

# Carolina School of Broadcasting



## Catalog

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Carolina School of Broadcasting  
3435 Performance Road  
Charlotte NC 28214



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# SECTION I

## History

William A. (Bill) Vaughn in Charlotte North Carolina founded the Carolina School of Broadcasting in 1957. Operating under the supervision of the Broadcast Training Foundation, comprised of a diverse group of leaders in the broadcast industry, Mr. Vaughn was the school's director until shortly before his death in 1989, when he named Mr. Jim Martinson as his replacement. Upon Mr. Martinson's retirement in September of 1992, the Carolina School of Broadcasting was purchased by a group of area broadcasters and now operates under the umbrella of the Corporation for Broadcast Training and under the direction of Alyson Young, Christine Remme and one of its graduates, Ken Fuquay.

## Credentials

### License

The North Carolina State Board of Community Colleges licenses the Carolina School of Broadcasting. The license is available for review in the office during regular business hours, and questions regarding the license may be directed to the Director of Proprietary Trade Schools, Department of Community Colleges, Raleigh, North Carolina. NCCCS is not an accrediting body.

### Accreditation

Carolina School of Broadcasting is accredited by the Accrediting Commission of Career Schools and Colleges of Technology. (ACCSCCT)

## Affiliations

- Member (associate) of the North Carolina Association of Broadcasters
- Member (associate) of the South Carolina Broadcasters Association.

## School Philosophy

Since 1957, the reputation of the Carolina School of Broadcasting has been based on the broadcasters we have trained and their success. For that reason, Carolina School of Broadcasting does not accept every applicant, nor keep every enrollee. A successful applicant must demonstrate the aptitude, maturity, and desire necessary to embark on a broadcast career. Our mission is not just to train people, but to launch new careers for those people willing to make a serious educational commitment. In addition to learning the most obvious parts of the broadcast industry, CSB offers hands-on experience in all the areas necessary to start work at a broadcast facility. The better the understanding of broadcasting in general, the better the chances are for success. Realizing there are no shortcuts to success, our philosophy is quite simple. Once you have made an informed decision to enter the field of broadcasting, CSB can show you how to invest your free time to obtain the knowledge and develop the ability, through practice, to be a broadcaster.

## Facilities and Equipment

At the Carolina School of Broadcasting, classes meet primarily in the school's studios, classrooms and offices located at 3435 Performance Road Charlotte North Carolina.

The 6000 square foot facility houses the school's radio control room, television control room, television studio, audio/video tape recording equipment, digital audio technology, audio/video library, AVID Media Composer and Final Cut Pro non-linear editing suites, audio/video viewing and listening room, and word processing and computer systems as they relate to the broadcast industry.

Free parking is available on the property at 3435 Performance Road Charlotte NC.

## **School Administration**

The Board of Directors for the Corporation for Broadcast Training have been empowered to approve the institutional mission statement, philosophy and objectives; determine the size and character of the student body, and allocate and commit resources as required to support institutional development.

## **Program Advisory Committee (PAC)**

The Carolina School of Broadcasting Program Advisory Committee represents a cross-section of experience and expertise in Education and Broadcasting. Their synergy is central to the school's educational development in such areas as curriculum, facilities, and equipment as well as completion and placement outcomes.

## **Administrative Staff**

<b>Ken D. Fuquay</b>	Co-Director, & Supervising Instructor
<b>Alyson M. Young</b>	Co-Director & Practical Application Supervisor
<b>Christine D. Remme</b>	Co-Director & Business Manager
<b>Christopher Mason</b>	Broadcast Production Coordinator
<b>Michael "Doc" Geressy</b>	Station Manager
<b>Jo Ann Carreras</b>	Financial Aid Officer

## **Teacher Student Ratio**

Broadcast Communications Technology Program is offered 4 times per year. Enrollment in each class is limited to a maximum of 20 students. Certain Control Room & Studio Workshops are limited to no more than 8 participants.

## **Admissions Policy**

A High School (H.S.) Certificate or the equivalent is required prior to starting class in the Broadcast Communications Technology Program at CSB. A transcript or copy of a H. S. or GED Certificate must be in the student's file prior to the start date of the class for which the student has enrolled.

