

STUDENT MEDIA HANDBOOK

Revised August 2008

Introduction

The purpose of student media at the College of Charleston is to inform and entertain the student body, faculty, staff, alumni, Trustees, and friends of the College. Participation in student media provides students with practical experiences that will enrich their college experience. Aligned with the tenets addressed in the College of Charleston Mission Statement, student media allows students to enhance both their personal and intellectual development.

Student Media Organizations (SMO)

Four student media organizations are currently registered as members of student media at the College of Charleston. Each group offers unique ways for students to become involved, meet people from diverse backgrounds, and gain practical media training. The four student media organizations are as follows:

A. *George Street Observer (GSO)*

The George Street Observer is the official campus newspaper of the college. The GSO is published weekly and distributed on Thursdays throughout the academic year. The GSO staff is also charged with updating the on-line edition (www.georgestreetobserver.com). The GSO produces two separate sections of the newspaper: section A which is dedicated to news, sports and opinions; section B titled "Indulge" covers activities, features, and trends.

B. *Miscellany*

Miscellany is the College's student produced literary and art journal. Students, staff, and faculty are invited to submit their original artwork, poetry, photography and prose for consideration for inclusion in the

publication. A student committee comprised of individuals selected by the editor-in-chief will meet during the beginning of spring semester to select works for publication in *Miscellany*. The journal arrives on campus during the last week of classes each spring.

C. *Cougar Television (CTV)*

CTV is The College's official television station. CTV can be seen on Channel 37 in all on-campus buildings as well as on-line. CTV is divided in two separate operations: CTV News and CTV Entertainment.

CTV News is charged with covering news, sports, and activities across the College of Charleston community. The weekly show is presented in a magazine-style format, allowing more in-depth coverage.

CTV Entertainment is charged with producing original programs including talk shows, comedies, game shows, and animated features.

E. *College of Charleston Radio (C of C Radio)*

C of C Radio, primarily an internet station, is the City of Charleston's only college radio station. It is also the area's only music service dedicated to showcasing independent, new artist with an emphasis on local talent.

Production Standards

Each student media operation is expected to adhere to standard operating procedures in producing their publications/broadcasts. This section of the handbook provides the basic publication/broadcast standards of each group.

Unless otherwise agreed to in writing by the College of Charleston, works (film, video, music, etc.) created by students in the course of their employment with the College are considered copyrighted works-for-hire and owned by the College. Intellectual property that belongs to the College (i.e., pictures, films, video, etc.) cannot be used without the College's permission; and for all purposes, ownership of copyrighted materials will be determined in accordance with federal and state law.

George Street Observer

The *George Street Observer* is expected to serve as the voice of the student body and remain responsive to the campus community. All members of the campus community are invited to participate in reporting, writing, and production. The GSO must maintain financial stability. This requires ad sales for both print and on-line productions. All advertisements are expected to be for services and products that are targeted to the GSO audience.

The *George Street Observer* must produce at least twelve weekly issues (print and on-line) each semester. All staff members are expected to report the news accurately and professionally following the guidelines of the Associated Press Stylebook.

Miscellany

The *Miscellany* journal is expected to accept submissions beginning September 1st of each fall semester. A judging committee should assemble to review submissions for inclusion in the journal in January of each spring semester. The judging committee must be familiar with and/or have knowledge of the art of poetry, prose, and visual art. The editor-in-chief will be charged with training the committee in unbiased selection.

The selection and design process must be completed before spring break each academic year. The completed draft should be submitted to the printer by the second week of March. *Miscellany* should contain a balanced number of pieces representing each of the mediums included in the publication. A minimum of 1,000 copies are expected to be printed and distributed throughout campus and the local community.

Cougar Television

Cougar Television provides both the College of Charleston and greater Charleston communities with both entertainment programming and news coverage. CTV is expected to comply with all television broadcast regulations enforced by the Federal Communications Commission (FCC).

Leadership staff is charged with providing appropriate training in proper use of equipment and production standards. Cougar Television is expected to produce a minimum of nine episodes of both entertainment and news programming each semester. Episodes should be available both on television and on-line ([www.cougartelevision.com](http://www.cougartelelevision.com)).

College of Charleston Radio

College of Charleston Radio provides the College of Charleston community with independent music and programming. C of C Radio can be heard via the internet at www.cofcradio.com and through the closed circuit television station in the residence halls. All disc jockeys are expected to undergo thorough training before they are allowed to operate the equipment. Each disc jockey is required to host at least one two-hour program each week and participate in one of two planning committees: Marketing and Community Relations or Music and Programming. The station broadcasts 24 hours each day, 12 of those hours include a disc jockey manning the studio and the other 12 must be managed by an automated system.

Usage of Student Media Offices

Each student media operation is provided with office space in the Calhoun Annex. Every staff member is expected to keep these offices clean and organized. Students and their guests are expected to adhere to the following guidelines:

- A. Food and liquid containers should be placed in the garbage cans located in the hallways and common areas.
- B. Students who have either a key or access code to an office must never share it with other students--even if those students work with the organization.
- C. Lost keys must be reported to the Assistant Director for Student Media Operations as soon as possible. The locks will be changed. The student who lost his/her key may be required to pay for key and lock replacement.
- D. Upon leaving an office, staff members are responsible for closing all windows, turning off all lights, and locking the doors.
- E. To ensure that all equipment remains in good working condition, it is imperative that students understand how to properly utilize the equipment that is relevant to their organization.
- F. Students are prohibited from altering or tampering with any equipment in the Calhoun Annex. This includes downloading information on a computer that is not relevant to student media; adjusting the thermostat; attempting to repair equipment, etc.

- G. The dry erase boards and bulletin boards in the hallway and common area are for the Assistant Director for Student Media Operations and staff members to communicate with each other. Obscene messages will not be tolerated. If obscenity or slander becomes a consistent problem, all boards in the hallway and common area will be removed.
- H. Computers, printers, and the copier located in the common area are to be used for student media related business only. Students should not use any equipment for school work, personal reasons, or for another campus organization.
- I. Removing any furniture from an office is strictly prohibited without approval from the Assistant Director for Student Media Operations.
- J. Theft of equipment, furniture, or office supplies will not be tolerated. Students who steal from the student media center will be immediately dismissed from their position and face charges before the Student Media Board and the College of Charleston Honor Board.

S.M.O. Equipment Policy

All Student Media equipment must be checked-out if removed from the Calhoun Annex. All Student Media staff must adhere to the following policies (including both paid and volunteer):

- 1) All general managers and editors-in-chief will manage the check out list for their respective organizations (see Appendix A).
- 2) All cameras, microphones, lights, etc. must be accounted for at all times.
- 3) Only official members (those who are listed on the most updated roster and attend meetings regularly) of Student Media will be allowed to checkout equipment.
- 4) Equipment can only be used for Student Media business (not for personal use or for class projects/assignments)
- 5) Each piece of equipment checked out will be limited to 3 (three) hours. Any additional time must be approved in advance by the appropriate general manager or editor-in-chief.

- 6) CofC Radio's laptop can only be used by paid staff members and with the approval of general manager and Assistant Director for Student Media Operations.
- 7) ANY overnight checkouts must be approved by general manager or editor-in-chief prior to check-out.
- 8) Every individual that checks out equipment must complete all fields on the check-out sheet (and supply up-to-date, accurate information).
- 9) General managers or editors-in-chief will be responsible for following-up on all equipment checked out after required limit.
- 10) Missing equipment must be reported to Student Life Assistant Director for Student Media Operations IMMEDIATELY and a report will be filed with Public Safety as soon as possible.
- 11) By completing the equipment check-out sheet and accepting possession of equipment, the individual assumes responsibility for each item issued and will be charged for repair or replacement (at original cost) of any items damaged, lost or stolen while in their possession. An invoice for equipment repairs or replacement will be issued to the individual. Payments for repair or replacement of damaged, lost or stolen equipment must be received to the Assistant Director of Student Media Operations within five business days from the invoice date. If payment is not received within five business days, the charge will be posted to the student's campus account. Non-payment may result in a student's inability to register for classes or graduate.

