357-3402.

Consent Agreement

I (print name) _____ acknowledge that I have read the WIUP-FM Station Manual, including the Standard Operating Procedures and Policies, On-Air and Studio Use Policies, Technical Procedures and General Staff Policies and Guidelines and the provisions of Project Improvement. I understand that I am responsible for knowing and complying with the information stated in these policies. I also understand that failure to adhere to station policies may result in my suspension or dismissal from the station. I understand that my membership in WIUP-FM is for the current academic term only and will expire at the end of this term.

Signature

Date