As a successful applicant you will have to demonstrate you have the aptitude, maturity, and desire necessary to embark on a broadcasting career. For this reason, you'll be extensively interviewed and tested prior to acceptance. CSB is in pursuit of students, but only students who truly are in pursuit of knowledge.

The Carolina School of Broadcasting practices no discrimination in their admission and graduation policies on the basis of race, creed, religion, sex or country or area of origin or residence.

## **Policy for the Physically Impaired**

The Carolina School of Broadcasting complies with the rehabilitation act of 1973 (Section 504) in that no qualified, handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction, though manual dexterity is required in most areas of employment in the broadcast industry.

## Admissions Procedure

1. Complete an interview with a school Director.
2. Tender a \$150.00 Application Fee.  
(Test-by-mail fee: \$5.00 Domestic \$25.00 International)
3. Complete & sign the Application for Admission
4. Complete an Entrance Examination
5. Review the Application & Examination with a school representative

### Admissions Policy regarding TRANSFER STUDENTS and credit transfers

Due to the nature of the Broadcast Industry and the intensity of the training offered by Carolina School of Broadcasting; CSB grants no credit for further education; none is equivalent to the content of the course offered by the school.

## Enrollment Procedure

The Application and Entrance Exam will be reviewed by a school official in the presence of the potential student. (Telecommunication and written interviews are available upon request.)

1. Upon review, should the applicant NOT meet the requirements for entrance at CSB, the student will be given written notice. 50% of the application fee will be refunded within 20 business days. A prospective student may not apply and test for entrance more than once per quarter.
2. Upon review, should the applicant meet the requirements for entrance at Carolina School of Broadcasting, a written notice of acceptance will be issued.
3. A successful applicant has 20 business days from the date of the written Notice of Acceptability, or until the registration deadline for the class in which they intend to enroll (whichever comes first) to declare their enrollment.
4. To enroll a prospective student must:
  - a. tender an enrollment fee of \$500.00
  - b. complete and sign the enrollment agreement
  - c. make satisfactory financial arrangement for payment of remaining tuition with the Carolina School of Broadcasting. Financing options are available upon request. \*

\*(tuition may be paid in full at this time should a student elect to do so, however payment in full is not required.)

If, after applying for entrance into the Program and receiving a Notice of Acceptability, a prospective student decides it is not feasible to enroll, they may request a refund of 50% (fifty-percent) of their application fee. The request must be made within the 20 business days immediately following their acceptance. This period of time shall be known as their "deadline to enroll."

## Educational Objective

The Carolina School of Broadcasting is committed to providing an educational environment, where classroom instruction combined with hands-on training and real-life applications allow the student to learn the basic skill set necessary to obtain entry level employment in the broadcast industry. Further, the school is committed to helping the student develop and direct their particular area of talent or expertise, leading to long-term career placement. Carolina School of Broadcasting prepares its students for careers in the creative and technical aspects of the industry. Broadcast vocational skills taught at CSB include, but are not limited to news writing, commercial copy writing, advertising, news reporting, news and commercial announcing, control board operations, digital audio, automation, programming, commercial production, producing, directing, switching, transcribing, logging, linear and non-linear editing, scripting, storyboarding, in studio and field camera operations, sales and administration. Carolina School of Broadcasting is committed to delivering an education that meets the vocational demands of the broadcast industry.

## SECTION II

### Program Description:

#### Broadcast Communications Technology Program

- 777 Clock Hours Total
- Certificate Program
- Textbooks: Required textbooks for the Broadcast Communications Technology Program are provided by Carolina School of Broadcasting as part of the program. There are no book fees.

#### Program Goals

1. To turn would-be broadcasters into broadcasters.
2. Through applied knowledge, introduce our trainees to every aspect of the broadcasting business.
3. Through hands-on experience in all areas of the business, provide our trainees the experience necessary to land an entry-level position in the field of broadcasting.
4. To help our trainees build their network of broadcasters through our instructor program, by introducing them to as many industry professionals as possible.
5. To allow our students, through workshops, lab programs and on-the-job practical application situations, to master the skills necessary to operate the basic equipment in a broadcast facility.
6. To introduce our students to, and keep them apprised of, new and innovative technologies affecting the industry.
7. To build self-confidence and polish those skill sets necessary to be marketable in today's competitive careers.
8. To assist each student in becoming immediately employable in some aspect of the broadcast industry.