Printing

The Hewlett Packard copier and fax machine in the common area outside of the radio station is available to all members of student media organizations. Students are only permitted to copy materials related to their work in student media. Neither the copier nor fax shall be used for school work or for another student organization.

Each organization's office space is equipped with a network printer. These printers are to be used for Student Media business only. All printer issues need to be reported to the Assistant Director of Student Media Operations immediately.

In the event that a group needs to make more than 100 copies, they are required to use the copy center on the fifth floor of the Bell South Building.

Communication

All paid and unpaid student media staff members are expected to provide the Assistant Director of Student Media Operations with an updated e-mail address and cellular phone number. It is preferred that the e-mail address supplied is a College of Charleston supported account, but the address must be one that you check regularly. Each staff member is expected to check e-mails and voicemail for important correspondence and if applicable respond in a timely manner.

Travel Arrangements

Travel arrangements will be made for conferences/events approved by the Student Media Board. No trips will be funded by the Student Media Board if the members on the trip are receiving academic credit for their attendance.

If a group is planning to travel using student media funds, they are required to make arrangements at least three weeks in advance through the Assistant Director for Student Media Operations. Failure to do so will result in travel cancellation. Those trips requiring air travel should be planned as far in advance as possible to ensure that the least expensive airfare is obtained. **If the group is traveling outside of South Carolina, a faculty or staff member must accompany the group.**

Any student that has committed to travel arrangements is required to attend all aspects of the travel agenda. All participants are financially accountable for not using travel arrangements. Participant must fully pay funds back to Student Media Operations for failure to attend any pre-arranged travel. Funds not received within a week after travel date will be charged to the student's account.

While traveling on behalf of Student Media Operations and The College of Charleston students are expected to behave professionally and attend and participate in all scheduled activities and programs. Failure to do so will result in an immediate dismissal from the travel itinerary and prompt

return to Charleston at the student's expense. Any exceptional behavioral issues will result in possible removal from position and/or disciplinary action from Honor Board.

Each student must complete a travel waiver (Appendix B) prior to travel. Completed forms must be submitted to the Office of Student Life (SSC 405) no less than 24 hours in advance of the planned trip (forms for travel occurring over a weekend must be submitted by 5 p.m. on the Friday prior to departure).

Alcohol and Drug Policy

The College of Charleston administration recognizes the second floor of the Calhoun Annex as official College office space. Therefore, students are expected to behave in a professional manner and refrain from the use of alcohol, cigarettes, and illegal drugs while in the Calhoun Annex. Students who are found engaging in any of the aforementioned activities will be immediately dismissed from their position and face charges before the College of Charleston Honor Board.

In the event that evidence of alcohol use is discovered in the Calhoun Annex, all student media staff members will receive a warning in writing from the Assistant Director for Student Media Operations. The second time evidence is discovered, the Calhoun Annex will be closed to all students after normal business hours. In this situation, students could only access their offices from 8:30 a.m. to 5:00 p.m., Monday-Friday.

Confidentiality

Please note that as an employee of the College of Charleston, all information related to student staff and/or faculty members contained in files and/or records or otherwise accessible by virtue of your employment by the College is presumed to be confidential. The unauthorized release or removal of such information, whether to parties internal to the College or external, is strictly prohibited and may lead to termination of employment on the first offense. If in doubt about a request for information, it is the employee's responsibility to discuss the request with their supervisor before a decision to release the information is made.

Budgeting Policy and Procedures

The Student Media Board approves each media organization's annual budget every spring. Every organization is expected to manage its budget as approved. Purchases that are not included in the budget must be submitted to the Assistant Director for Student Media Operations in writing.

Extraneous purchases will be approved only in emergency situations. If a group disagrees with the assistant director's decision, they can bring their case before the Student Media Board.

General Budget Procedures

Once the Student Media Board has appointed the editors-in-chief and general managers for the following academic year, the outgoing editors-in-chief and general managers will meet with their incoming counterparts to discuss transitions and the budget. The budget procedures are as follows:

1. The outgoing editors-in-chief and general managers will meet with their incoming counterparts to discuss how finances were distributed and spent during the academic year.
2. After this meeting, the incoming editors-in-chief and general managers must determine the needs of their respective organizations. They will draft a budget to present to the Student Media Board. During the drafting process, students are welcome to ask their outgoing counterparts or the Assistant Director for Student Media Operations questions regarding budgets and spending.
3. Once all budgets have been submitted to the Assistant Director for Student Media Operations, he/she will send them to all members of the Student Media Board at least one week prior to the Board's meeting.
4. The Assistant Director for Student Media Operations will assign each incoming editor-in-chief and general manager a ten-minute time slot to appear before the Student Media Board.
5. During the budget hearing, the Student Media Board will ask the editor-in-chief/general manager questions about his/her budget.

6. Once all budgets have been formally presented to the Student Media Board, the board will discuss each budget. The board will make recommendations and/or changes to each budget as necessary.
7. The Student Media Board will vote to approve each organization's budget as amended.
8. The incoming editors-in-chief and general managers will be notified in writing of the Student Media Board's decision within one week of the budget hearings.

All budgets are submitted to the Executive Vice President of Student Affairs for his/her final approval. He/She has the right to alter budgets as he/she sees fit. In the event that changes to the budget are made at this stage in the process, the Assistant Director for Student Media Operations will immediately notify the editor-in-chief/general manager.

Student Media Contingency Procedure

Should an organization need to make an emergency purchase and lack the funds to cover the cost, the group has the right to petition for student media contingency funds. The student media contingency procedure is as follows:

1. The editor-in-chief/general manager must submit a letter to the Assistant Director for Student Media Operations stating why contingency funds are needed. If money is needed to purchase equipment that costs more than \$2,500, the student must provide three price quotes for the equipment.
2. The Assistant Director for Student Media Operations will send the information to the Student Media Board. The request for funds will be placed on the agenda for the Board's next meeting.
3. The editor-in-chief/general manager will appear before the Student Media Board to justify the expense.
4. Once the editor-in-chief/general manager has stated his/her case, he/she will be dismissed from the meeting. The Student Media Board will discuss the situation and take a vote.

5. The Assistant Director for Student Media Operations will notify the editor-in-chief/general manager of the Board's decision in writing.
6. **The decision granted by the Student Media Board is final and cannot be appealed.**

Procedure for Requesting a Non-Budgeted Purchase

Each student media operation is expected to manage its budget as approved by the Executive Vice President of Student Affairs and the Student Media Board. In the event that an organization has a surplus of funds and desires to make a non-budgeted purchase, it must adhere to the following procedure:

1. The editor-in-chief/general manager must submit a request for the purchase to the Assistant Director for Student Media Operations in writing.
2. The Assistant Director for Student Media Operations will arrange an appointment to meet with the editor-in-chief/general manager to discuss the purchase. The student should come prepared with quotes from different companies and a written justification/rationale for the proposed expense.
3. The Assistant Director for Student Media Operations will consider the situation and circumstances and make a decision. He/She will notify the editor-in-chief/general manager of his/her decision within 24 hours of the meeting.
4. Once the editor-in-chief/general manager has received the Assistant Director's decision, he/she has 24 hours to appeal the decision. The appeal must be submitted in the form of a letter to the Student Media Board.
5. The Assistant Director for Student Media Operations will send the letter to all Student Media Board members and place the issue on the agenda of the Board's next meeting.