#### Broadcast Communications Technology Program

##### Phase One of Three (General Description):

**84 Classroom Sessions** / 3 hours each

252 hours

In a classroom situation, the school defines a clock hour as 50 minutes  
(7 of the 84 Classroom sessions are exam sessions)

- Communications Course
- Television Course
- Radio Course
- Sales Course
- Career Success Course

##### Phase Two of Three (General Description):

**Basic Lab Training**

225 hours

In a Lab Training situation, the school defines a clock hour as 60 minutes. Workshops, assignments and basic training occurring during non-classroom time in the Radio & Television studios of the School. Periodically, volunteer or free-lance opportunities arise with area broadcast facilities and special events allowing the trainee to clock in lab hours.

**Phase Three of Three (General Description):**

**Internship/Practical Application**

**300 hours**

In an Internship situation, the school defines a clock hour as 60 minutes. Specific goals, benchmarks and timelines for each internship are determined and agreed upon by the student, a CSB advisor and station representative. A weekly work schedule is designed by the area Broadcast Facility for the student/intern. In basic form a practical on-the-job application situation would consist of the following three phases:

- a. observation
- b. assisting
- c. actual performance

**Phase One of Three (Detailed Description):**

The classroom curriculum portion of the program consists of instruction, practical workshop and discussion periods and is divided into Three Phases consisting of a series of Courses, Tracks and Components.

**Communications Course.** This portion of the curriculum includes components needed for both radio and television; it deals directly with improving students' ability to communicate verbally and in written form within any part of the broadcast industry. Introductions to the Broadcast Industry are part of this course.

**Intro Trac**—This series of sessions introduces the basics of broadcasting, the business of broadcasting, and the relationship of departments within the industry. Students learn basic skills, terminology, and basic equipment operation, in addition to their orientation to CSB and the program (including, but not limited to, curriculum, lab, internship and basic academic information, rules and regulations particular to Carolina School of Broadcasting.)

CINT.101	Intro to Broadcasting / Federal Communications Commission
CINT.102	Intro to the Business of Radio
CINT.103	Intro to Production Departments and Announcing
CINT.104	Intro to Promotions, Copy Writing & Sales
CINT.105	Intro to Commercial Production
CINT.106	Intro to Traffic & relation to Programming, Copy & Sales
CINT.107	Intro to Television I
CINT.108	Intro to Television II
CINT.109	Intro to Television III
CINT.110	Community Affairs
CINT.111	Media Ethics
CINT.112	New Media

**Verbal Skills Trac**—This series of classroom sessions develops students' reading and speaking skills for more effective and professional presentations to their audiences, necessary skills in both television and radio careers. The Verbal Skills trac is comprised of three components.

**Speech Component**—These sessions are devoted to Voice Quality, Diction, and Delivery.

- CVS.201 Speech: Typical Patterns
- CVS.202 Speech: Voice Quality
- CVS.203 Speech: Diction

**Reading Component**—these sessions help students identify reading problems, show how to correct them, and present exercises to be performed in front of and with an instructor to solve the problems.

- CVS.204 Reading Level I
- CVS.205 Reading Level II
- CVS.206 Reading level III

**Announcing Component**—these sessions allow students to develop speech and reading skills to achieve broadcast-level performance. They include Delivery, Ad-lib and Talk Programs/ Interviewing, Radio Announcing, Commercial Announcing (with copy and ad-lib), and Commercial Announcing Clinic: Television, News Announcing for Radio, and News Announcing for Television/On-Camera.

- CVS.207 Announcing: Delivery
- CVS.208 Announcing: Ad-lib & Talk Programs
- CVS.209 Announcing: Radio Announcing
- CVS.210 Announcing: Commercial Announcing from Copy
- CVS.211 Announcing: Commercial Announcing Clinic
- CVS.212 Announcing: Commercial Announcing on-Camera
- CVS.213 Announcing: News Announcing
- CVS.214 Announcing: Traffic Reporting Styles & Approaches

**Writing Skills Trac**—this series of classes prepares students for the major writing assignments they will encounter in either television or radio careers.

**Copy Writing Component**—this series of classes provides writing formulas, helps students to understand marketing theories and how to motivate consumers, and provides hands-on workshops with an instructor or copy writer to critique the writing assignments: Appeals/What Makes People Buy; The AIDRA Formula; The BAB Formula; Developing a Style/Combination Formula; Copy Clinic/Being Creative.

- CWR.301 Copy Writing: Advertising Appeals
- CWR.302 Copy Writing: Writing Formulas
- CWR.303 Copy Writing: Formula Review & Workshop
- CWR.304 Copy Writing: Developing A Style
- CWR.305 Copy Writing: Being Creative
- CWR.308 Copy Writing: Commercial Script Format for Television

**News Writing Component**—These sessions (The Basics; Review and Workshop) cover the basics of news writing, including writing newscasts for both radio and television, with an instructor to critique the work (but this is not intended to be a journalism class).

- CWR.306 News Writing: Basic Theory
- CWR.307 News Writing: Workshop

**Television Course**—This portion of the curriculum is comprised of components specific to the television industry. The elements of this course are devoted to skill set training designed to prepare students for entry-level positions in either the creative or technical divisions of television broadcasting, such as producing, directing, production assistance, advertising, commercial production, field operations, and studio operations.

Equipment training specific to the execution of these television positions is covered in the following segments:

**Linear Editing**—Concepts and basics of Editing

- TVP.706 Editing: Introduction to Editing
- TVP.707 Editing: Linear Editing

**Non-Linear Editing**—Throughout the sessions and workshops, students learn the software package and how to use the system; they attend one-on-one sessions with the instructor as they work on individual projects.

- TVP.709 Editing: AVID I
- TVP.710 Editing: AVID II
- TVP.711 Editing: AVID III
- TVP.712 Editing: Post Production
- TVP.713 Editing: Final Cut Pro Level I
- TVP.714 Editing: Final Cut Pro Level II
- TVP.715 Editing: Final Cut Pro Level III

**Lighting**- During Intro to Lighting/The Basics/The Kit and Hands-on/Set-up and Use, students learn the basics of lighting techniques for in-studio and field lighting, using the equipment in the CSB television studio. They receive a manual for proper use of the CSB lighting kit.

- TVL.901 Lighting: Intro to Lighting
- TVL.902 Lighting: The Arri Light Kit
- TVL.903 Lighting: Workshop

**Camera Operations**—Basic studio and field operations of cameras. Students experience and learn how the camera gear works, including proper operation from turn-on to turn-off.

- TVCA.801 Camera: Studio Camera Operations
- TVCA.802 Camera: In Field Camera Operations
- TVCA.803 Camera: In Field Camera Operations Workshop

**Television News** – Understanding the creation of a daily News Cast including the creative and technical aspects and skill set necessary to handle all jobs in a Television News Room.

- TVN.601 Intro to Television News
- TVN.602 The TV News Producer
- TVN.603 The TV News Director
- TVN.604 News Reporting
- TVN.605 The Control Booth
- TVN.608 News Cast In-Studio
- TVN.609 News Cast In-Studio

**Television Production** – Understanding the Production process involved in the creation of Television Commercials, documentaries and packages. Non-news.

- TVP.701 CSB Television Equipment Workshop
- TVP.702 Utility Grip / Production Assistant
- TVP.703 The Production Process
- TVP.704 Tech Directing / Assistant Directing

**Radio Course**—this portion of the curriculum is comprised of components that are specific to the radio industry, and it is designed to teach necessary skills for functioning in an entry-level position at a radio facility. The elements of this course include programming, commercial production, station imaging, promotions and marketing, and traffic reporting.

**Production & Producing** – The art and technical aspect of producing station imaging, promos, commercials and on-air programs.

- RPRO.402 Imaging & Commercials
- RPRO.403 Commercial Production Workshop
- RPRO.404 Producing a Live Radio Show

Equipment training specific to the execution of those radio skills are covered in the following segments:

**PSI-101 (NexGen)** – Students will learn the fundamentals of automation by understanding and utilizing Prophet System's PSI-101.