6. The editor-in-chief/general manager will present his/her case before the Student Media Board. The Board will ask questions regarding the purchase.
7. The editor-in-chief/general manager will be dismissed from the meeting and the Board will take a vote.
8. The Assistant Director for Student Media Operations will notify the editor-in-chief/general manager of the Board's decision within 24 hours following the meeting.
9. **Any decision granted by the Student Media board is final and cannot be appealed.**

Reimbursement for Purchases

It is preferred that all purchases made on behalf of student media be requested to be purchased with the State of South Carolina Purchasing Card. However, students may be reimbursed for purchases they make for their respective organization. Cash reimbursements are issued by the Procurement Office. All paper work for student media-related reimbursements must be completed through the Assistant Director of Student Media Operations. The reimbursement procedure and policy is as follows:

1. The editor-in-chief/general manager **must** be aware of any requests for reimbursements. Students will notify their editor-in-chief/general manager prior to making the purchase. The editor-in-chief/general manager must communicate their approval in writing to the Assistant Director of Student Media Operations.
2. When requesting a reimbursement, students must present an itemized receipt. Receipts must be submitted to the Assistant Director for Student Media Operations within two weeks of the purchase.
3. **There is a \$50.00 receipt limit for reimbursements. Presenting separate receipts from the same vendor, purchased the same day, that total over \$50 per event WILL NOT be reimbursed separately.**

4. The Assistant Director for Student Media Operations will make a photocopy of the receipt for his/her files.
5. The Assistant Director for Student Media Operations will complete the appropriate paper work and issue it to the student who is requesting the reimbursement.
6. The student is responsible for picking up his/her cash reimbursement from the Procurement Office, located in the basement of the Lightsey Center.

Requests for Budgeted Purchases

While students can make purchases for \$50 and under, purchases that exceed \$50 must be authorized by the Assistant Director for Student Media Operations. When an organization is prepared to make a large purchase, the editor-in-chief/general manager must consult with the Assistant Director for Student Media Operations. The Assistant Director for Student Media Operations will determine which avenue to take in processing the purchase and direct the editor-in-chief/general manager accordingly. **ALL MAJOR PURCHASES MUST BE APPROVED BY THE ASSISTANT DIRECTOR FOR STUDENT MEDIA OPERATIONS IN ADVANCE.**

College Fundraising Policies

Student organizations, including student media operations, are encouraged to raise funds to support programs and services sponsored by the group and supplement monies received through the Student Media Board budget process. Fundraising events/programs must be consistent with the mission of the organization as well as institutional policies and procedures. On-campus fundraising activities (bake sales, drawings, etc.) do not need to be approved. Space and equipment needed for on-campus fundraising activities must be coordinated through the Office of Student Life in accordance with existing scheduling/reservations policies. Organizations seeking off-campus and/or corporate sponsorship or donations must contact the Development Office at 953-5568 before approaching businesses or individuals outside of the College of Charleston community.

- Money generated by fundraising may be used to supplement funds received through the Student Media annual budgeting process/
- Revenue made from fundraising activities can be carried over to the next academic year, however, allocated (budgeted or contingency) funds will not be carried over to the next academic year.

- A one-time use of no more than 20% of the current balance of an organization's allocated or contingency funds can be used for fundraising activities. The allocated funds will be returned to the budget account and any profits made from the fundraising activity will be deposited to the organization's revenue account.
- No allocated or contingency funds can be used for donations or collections for philanthropy, cash prize money or scholarships. Only revenue-generated funds can be used to underwrite an approved program/event cost for a charitable organization (i.e., food, band, DJ, etc.). In this instance, no admission or cost is to be charged to College of Charleston students.
- NO ROLLED COINS or loose change that totals more than \$.99 will be accepted for deposit. All coins must be transferred to paper currency before money is deposited by the Assistant Director for Student Media Operations or the Coordinator for Business Affairs for Student Life.
- No fundraising event/project requiring the use of the organization's allowable 20% of the current account balance will be allowed past Friday, April 3, 2009.

Vendors

Student Affairs and Business Affairs are responsible for all vendor sales on campus. Outside vendors are prohibited from selling on campus without prior permission from one of these divisions. Registered student organizations may engage in sponsored commercial activity on College controlled property (this excludes activities coordinated through the College of Charleston/State of South Carolina procurement process), provided that the Sponsored Commercial Activity Request Form guidelines have been met and completed and the Commercial Vendor Agreement and Sponsored Commercial Activity Request forms have been submitted to the Office of Student Life at least ten (10) business days prior to the planned event. This is especially important if the organization plans to include an off-campus vendor in a fundraising event that is planned to take place on-campus.

Technical and Maintenance Problems

Any computer-related/technological malfunctions should be reported to the Assistant Director for Student Media Operations as soon as they are discovered. He/She will contact the Information Technology help desk to

come resolve the problem. Students are not permitted to contact the help desk and request maintenance on equipment in offices on campus.

Problems with the building such as leaks, broken windows and power outages should be reported to the Assistant Director for Student Media Operations immediately. If the problem is discovered on a weekend, a student should call the Physical Plant emergency line (953-5550). If there is not an emergency, the student should email the Assistant Director for Student Media Operations so that he/she can address the problem on the next business day.

Posting Information on Campus

All student organizations are permitted to disseminate information to the College community by posting information at various locations on campus. Students are expected to abide by the posting guidelines and remove all fliers and banners as soon as the advertised event has passed.

Snipe Signage Policy:

In August of 2006, the City of Charleston enacted the Snipe Signage Initiative. The definition of snipe signage includes, "Leaflets, handbills, posters, flyers, announcements or other advertising and informational materials that are tacked, nailed, glued, pasted or otherwise attached to trees, poles, stakes, fences, buildings or other objects, and the advertising matter appearing thereon is not applicable to the present use of the premises where the sign is located" (Snipe Sign Violations - Warning Notice, August 2006). Snipe signage posted by departments, student organizations or individuals from the College of Charleston community will be removed and a ticket will be issued for the violation, requiring the responsible party to appear in Livability Court. Violations may result in a 30-day jail sentence and/or a fine up to \$1,087.00 per item posted.

Student organizations are responsible for familiarizing their members with this policy. A copy of the Snipe Signage Violations Warning Notice is included in the Appendix of the *Compass* and is also available online at www.studentlife.cofc.edu.

Campus organizations are allowed to post information at the following locations:

Outside brick surface of:

- Education Center
- Science Center
- Silcox Gym
- Greek Life Annex

Additional locations for posting include:

- Fences on Calhoun, St. Phillip and George Streets (zip ties or fishing line only - NO taping)
- Balconies of Science Center, Maybank Hall and Robert Scott Small
- Bulletin boards marked *Campus Events* outside of Maybank Hall, the Honors College house and Physicians Auditorium
- Whiteboards/chalkboards in classrooms (small written notice in upper corner of board)
- Residence Halls (as approved by Residence Life)
- Stern Center Lobby (flyers to be submitted for posting to Information Desk)

Please note that all kiosks and bulletin boards are cleared of all materials every Friday for C of C Physical Plant. It is recommended that groups wait until after 3:30 p.m. on Fridays to post materials.

Student organizations are requested to use non-adhesive materials to post flyers and banners at any of the locations listed above. Examples include zip ties, string and monofilament (fishing line).

Prohibitions

- The use of paints, stains, acids, tapes, chalk or any other substance that might damage or deface the building is prohibited.
- Flyers/promotional materials may NOT be attached to benches or seating in outdoor areas throughout campus.
- No person shall affix anything to the walls, doors, ceilings or any painted or non-painted areas inside buildings. Only bulletin boards are to be used for the posting of materials.
- Promotional materials/flyers will be removed by C of C Physical Plant each Friday.
- Campus organizations are responsible for the removal of outdated

postings.

- Organizations may lose posting privileges if outdated postings are not removed.
- Items may NOT be placed on windows or glass in the Stern Student Center Food Court.
- The use of sidewalk chalk is NOT allowed.
- Violations of the Posting Policy will result in disciplinary action by the Office of Student Life.

Posting Guidelines for Residence Halls

- All publicity must be approved and stamped by Residence Life and Housing. This pertains only to publicity displayed in residence halls. Residence Life approval does not grant permission for other locations on campus.
- Copies can be brought to 107 Berry Hall (the office of the Coordinator for Residence Life Education) for approval.
- There is no limit to the number of copies you can submit for posting, but all copies must be stamped prior to posting.
- The Residence Life staff will hang all approved advertisements.
- The Residence Life staff requires at least 48 hours to approve and post materials.
- No publicity will be approved that promotes/advertises alcohol, does not follow the policies included in the Guide to Residential Living, or could be considered offensive to others.
- All publicity that is not approved, stamped and displayed in areas specified for posting will be taken down and discarded.
- These policies apply to the wall space outside of residence halls and historic houses.
- Residence Life and Housing is located at 40 Coming Street. The office is open Monday - Friday, 8:30 a.m. - 5:00 p.m. Questions regarding Residence Life posting policies may be directed to (843) 953-5523.

Planning a Campus-Wide Program or Event

Each student media organization is more than welcome to plan a program or event that would appeal to the entire campus community. However, the event or program must relate to the mission and purpose of the organization. The program/event must be approved by the Assistant Director for Student Media Operations at least one month prior to the program/event.

Off-Campus Events with Alcohol

Any student organization at the College of Charleston sponsoring an off-campus event with alcohol must adhere to the following:

- A. At least one organization representative must attend a session on responsible hosting at the Student Organizations Summit.
- B. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- C. The event must be registered with the Director of Student Life at least TWO (2) weeks in advance, by submitting a completed Event Planning Form. The Director of Student Life is located in the Stern Student Center, Room 305. The signature of the organization's advisor will also be required.
- D. A method of identifying participants under the age of 21 must be in place during the event.
- E. The event must be BYOB or at a location with an approved liquor license and the amount of alcohol must be limited if BYOB. The limitation is one six pack of beer or one liter or wine per individual (of legal drinking age).
- F. Arrangements for the presence of a security officer(s) (Public Safety, City of Charleston, or a private security company) must be made at least TWO (2) weeks in advance. Security officers must be present at all times. The organization is responsible for all related costs.
- G. No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Coordinator for Business Services (SSC 406) to arrange for payment one week prior to the event.

On-Campus Events with Alcohol

This policy is the official College of Charleston policy and is designed to insure that group functions are conducted in compliance with South Carolina state alcoholic beverage laws and College of Charleston

regulations. This policy is intended to discourage irresponsible use of alcoholic beverages and emphasize responsible drinking behavior, thereby minimizing the liabilities of the College of Charleston and the sponsoring organization. **This policy is for beer and wine only.** No distilled spirits are permitted at any College of Charleston function sponsored by students on the College of Charleston campus. This policy is written for all recognized student organizations and offices working with student organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety.

- A. ***Under NO circumstances*** are alcoholic beverages to be sold by the sponsoring organization. However, student organizations may contract with a third party vendor to serve and/or sell alcoholic beverages at approved functions and locations. The third party vendor will be restricted to the amount of alcohol to be purchased, the service method, the number of drinks per individual and the time frame of service. These determinations will be made on a case-by-case basis.
- B. Arrangements for the presence of a security officer(s) (Public Safety, City of Charleston, or a private security company) must be made at least two weeks in advance. Security officers must be present at all times. The organization is responsible for all related costs.
- C. No organization-sponsored event that includes alcohol shall exceed four hours.
- D. Functions for which admission is charged, tickets are sold, or donations are requested may have alcoholic beverages present on a BYOB basis only (limit one six pack of beer **or** one liter bottle of wine per person/per event).
- E. Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event.
- F. Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: 58 George St (Sottile Garden) Cistern, Stern Center Garden, and P Parking Lot located behind fraternity housing off Wentworth St.

- G. All SSC functions must be scheduled by the Assistant Director for Operations two weeks in advance and comply with all provisions of this policy. Reservation forms are available at www.studentlife.cofc.edu.
- H. All on-campus events including alcohol sponsored by student organizations must be approved by the Director of Student Life and/or Dean of Students. The Event Planning used to register events may be found at www.studentlife.cofc.edu. The completed Event Planning Form must be submitted to the Director of Student Life at least TWO (2) weeks prior to the date of the event.
- I. Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function. The Office of Counseling and Substance Abuse Services will act as a resource to assist in determining the types of food that may be served. Sponsorship of any social event involving alcohol use or service by the sponsoring organization is contingent upon the organization's training in social planning or risk management. An organization may not have social functions involving alcohol unless some members have attended risk management training provided by the Office of Student Life at the annual Student Organizations Summit.
- J. The sponsoring organization will not be allowed to profit from alcohol sales.
- K. An organization, its individual members or its advisor may not apply for a liquor license/temporary permit on behalf of the organization.

Guidelines for all Events with Alcohol

Attendance

Every member of the sponsoring organization will be permitted to attend the event. The number of participants allowed to access to a function will be controlled by established limits for the specific facility or locale.

Guest Procedures

- A. Those attendees (21 and over) consuming alcohol must

have their college identification card or driver's license checked to confirm their age. They must have their coolers inspected to ensure that they have either one six-pack of beer **or** one liter bottle of wine. Attendees who consume alcohol must also have their hands stamped or marked with a wrist bracelet, designating that they are at least 21 years old.

- B. No shuttling of alcohol will be permitted. Each person may bring only one six pack of beer **or** one liter bottle of wine into the site. Individuals shall not be permitted to leave and return to the function site with more alcohol.
- C. No intoxicated persons will be admitted to the function.

Advertising Events with Alcohol

Advertising of College or student-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the College of Charleston and adhere to the following:

- A. Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.
- B. The message conveyed in the event promotion must not encourage the misuse of alcohol.
- C. Publicity must not convey that consumption of alcohol is the purpose or reason for the event.
- D. Promotions must not refer to the amount/quantity of alcohol.
- E. Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary to social, sexual, or academic success.
- F. Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

Student Employment

The basis for student employment is to assist in meeting the needs of the College, provide students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or not be related to their field of study. Specific information related to on-campus employment is available on the Career Center website at www.cofc.edu/~career/gbook_a-z.html.

Leadership Team Eligibility and Requirements

All College of Charleston students are invited to serve on the Student Media Leadership team within the four student media organizations. Unlike most student organizations on campus, student media leaders must apply and interview for their positions. They are governed by the tenets outlined in their organization's Constitution, as well as the Student Media Board.

Executive Staff (Editors-in-Chief/General Managers) Selection Process

Applications for the four executive staff positions become available in February of each year. The application requires a letter of intent that addresses why a student is interested in the position, two letters of recommendation, and a resume. The selection process for these executive positions is as follows:

- A. The interested student submits his/her application packet to the Assistant Director for Student Media Operations. Incomplete applications will not be forwarded to the Board for consideration.
- B. The Assistant Director for Student Media Operations sends copies of all applications to each member of the Student Media Board for review.
- C. Each applicant receives a 15-minute interview time from the Assistant Director for Student Media Operations. The Student Media Board conducts the interviews and evaluates each applicant's qualifications.

- D. Once the Student Media Board has interviewed all applicants, they discuss each applicant and vote.
- E. The Assistant Director for Student Media Operations informs all applicants of the Student Media Board's decisions within one week of the completion of interviews.

Selection Process for Student Media Operations Leadership Team

Once appointments have been confirmed, incoming editors and managers meet with their outgoing counterparts to coordinate the selection of additional leadership team members and staff for their respective organizations. The positions are advertised late in the spring semester. The incoming executive staff will lead the interview and selection process; however, they may consult with their outgoing counterparts or the Assistant Director for Student Media Operations. It is in the best interest of each of the organizations to have all leadership staff positions filled by the conclusion of the spring semester. However, the search process may extend into the summer.

Expectations of all Leadership Team Members

These expectations are included in the contracts that each paid staff member must sign before performing the duties associated with his/her position. The following list serves to highlight the major expectations of each executive staff member. Additional expectations may be communicated by respective editor-in-chief or general manager.