- RPRO.406 Syndication & Intro to Automation
- RPRO.410 PSI-101 Level I

**Adobe Audition**—Using Adobe's Audition digital audio software package, students learn the equipment and complete assignments, leading to proficiency in digital audio production; they will complete three digital audio production workshops.

- RPRO.407 Adobe Audition I
- RPRO.408 Adobe Audition II
- RPRO.409 Adobe Audition III

**Control Room Operations**—Students are shown how to operate the equipment installed in the Audio Control Room. With the aid of handouts and manuals provided to each student, they are made conversant with the operation of that room.

RPRO.401 Intro the CSB Audio Control Room & Equipment

**Sales, Marketing & Promotions Course**—these sessions show students how advertising is sold and revenue generated, from packaging an idea, to presenting a proposal, to executing the plan. Sessions include Intro to the World of Broadcast Sales; It's a Numbers Game/Qualitative and Quantitative; Preparing the Presentation; Delivering the Presentation; Marketing: How to market and promote a station; FCC regulations; community affairs/events; and Arbitron and Nielsen: Where do the "numbers" come from? Students will be required to design and deliver a sales package as part of this trac.

MSAL.501 Promotions & Marketing  
MSAL.502 Sales: Intro to Sales  
MSAL.503 Sales: A Numbers Game  
MSAL.504 Sales: Arbitron & Nielsen  
MSAL.505 Sales: Preparing a Sales Proposal  
MSAL.506 Sales: Delivering a Sales Proposal

**Career Success Course**—these sessions prepare students for career success. The first, Resumes, deals with helping students to create resumes. The second, Interviews, shows students how to secure an interview, then how to speak, act, dress, and get the job. Using exercises, students will learn how to improve self-image, create a goal line, and learn how to set and write goals.

CSJG.1010 Career Success: The Resume, Portfolio, Air check & Demo  
CSJG.1011 Career Success: The Job Interview

### **Phase Two of Three (Detailed Description) – Structured Lab Training**

Lab Training - Lab Training in Studio and Station Operations occurs in the school's facilities. Most of the requirements in this phase of the program are project related. Free-lance lab projects within the Broadcast Community are available throughout the term on a volunteer basis.

### **Phase Three of Three (Detailed Description) – Internship / Practical on-the-job Application**

Practical on-the-job Application / Internship occurs in an actual broadcast facility in a very structured work-like environment. An Internship is controlled and supervised by CSB. Specific goals, benchmarks and timelines for each student and internship situation are determined and agreed upon by the student, the CSB advisor and the host station and/or Intern Supervisor.

## **Graduation Requirements**

Students are awarded a Certificate if they:

1. Meet classroom attendance requirements within their enrollment period.
2. Submit all homework and lab assignments as required for coursework,
3. Demonstrate proficiency in the creative and technical aspects of the program,
4. Successfully complete Basic Lab Training,
5. Successfully complete an Internship
6. Maintain a 70% or greater average on all announced exams including Final Exams.
7. Have paid their tuition and fees in full.

A transcript will be issued with a student's Certificate. Additional transcripts are available to employers and other educational institutions as requested by the student. A transcript fee will be accessed for any transcripts after the first.

## SECTION III

### Academic Progress

**Academic Progress** is measured and evaluated through a series of benchmarks, including but not limited to unannounced quizzes, hands-on equipment proficiencies, homework assignments, announced exams, individual and team projects.

Throughout the classroom portion of the program, **homework assignments** are designed to re-enforce a student's understanding of the material covered. Certain assignments are academic in nature and garner a numeric grade. Certain Assignments are subjective in nature and are critiqued by a broadcast professional and returned to the student. The critique becomes a useful tool for the student to use in attaining and polishing a particular skill set. Additionally, as is mandatory for employees of the broadcast industry a student is expected to demonstrate their ability to meet deadlines.

**Unannounced quizzes** serve a two-fold purpose. Quizzes are designed to measure a student's grasp of the information covered and allow the school to measure an instructor's effectiveness. Corrected quizzes are returned to the students for use as study guidelines.