- A. All Leadership team members must serve the duration of the academic year for which they are appointed. Students who plan to either graduate in December or study abroad will not be considered for paid staff positions.
- B. Leadership team members must maintain a minimum 2.5 cumulative GPA. Should a staff member's GPA drop below 2.5, his/her case will be reviewed by the respective editor-in-chief/general manager and Assistant Director of Student Media Operations. He/she will then be dismissed from

his/her position.

- C. Each Leadership team member is required to remain enrolled in 12 or more undergraduate credit hours or 9 graduate credit hours each semester during his/her tenure. Should a student's course load drop below the required amount, the situation will be reviewed by the respective editor-in-chief/general manager and Assistant Director of Student Media Operations.
- D. All Leadership team members are required to maintain regular office hours. These hours must be posted outside each member's respective office within one week after the first day of classes. Failure to maintain office hours will result in a decrease and/or suspension of wages and potential dismissal.
- E. Leadership team members are expected to promptly respond to any correspondence received from both the College of Charleston and City of Charleston communities. This responsibility requires that paid staff members check their College of Charleston email accounts at least once every day. Failure to respond to questions or concerns from either of these groups will result in a dock in wages.
- F. Leadership team members are required to attend the Student Media Retreat in August. This will require all Leadership Team members to report to campus no earlier than one week prior to the start of Fall semester.
- G. Leadership team members will not consume alcohol or any illegal drugs while in the Calhoun Annex. They are responsible for communicating this policy to the members of their respective organizations. Anyone who is caught engaging in these activities will be dismissed from his/her position and will face charges before the College of Charleston Honor Board.

Expectations of Executive Staff Members (Editors-in-Chief/General Managers)

- A. Executive staff members must manage their organization's budget as submitted and approved. A purchase that is not listed in the budget must be reviewed and approved by the Assistant Director for Student Media Operations.
- B. Executive staff members are responsible for all content that their organization publishes or broadcasts. Any questionable content should be brought to the attention of the Assistant Director for Student Media Operations before publication/broadcast. Slander, libel, or gross misrepresentation of the facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- C. Executive staff members are expected to work closely with the Assistant Director for Student Media Operations. This requires scheduling a weekly meeting with the Assistant Director for Student Media Operations to discuss the status of each organization.
- D. Executive staff members will attend all meetings of the Student Media Board.
- E. Executive staff members are required to present at the Student Organizations Summit, sponsored by the Department of Student Life, each September.
- F. Executive staff members are required to attend LeaderShape CofC, sponsored by the Higdon Student Leadership Center, each May. In the event that the executive staff member has attended LeaderShape CofC, the executive staff member is responsible to select a member of their leadership team to attend in their place.

Expectations of the George Street Observer Leadership Team

As of Fall 2007 the *George Street Observer* will produce two sections. Section A is dedicated to covering news, sports, and opinions. Section B shall be titled *Indulge* and focus on lifestyles, events, and trends.

Editor-in-Chief

- A. The GSO Editor-in-Chief is responsible for managing the interview and selection process of the entire GSO leadership team (Managing Editor, Page Designers, News Editor/Associate News Editor, Sports Editor/Associate Sports Editor, *Indulge* Chief Editor, Opinions Editor, Chief Photographer, Copy Chief Editor/Copy Editors). He/She must conduct this process in an efficient, professional, and fair manner.
- B. The editor-in-chief must schedule and preside over weekly meetings with both the staff and editorial board. If in the event that the editor-in-chief is unable to lead either of these meetings, he/she will notify the managing editor about presiding over the meeting in his/her place.
- C. The editor-in-chief must make arrangements to publish an issue of the *George Street Observer* during the first week of classes each semester. This expectation requires that the editor-in-chief return to campus in sufficient time to ensure production.
- E. The editor-in-chief must publish at least 11 issues of the *George Street Observer* each semester.
- F. The editor-in-chief is responsible for the distribution of all copies of the newspaper within 24 hours of delivery. Failure to distribute all copies within 24 hours will result in a decrease and/or suspension of wages with potential dismissal against the editor-in-chief and the responsible students for reoccurring incidents.

Managing Editor

- A. The managing editor assists the editor-in-chief in the management of the interview and selection process of the leadership team. He/She ensures that this process is conducted in an efficient, professional, and fair manner.
- B. The managing editor shares the editor-in-chief's responsibility for all content in the newspaper. Any questionable content should be reviewed by the Assistant Director for Student Media Operations before publication. Slander, libel, or gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- C. The managing editor is expected to preside over editorial board and general staff meetings in the editor-in-chief's absence.
- D. The managing editor assists the Editor-in-Chief in making arrangements to publish an issue of the *George Street Observer* during the first week of classes each semester.
- E. The managing editor will oversee all photo and story assignments and assist staff members to meet their deadlines. He/She will also monitor the staff's progress throughout the week.
- F. The managing editor oversees the layout and production of each issue. This responsibility will require him/her to attend the entire Monday layout session.

Chief Photographer

- A. The chief photographer is responsible for all pictures published in the *George Street Observer*. Any questionable content should be reviewed by either the editor-in-chief or the Assistant Director for Student Media Operations. Slander, libel, or

gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.

- B. The chief photographer is responsible for meeting with section editors to review photo assignments for each issue
- C. The chief photographer is expected to supervise the shooting, developing, and cropping of photographs.
- D. The chief photographer is required to maintain an inventory of the photography equipment. This responsibility includes keeping a check-out log of cameras and film.
- E. The chief photographer must maintain an organized archive of all developed photography and negatives.
- F. The chief photographer is expected to work with the Assistant Director of Student Media Operations in ordering equipment when necessary.
- G. The chief photographer must coordinate weekly staff meetings with staff photographers to communicate any concerns, review previous issues and discuss topics for future issues.

Copy Editor

- A. The Copy Editor is responsible for thoroughly editing all articles turned in for publication.
- B. If the Copy Editor believes that a piece is unsuitable for publication, he/she must attempt to reorganize it to make it suitable for print.
- C. The Copy Editor is required to proofread each section of the newspaper before it is sent to the printer.
- D. The Copy Editor is responsible for any questionable content published in the *George Street Observer*.

Any questionable content should be reviewed by either the Editor-in-Chief or the Assistant Director for Student Media Organizations before publication. Slander, libel, or gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.

- E. The Copy Editor is responsible for documenting all retractions and ensuring that they are printed in the appropriate issue of the newspaper.

Page Designer

- A. Each section will be assigned a page designer. The *Indulge* Chief Editor will supervise the *Indulge* page designer. The managing editor will supervise the section A page designer.
- B. The page designers must be available at every layout session to answer the section editors' technical questions.
- B. The page designers are expected to work closely with the advertisement manager to ensure that the appropriate advertisements are allotted space in each issue. It is the page designers' responsibility to find space in each issue for advertisements that the *George Street Observer* has committed to run. Failure to run an advertisement will result in a dock in my wages.
- C. The page designers are responsible for designing advertisements and determining their layout and size.
- D. The page designers are responsible for proofreading all advertisements before they are published in the newspaper.
- E. The page designers must work closely with the student media new media director to ensure *George Street Observer* website pages reflect the current

issue. This will require offering assistance with design and ensuring that each issue of the newspaper is posted online at least 24 hours before the hard copy is distributed on campus.

News Editor

- A. The news editor is responsible for coordinating coverage of major campus news and of any community news that concerns the College of Charleston.
- B. The news editor is responsible for all content published in the news section of the *George Street Observer*. Any questionable content should be reviewed by either the managing editor/editor-in-chief or the Assistant Director for Student Media Operations. Slander, libel, or gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- C. The news editor must schedule and maintain deadlines for the section reporters.
- D. The news editor is responsible for coordinating photo assignments with the chief photographer for each article in the news section.
- E. The news editor must be available to reporters who need assistance with preparing their articles for publication.
- F. The events editor must coordinate weekly staff meetings with reporters to communicate any concerns, review previous issues and discuss topics for future issues.

Sports Editor

- A. The sports editor is responsible for coordinating all sports coverage for the *George Street Observer*.

- B. The sports editor is accountable for all content published in the sports section of the *George Street Observer*. Any questionable content should be reviewed by either the managing editor/editor-in-chief or the Assistant Director for Student Media Operations. Slander, libel, and gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- C. The sports editor must ensure unbiased coverage of primarily College of Charleston sports, intramurals, and sports-related clubs. He/She will also cover major sports news on both the local and national level.
- D. The sports editor is responsible for scheduling and maintaining deadlines for the sports section.
- E. The Sports Editor is expected to coordinate photo assignments with the chief photographer for each article in the sports section.
- F. The sports editor must coordinate weekly staff meetings with reporters to communicate any concerns, review previous issues and discuss topics for future issues.

Opinions Editor

- A. The Opinions Editor is responsible for all content published in the opinions section of the *George Street Observer*. Any questionable content should be reviewed by either the managing editor/editor-in-chief or the Assistant Director for Student Media Operations. Slander, libel, or gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- B. The Opinions Editor schedules and maintains deadlines for the opinions section of the newspaper.

- C. The Opinions Editor is expected to coordinate photo and graphic assignments with the chief photographer for each article in the opinions section as needed.
- F. The opinions editor must coordinate weekly staff meetings with reporters to communicate any concerns, review previous issues and discuss topics for future issues.

Indulge Section

Indulge Chief Editor

- A. The *Indulge* Chief Editor is responsible for managing the production process of the *George Street Observer's* lifestyle section *Indulge*.
- B. The *Indulge* Chief Editor shares the editor-in-chief's responsibility for all content in the *Indulge* section. Any questionable content should be reviewed by the Assistant Director for Student Media Operations before publication. Slander, libel, or gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- C. The *Indulge* Chief Editor is expected to preside over and organize all *Indulge* staff meetings.
- D. The *Indulge* Chief Editor assists the editor-in-chief and managing editor in making arrangements to publish an issue of the *George Street Observer* during the first week of classes each semester.
- E. The *Indulge* Chief Editor will oversee all photo and story assignments included with the *Indulge* production process and assist staff members to meet their deadlines. He/She will also monitor the staff's progress throughout the week.
- F. The *Indulge* Chief Editor oversees the layout and production of each issue of *Indulge*. This

responsibility will require him/her to attend the entire Monday layout session.

Events Editor

- A. The events editor is responsible for all content published on the entertainment pages of *Indulge*. Any questionable content should be reviewed by either the *Indulge* Chief Editor/Editor-in-Chief or the Assistant Director for Student Media Operations. Slander, libel, or gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- B. The events editor is responsible for ensuring coverage of major events at both the College of Charleston and in the Charleston community. Such events include--but are not limited to--music, film, and literature.
- C. The events editor must schedule and maintain deadlines for the event section reporters. This responsibility may require setting early deadlines for events that occur before the end of the week.
- D. The events editor is responsible for organizing media access for writers and photographers at local venues.
- E. The events editor must coordinate photo assignments with the chief photographer for each article in the event section.
- G. The event editor must be available to reporters who need assistance with entertainment articles.
- H. The events editor must coordinate weekly staff meetings with reporters to communicate any concerns, review previous issues and discuss topics for future issues.

Entertainment Editor

- A. The entertainment editor is responsible for all content published in the entertainment section of *Indulge*. Any questionable content should be reviewed by either the Chief *Indulge* Editor/Editor-in-Chief or the Assistant Director for Student Media Operations. Slander, libel, or gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- B. The entertainment editor is responsible for scheduling and maintaining deadlines for the features section of the newspaper.
- C. The entertainment editor is expected to present several article topics at each weekly meeting.
- D. The entertainment editor must schedule and maintain deadlines for the entertainment section of *Indulge*.
- E. The entertainment editor is expected coordinate photo assignments with the chief photographer for each article in the entertainment pages.
- F. The entertainment editor must be available to writers who need assistance with feature stories.
- G. The events editor must coordinate weekly staff meetings with reporters to communicate any concerns, review previous issues and discuss topics for future issues.

Expectations of the Miscellany Leadership Team

Editor-in-Chief

- A. The editor-in-chief is responsible for managing the recruitment and selection of a balanced panel of judges to review submissions.
- B. The editor-in-chief must manage the effective promotion and receipt of submissions and ensure that all submissions are reviewed in an unbiased manner.
- C. The editor-in-chief is expected to design the layout and table of contents, write the preface of the magazine, and proofread the journal before sending it to the printer.
- D. The editor-in-chief is expected to work with the Assistant Director for Student Media Operations and the commercial printer in meeting the final publication deadline.
- E. The editor-in-chief is responsible for the copyright of the magazine, including obtaining and following copyright guidelines and designing and distributing the release forms.

Associate Editor

- A. The associate editor is responsible for assisting the editor-in-chief in managing the recruitment and selection of a balanced panel of judges.
- B. The associate editor is responsible for assisting the editor-in-chief to manage the effective promotion and receipt of submissions and ensure that all submissions are reviewed in an unbiased manner.
- C. The associate editor is responsible for assisting the editor-in-chief and is expected to design the layout and table of contents, write the preface of the magazine, and proofread the journal before sending

it to the printer.

Expectations of the Cougar Television Leadership Team

As of spring 2007, Cougar Television will be divided in two divisions. Cougar Television News is charged with updating the campus community on news, sports, events, features that affect The College of Charleston. This will include producing the daily activities update, *The Breakdown*. Cougar Television Entertainment is charged with producing quality original programming that can include but not be limited to: game shows, animated series, sketch comedy, community affairs programming, and talk shows.

General Manager

- A. The general manager is expected to manage the interview and selection process of the News Director, Entertainment Director, Executive Producers, News Anchor/Producers and Breakdown Producer. He/She must conduct this process in an efficient, professional, and fair manner.
- B. The general manager will schedule and preside over weekly leadership team meetings. The general manager will provide detailed critiques of all programming.
- C. At the beginning of each semester, the general manager will work with the Assistant Director for Student Media Operations and the College of Charleston closed circuit television representative to arrange the programming schedule.
- D. The general manager must ensure that all deadlines are met in order for the show to air on its scheduled night. Failure to meet a deadline will result in a delay in the show's broadcast and a deduction in the general manager's paycheck.
- E. The general manager is expected to meet with news director and entertainment director to review scheduled assignments and decide how to schedule

programming for the week. He/She must be available to staff members who need assistance in either using the equipment or completing their assignments.

- F. The general manager is responsible for previewing all programming before it is broadcast or uploaded to the website. If there is any questionable language or behavior in the show, the General Manager must consult with both the Assistant Director for Student Media Operations.
- G. The general manager is expected to actively recruit new staff members throughout each semester and train them how to properly use the equipment. The general manager is also expected to develop retention initiatives to keep all volunteer staff members involved.
- H. The general manager is responsible for overseeing the equipment check-out system. Should equipment become damaged or lost, the general manager must report it immediately to the Assistant Director for Student Media Operations.
- I. The general manager is responsible for the maintenance of all of the equipment. Should he/she need to order new equipment, he/she will consult with the Assistant Director for Student Media Operations.
- J. The general manager is responsible for monitoring tape distribution and for ensuring that all tapes are returned.

Entertainment Director

- A. The entertainment director is responsible for developing programming ideas for each assignment meeting. This requires being aware of various events and programs occurring both on and off campus.

- B. The entertainment director is expected to work with entertainment executive producers to assist in show develop and oversee the writing process. He/She is also responsible for determining the appropriate length and subject programming for each package. He/she is also expected to set deadlines for executive producers.
- C. The entertainment director is responsible for monitoring the progress of show development. He/She will be available to entertainment staff members who need assistance in completing their shows and meeting their deadline.
- D. The entertainment director is responsible for creating content when there is not enough content to complete a show.
- E. The entertainment director is expected to review each show with the general manager before it is broadcast or posted to the website. Any questionable content must be reviewed by either the general manager or the Assistant Director for Student Media Operations. Slander, libel, offensive content, or gross misrepresentation of facts will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.
- F. The entertainment director must ensure that all staff members submit their shows on-time. He/She is responsible for creating the lineup for the show and making all necessary preparations and accommodations for show taping.
- G. The entertainment director is expected to assist the general manager in assessing equipment needs when preparing the yearly budget.