**Hands-on equipment proficiencies** measure a student's ability in certain areas of the program and allow the staff to see a student's strengths and weaknesses. These are used as guidelines for advising a student, helping them discover their areas of talent, and for use in placement in the practical application portion of the program.

**Individual and Class Projects** are designed to teach team work and allow the students to contribute their particular skill set strengths to the overall good of the finished project. A student's performance throughout the project is critiqued by a broadcast professional, with a goal of helping the student reach their potential. These critiques are subjective in nature and designed to help the student make a positive contribution to the broadcast industry and pursue their individual goals within the industry.

**Announced Exams** are designed to test a student's retention of the information and to measure the school's effectiveness in disseminating the information and meeting its vocational objectives. These progressive measurements are administered periodically throughout the classroom portion of the curriculum and are translated into numeric grades. A student must score at minimum a 70% on these announced exams.

Announced Exams include End of Term exams, which are administered at the conclusion of the classroom portion of the Broadcast Communications Technology Program. A student must meet the minimum attendance requirement in order to attempt final exams. Passing final exams is a graduation requirement. Final Exams are designed to measure a student's comprehension of all information disseminated during the classroom portion of the curriculum. Final Exams consist of, but are not limited to various types of progressive measurements including written exams, hands-on proficiency testing, practical application and performance critiques. Each individual final exam element receives a score. Exam element scores in similar areas are then averaged to ascertain an area score. All area scores are then averaged to achieve the student's Final Exam Grade. A student who fails to score 70% or above on the Final Exam is required to transfer into an upcoming class and to repeat and participate in the entire classroom portion of the curriculum before re-attempting final exams.

In the event the above measurements indicate that a student is not performing at the level of proficiency required to enter into the broadcast arena or consistent with school guidelines, the student will be required to meet with a Co-Director to discuss their lack of progress and options for remedy. Extra curricular activities may be designed to help a student meet or exceed the level of proficiency required to continue in the program and secure entry level employment in the field of broadcasting. Transferring into a new class and repeating the classroom portion of the curriculum is an option for achieving the required level of proficiency.

## Make-Up Policy

### Re: Announced Exams

A student is required to make-up any missed announced exams. The make-up exam must be completed within the two business days following their return to school after having missed the exam. Failure to attempt the make-up exam within the designated time frame will result in probationary status for that student. Please refer to Performance Standards: Probation section of this catalog for details on probationary status.

### Re: Homework

Homework assignments are designed to measure a student's progress in the program. A student is required to make-up any missed homework assignments. It is the student's responsibility to ask for any missed homework assignments on the day he/she returns to class. A due date will be assigned at that time.

### Re: Classes

Please see Performance Standards Section A.2 of this catalog regarding Attendance requirements. Missed sessions in excess of the allowed 8 absences must be made-good.

A student's entry into the **practical application or internship** portion of the program is contingent on their ability to demonstrate satisfactory academic progress in the above situations. When deemed to be a satisfactory applicant for the practical application portion of the program, the school, working in conjunction with the student, taking into consideration their areas of interest and expertise, will work to secure a suitable internship situation. Each practical-on-the-job training situation will be designed with specific goals, benchmarks and objectives as determined by the student, a school representative and station representative. Internships are real world education and are to be treated as employment situations. A student will be evaluated according to the goals and objectives set forth for that particular internship situation, including, but not limited to dependability, team work, initiative, cooperation, and performance on particular tasks within the station. These evaluations will be performed periodically by the student's Broadcast Supervisor in the form of written evaluations. These evaluations are to be shared with the student and placed in their permanent file. In addition, the student is required to submit a final Internship report summary to be reviewed by the CSB Internship Supervisor. Marking "S" in the appropriate place in a student's file will denote satisfactory completion of an internship. Carolina School of Broadcasting in no way implies or guarantees employment with the host station. Furthermore, lack of offer of employment at the host station is in no way indicative of or to be misconstrued as unsatisfactory performance by the student.

## Satisfactory Academic Progress (SAP) / Minimum Standards / Qualitative & Quantitative

Students are expected to make satisfactory academic progress within a maximum allowable time frame toward the completion of the program.