News Director

- A. The news director is responsible for making all news coverage and overall production of CTV News. This responsibility includes working with reporters and anchor/producers to develop contacts and schedule interviews.
- B. The news director must thoroughly train all staff members in proper use of the equipment and proper broadcast journalism practice.
- C. The news director is expected to assist the general manager in assessing equipment needs when preparing the yearly budget.
- D. The news director is required to maintain news archives and appropriate label file footage for future use.
- E. The news director will be responsible for story assignment and communication between news staff
- F. The news director is responsible for managing editing process, ensure all graphics are correctly placed, credits, promos, and commercials into a 30 minute show. He/She must also oversee all technical aspects of the news show.
- G. The news director is responsible for monitoring the progress of package and show development. He/She will be available to news staff members who need assistance in completing their shows and meeting their deadline.

Entertainment Executive Producers

- A. Each executive producer is required to develop a show idea and recruit talent. Once a show idea has been approved by entertainment director, the executive producer must work with his/her team to

create weekly scripts, arrange taping schedule and oversee the complete production process at for each show.

- B. All executive producers are expected to train new staff members through assisting with at least one additional package for each show. This training includes suggesting story ideas, assisting with the video shoots, and teaching the editing process.
- C. Executive producers are responsible for scheduling staff for tapings. Executive producers are also expected to organize all technical aspects for tapings with Entertainment director.
- D. Executive producers are responsible for selecting appropriate show topics. Any questionable topics or material should be reviewed by either the General Manager or Assistant Director for Student Media Operations. Slander, libel, gross misrepresentation of facts, or any offensive language or behavior will result in disciplinary action by both the Student Media Board and the College of Charleston Honor Board.

News Executive Producer

- A. News executive producer is charged with managing the overall show structure and rundown.
- B. News executive producer will decide rundown order by placing packages and in order of importance.
- C. News executive producer will gather scripts for all packages and VO/SOTs to compile the information to complete the final script and direction of the show. Completed script will be reviewed by news director for final approval.
- D. News executive producer must review completed video packages before inclusion in the rundown.

- E. News executive producer will meet with anchor/producers to review script before news show taping.
- F. News executive producer must type all copy for use in the teleprompter. He/She will be responsible for ensuring that text in prompter is written in official broadcast writing style.
- G. Upon the absence of the news director, the news executive producer will lead the news department.

Expectations of the College of Charleston Radio Leadership Team

General Manager

- A. The general manager is expected to manage the interview and selection process of the Members-at-Large, Music and Programming Director, Director External Relations and Administrative Affairs, and Technical Director. He/She will conduct this process in an efficient, professional, and fair manner.
- B. The general manager must schedule and preside over biweekly meetings with the entire radio staff and weekly meetings with the leadership team. If in the event that the general manager is unable to lead either one of these meetings, the director of music and programming will conduct the meeting in his/her place.
- C. The general manager will work with the Station Engineer and maintain constant communication with him/her in regard to equipment needs and maintenance. The general manager must understand that the Station Engineer is the only person permitted to install new equipment and perform routine maintenance on existing equipment.

- D. The general manager is expected to actively recruit new members each semester. Once new members are recruited, the general manager will coordinate disc jockey training sessions before allowing new disc jockeys to broadcast on the air.
- E. The general manager must create a programming schedule and ensure that the disc jockeys adhere to the schedule in both a professional and responsible manner.
- F. The general manager is expected to make all of the necessary arrangements to ensure that radio programming is aired throughout the semester, including overnight hours when there is not a disc jockey manning the station.

Director of External Relations and Administrative Affairs

- A. The director of external relations and administrative affairs is responsible for working with both the general manager and Assistant Director for Student Media Operations in creating the yearly budget for C of C Radio.
- B. The of external relations and administrative affairs is expected to assist general manager in managing the budget as submitted and approved.
- C. The of external relations and administrative affairs will maintain a detailed record of all expenses accrued by C of C Radio.
- D. The of external relations and administrative affairs is required to record the minutes of all staff and general meetings. He/She will distribute the minutes to all meeting participants within 24 hours of the meeting.
- E. The of external relations and administrative affairs is expected to serve as a liaison between the Charleston community and the radio station.

- F. The of external relations and administrative affairs must coordinate both the internal and external distribution of concert tickets.
- G. The of external relations and administrative affairs must coordinate the planning of all events sponsored by the radio station. This responsibility includes working closely with the Assistant Director for Student Media Operations and various College of Charleston departments.

Director of Music and Programming

- A. The director of music and programming is expected to create and maintain contacts within both the local and national music community to obtain new CDs for the station.
- B. The director of music and programming is responsible for screening all new music before it airs on the radio. Any questionable content should be reviewed by either the general manager or the Assistant Director for Student Media Operations. Offensive and obscene language will not be tolerated.
- C. The director of music and programming is responsible for booking bands for station interviews. He/She must also remain aware of music events occurring both on and off campus.
- D. The director of music and programming is responsible for working with the director of student media on-line in keeping the C of C Radio website current.
- E. The director of music and programming will collaborate with the general manager to coordinate and lead the staff in disc jockey training each semester.

Technician

- A. The technician is expected to collaborate with the station's engineer to ensure that he/she has a complete understanding of all of the equipment in the studio.
- B. The technician must assist the engineer with new equipment installation and routine equipment maintenance.
- C. The technician is expected to ensure that all staff members fully understand how to operate all of the equipment in the studio. This responsibility includes any new equipment that is purchased during one's term as technician.
- D. The technician must understand that he/she is responsible for reporting any equipment malfunctions to the engineer as soon as possible. He/She should not attempt to repair any equipment without the supervision of the engineer.
- E. The technician is required to notify both the Assistant Director for Student Media Operations and the general manager of any repairs or installations that either the he/she or the engineer make in the studio.

Compensation for Executive Staff and Leadership Team Members

All executive staff and leadership team members are paid a salary based on an hourly rate spread over a thirty (30) week period. Pay rates are commensurate with the level of responsibility the staff member assumes. The Assistant Director for Student Media Operations has the authority to withhold a staff member's paycheck if he/she has failed to uphold the terms outlined in his/her contract.

Timesheet Protocol

- A. An electronic timesheet will be available to each paid staff member every two weeks. Electronic timesheets can be accessed by going to the employee section of Cougar Trail. The Assistant Director for Student Media Operations will notify students when timesheets become available.
- B. Timesheets must be submitted via Cougar Trail by the designated deadline for approval by Assistant Director for Student Media Operations. Late timesheets will not be processed and will result in the delay and/or inability to process an employee's paycheck.
- C. All paid staff members are responsible for maintaining an accurate log of the hours that they actually worked. Falsification of hours on a timesheet will result in termination of employment and disciplinary action by the College of Charleston Honor Board.

Disciplinary Procedures for Executive Staff Members

Executive staff members are expected to uphold the terms outlined in both their contracts and organization's mission. Executive staff members who repeatedly fail to uphold their assigned duties will receive three warnings before they face the possibility of removal for their position.

Disciplinary Procedures for Executive Staff Members

- First Offense:** The executive staff member will receive a verbal warning from the Assistant Director for Student Media Organizations.
- Second Offense:** The executive staff member will receive a written warning and meet individually with the Assistant Director for Student Media Operations to discuss the issue.
- Third Offense:** The Assistant Director for Student Media

Operations will forward the matter to Student Media Board for consideration of impeachment.

Disciplinary Procedures for Leadership Team Members

First Offense: The executive staff member of the organization will issue a verbal warning to the staff member. The Assistant Director for Student Media Organizations will be notified in writing of the warning.