An Evaluation Period or Increment is used to determine academic progress. At the end of an evaluation period or increment, a student who is not making satisfactory progress in accordance with the Academic Progress Table below will be placed on Academic Probation. At the end of a probation period, students who are unsuccessful in achieving academic progress in accordance with this table will lose financial aid eligibility and will be academically suspended from CSB.

Evaluation Period (Increments)	Full-time Enrollment	
	Minimum acceptable average grade	Minimum incremental completion rate
6 months	70%	259 hours
12 months	70%	518 hours
18 months	70%	777 hours

Evaluation Period (Increments)	Part-time Enrollment	
	Minimum acceptable average grade	Minimum incremental completion rate
12 months	70%	259 hours
24 months	70%	518 hours
36 months	70%	777 hours

Students must also complete the program within a maximum time frame of 150% of the normal program length. Students who reach this point without completing the program will be suspended from attending CSB.

In order to re-establish eligibility for Financial Aid, students must appeal their academic termination by requesting an Academic Review Board (ARB). CSB recognizes that unusual circumstances may exist such as medical emergencies, work conflict, and other crises in a student's life. An Academic Review Board may recommend that the student is making satisfactory academic progress even though the student does not meet the minimum grade requirement or program completion standard. These circumstances must be documented.

Maximum Time Frame (MTF): The Maximum Time Frame within which training must be completed for the program shall not exceed 1.5 times or 150% of the normal duration of the program.

## Performance Standards

### Performance Standards: Attendance

Often one of the first questions a prospective employer asks concerns student attendance. Employment often depends upon good attendance. Once employed, employees are expected to report to work regularly and on time. Recognizing this, CSB believes students should follow a policy of regular attendance and punctuality to receive the maximum benefit from their educational experience and to develop the work habits and personal qualities highly valued by employers.

Students are expected to attend all regularly scheduled classroom sessions. Students are encouraged to tell their instructor or a CSB Co-Director in advance if they will be absent.

It is the philosophy of Carolina School of Broadcasting that student-to-instructor and student-to-student interactions are critical to bringing about student learning. Such interactions allow students to develop competencies in their skills and knowledge of the particular course subject, work ethic or interpersonal skills. It is important, therefore, that students participate in class sessions. Each student should attempt to attend all class sessions of the course for which they enroll.

#### 1. Absences

Carolina School of Broadcasting defines:

- a classroom session as 3 hours in duration.
- a clock hour as 50 minutes.

Of the total classroom sessions offered, a student is allowed eight (8) full absences (24 clock hours). Students are expected to attend, and be punctual for all scheduled classroom sessions in the course of which they are registered. A student absent for any reason is responsible for all work missed.

A student who foresees an attendance problem is encouraged to meet with a CSB staff member to devise a Plan of Action (POA) for maintaining Satisfactory Academic Progress (SAP).

While adhering to the policy stated above the school cautions students that there is a high correlation between excessive absences and tardiness on one hand and poor performance (bad grades) on the other. Students who are absent from class miss opportunities to contribute to the learning environment of the classroom and may develop patterns that will not be tolerated in the work place.

## 2. Tardiness

Tardiness is unwarranted because it is disruptive and unfair to the other students. When students are late, they are likely to miss assignments and miss the full context of lectures. Punctuality is expected in the broadcast profession. It is, therefore, expected for students training to enter the broadcast industry.

In order to assure accuracy of records, students who are tardy are responsible for informing a CSB staff member of their arrival to class.

Attendance is taken at the beginning of each classroom session and monitored throughout. A student attending at least 2.5 hours of a 3-hour session will receive credit for the full session. Carolina School of Broadcasting is a clock-hour program and as such tracks classroom attendance in 15-minute increments. "Tardys" and "early exits" accrue and count toward a student's minimum attendance requirement.

### **Make-good Attendance Request (MAR)**

For the purpose of "making-good" classroom sessions to meet attendance requirements, attempt final exams and complete the classroom portion of the curriculum, a student may exercise a Make-good Attendance Request (MAR). An MAR does not effect a student's enrollment dates and original lab assignments made during the class for which they originally enrolled and intended to complete. A student exercising a Make-good Attendance Request is expected to participate fully (i.e. homework, workshops etc) in any sessions he/she is attending. Make-good sessions are allowed only on a space available basis. (20 students per classroom / 8 students per studio workshop) A student must submit a Make-good Attendance Request prior to attending or receiving credit for any make-good sessions. Make-good Attendance Requests are at the discretion of a School Director.