Second Offense: The executive staff member of the organization will issue a written warning. The staff member and the Editor-in-Chief/General Manager will meet with the Assistant Director for Student Media Operations.

Third Offense: The executive staff member will enact the impeachment procedure.

Impeachment Procedures for All Executive Staff Members

- A. The staff member will receive a summons from the Chair of the Student Media Board. The staff member will have the option to meet with a Student-Member-at-Large of the Board to review the impeachment process. The Student-Member-at-Large will not provide the staff member with any advice regarding the case.
- B. The impeachment hearing will take place within one week after the staff member receives his/her summons. He/She has the option of submitting a written resignation during this time.
- C. The party who has initiated the impeachment proceedings will appear before the Student Media Board and present the grounds for impeachment.
- D. The accused staff member will have the opportunity to respond to the allegations during the proceedings.
- E. The Student Media Board will question both the accused student and the individual who initiated the process.
- F. Both the accused staff member and the person who initiated the

process will be dismissed from the meeting.

- G. The Student Media Board will review all information received and vote.
- H. The accuser and the accused will be permitted back into the meeting. The decision of the Board will be announced by the Chair of the Student Media Board. The decision will become effective immediately.

Resources for Student Media Staff Members

Stern Student Center 953-2291

The Stern Student Center offers student organizations numerous resources which include mailboxes for each organization; banner paints and paper for creating banners; and conference rooms that can be reserved for various programs and events.

Copy Center 953-5924

The Copy Center is useful when an organization needs to print more than 100 copies. The Center provides a wide variety of paper type, color, and collation at a very affordable price. Student organizations MUST use the Copy Center for all major printing needs. However, they can use Kinko's for creating large banners. The Copy Center is located on the fifth floor of the Bell South Building.

Papa John's 722-6666

Many groups serve pizza at their meetings. Papa John's delivers to the Calhoun Annex and offers the College a generous discount. If the purchase is less than \$50, students can place the order and get reimbursed. The Student Media Coordinator must place orders that exceed \$50.

Public Safety 953-5609

Students who need to access the Calhoun Annex after regular business hours must call public safety for admittance. Students should be prepared to show a valid student ID when Public Safety arrives. Should a student

become a victim of crime while in the Calhoun Annex, he/she should contact Public Safety immediately.

Payroll 953-5774

The Office of Budgeting and Payroll, located on the first floor of Randolph Hall, processes all students' time sheets. Unless a student has opted to have his/her paycheck deposited directly into a bank account, paychecks are available at the front desk of the Payroll Office on the 15th and the last day of the month. Should the either of these dates fall on a weekend or holiday, checks will be available on the last working day prior to the pay date. Any questions or concerns regarding paychecks should be directed to the Payroll Office.

Career Services 953-5692

The Office of Career Services, located in room 216 of the Lightsey Center, processes all student employees' contracts and tax forms. If a student has questions regarding the length of his/her employment, pay rate, or student employment polices at the College of Charleston should contact Career Services.

Department of Communication 953-7017

The Department of Communications is devoted to helping the student media organizations succeed. Students who are looking to recruit new member or to find experts in their particular area of media are encouraged to contact the Department of Communications for assistance.

2008-2009 Academic Calendar

Student Media Leadership Retreat - August 19-25, 2008

Residence Halls Open at Noon-August 22, 2008

First Day of Fall Classes- August 26, 2008

Student Organizations Summit (*Executive Staff*)-September 13, 2008

Fall Break- October 11-14, 2008

Fall National College Media Convention-October 30 - November 2, 2008

Thanksgiving Break- November 26-29, 2008

Last Day of Fall Classes- December 8, 2008

Fall Reading Day- December 9, 2008

Fall Final Exams- December 10-17, 2008

Midyear Commencement- December 20, 2008

First Day of Spring Classes- January 12, 2009

Martin Luther King, Jr. Holiday- January 19, 2009

Spring Break-March 1-7, 2009

Last Day of Spring Classes- April 27, 2009

Spring Reading Day- April 28, 2009

Spring Final Exams- April 29-May 6, 2009

Spring Commencement- May 9, 2009

Appendix B

LIABILITY RELEASE, EMERGENCY MEDICAL AUTHORIZATION AND AGREEMENT (Domestic Travel)

1. I _____, the undersigned student desire to participate in the following activity/trip _____ (“Activity”), to be held on _____. I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in the transportation to and from the Activity, and in any independent research or other endeavors I may undertake supplemental to the Activity. These dangers, hazards, and risks can result in injury and impairment to my body, general health and well being, and could include serious or even fatal injuries. I also understand that these dangers, hazards, and risk could include loss or damage to my personal property.
2. Knowing the dangers, hazards, and risks of such endeavors, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, spouse, heirs, and personal representative(s) (the “Releasors”), I agree to assume all the risks and responsibilities surrounding my participation in the Activity, the transportation to and from the Activity, and in any independent research or other acts undertaken as supplemental to the Activity, and on behalf of myself and the Releasors I hereby release, waive, forever discharge, and covenant not to sue the State of South Carolina, the College of Charleston, and its trustees, officers, agents, employees and any students acting as employees (“Releasees”), from and against any and all liability and for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me or a Releasor, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while engaged in the Activity, any act supplemental to the Activity, or while I am in transit to or from the premises where the Activity or supplemental act occurs or is being conducted.
3. I further agree to indemnify and hold harmless the Releasees from and against any loss, liability, damage or cost, including court costs and attorneys’ fees that may arise due to my participation in the Activity.
4. It is my expressed intent that this **LIABILITY RELEASE, EMERGENCY MEDICAL AUTHORIZATION, AND AGREEMENT** (the “Agreement”) shall bind me, the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a legally binding release, waiver, discharge and covenant not to sue the Releasees.
5. I understand, agree and hereby grant Releasees permission to authorize emergency medical treatment for me, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.
6. By signing this Agreement, I acknowledge and represent that I have carefully read this Agreement and understand its contents and that I sign this document as my own free act and deed. I further state that I am at least eighteen (18) years of age and fully competent to sign this Agreement; and that I execute this Agreement for full, adequate, and complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in the Activity, and that I have adequate health insurance necessary to provide for and pay any medical costs that may arise as a result of an injury to me. I recognize that the College of Charleston (“College”) is not obligated to provide for any of my medical or medication needs or insurance and that I assume all risk and responsibility for those needs. If I am a driver and will be driving a vehicle (other than a College vehicle) during the period first stated above, I certify that I will, during such period, personally carry automobile liability insurance that includes medical payments coverage.
7. I further agree that this Agreement shall be construed in accordance with the laws of the State of South Carolina. If any term or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions shall not be affected thereby.
8. If I am an employee of the College, I do not consider the Activity within the course and scope of my employment with the College. By signing below I also agree to comply with the College’s Student Code of Conduct and all other College regulations regarding conduct, comportment, and academic integrity during my participation in

the Activity. I understand that the College has the right to enforce such standards of conduct and that I may be dismissed from the Activity at any time for failing to abide by such standards. In the event of such dismissal, I shall forfeit all my fees and other payments to the College that are associated with the Activity and I shall be responsible for the payment of my transportation expenses to return to Charleston, South Carolina.

THIS IS A LEGAL AGREEMENT AND INCLUDES A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.

Signature: _____ Date: _____

Print Name of Student: _____

If under 18, this form must **ALSO** be signed by a parent or legal guardian before student can participate.

(Print) Parent or Guardian

Signature

Date

EMERGENCY CONTACTS

Persons to contact in case of emergency:

- Contact Person #1: _____

Address: _____

Telephone Number (Day): _____

(Night): _____

(FAX): _____

(E-mail): _____

- Contact Person #2: _____

Address: _____

Telephone Number (Day): _____

(Night): _____

(FAX): _____

(E-mail): _____

For College Use Only:

**Agreed to and Accepted by the College of Charleston
(May Only be Accepted by a Non-Student Employee of the College):**

Signature

Printed Name: _____

Title: _____

Date: _____