### **Performance Standards: Grades**

#### Grading System

Carolina School of Broadcasting utilizes both objective and subjective testing to measure both a student's progress in the program and their ability to perform job skills directly related to entry into the vocation of Broadcasting. Written tests are purely objective and are marked and assigned numeric grades. Hands-on practical application performances are critiqued by a Broadcast Professional. Performance critiques are subjective in nature and designed to assist the student in improving the vocational skills necessary to secure employment in the industry. When necessary, the content of a subjective critique may be translated into numeric grades as outlined in the following table. Completion of the program requires a student maintain an overall 70% average on all announced exams.

In the event a student scores less than 70 on an announced exam, a make-good exam will be administered within 10 days. The original score will be averaged with the make-good score to determine the overall average for that exam. If that score is less than the required minimum of 70%, the student shall be required to repeat the course work by transferring into a future class.

<u>Subjective</u>	translates into	<u>Numeric</u>	translates into	<u>Alphabetic Grade</u>
Excellent		90 – 100		A
Above Average		80 – 89		B
Average		70 – 79		C
Below Average		60 – 69		D
Unsatisfactory/Poor		00 – 59		F

During the classroom portion of the program, periodic announced exams will be administered. Students performing at the unsatisfactory level will be required to meet with the appropriate faculty members concerning their status and options for remedy. See the school’s Policy on Probation.

Student/staff conferences are designed to inform the student of their progress, or lack thereof, in all areas of their training. Written evaluations of each test, exam and conference are stored in each student’s file.

Proficiency Exams are designed to measure a student’s ability to perform hands-on in certain broadcast areas. In these areas a student will earn a (P) PASS, (F) FAIL or (I) INCOMPLETE. Prior to Final Exams a student must commute an (I) Incomplete or (F) Fail in any proficiency area to a (P) PASS.

### **Performance Standards: Satisfactory Performance**

**A Student is considered to be making SATISFACTORY progress in the program if he/she is:**

1. Scoring 70% or better on any announced exam administered.
2. Maintaining an overall 70% average on all announced exams.
3. Performing the hands-on and oral communication portion of the curriculum and/or lab work or practical application at a level equal to or higher than that required of an entry level broadcast position, in the opinion of the supervising instructor.
4. Receiving a PASS or “P” on any proficiency exam.
5. Maintaining attendance in accordance with the attendance parameters defined by the school.
6. Completing homework and/or lab assignments and projects in accordance with their due dates.

### **Performance Standards: Unsatisfactory Performance**

**A Student is considered to be making UNSATISFACTORY progress in the program if he/she is:**

1. Scoring **less than** 70-percent on any announced exam administered.
2. Performing the hands-on and oral communication portion of the curriculum and/or lab work or practical application at a level **considered to be less than** that required of an entry level broadcast position, in the opinion of the supervising instructor.
3. Receiving a FAIL or “F” on any proficiency exam
4. **NOT maintaining attendance** in accordance with the attendance policy in all areas of the program.
5. **Not completing homework** and/or lab assignments and projects in accordance with their due dates.

### **Performance Standards: Lab Training**

Basic “Lab Training”: A list of basic activities designed to develop skills in the use of equipment and proof of ability to perform these duties such as, but not limited to: Studio Camera Operations, Editing for Television, Editing for Radio, Control Board Operations, TV Master Control Operations, and Digital Audio. Hands-on training given during classroom activity as part of the workshop portion of each session is considered “Basic Lab training.”

Required “Lab Training”: Completion of all lab assignments and homework projects with practical training and supervised expertise in the Radio and TV studios of the school as stipulated by the school, in studio (control room) operations, administration and program production. 225 hours of required “Lab Training” must be completed before graduation.

Elective "Lab Training". A student may elect to participate in volunteer activities in the broadcast community. While not required, participation in these opportunities is strongly encouraged as it provides networking for the student and allows the student to experience the broadcast industry first-hand. As cultivated by the school, these opportunities are seasonal and their availability is dependent on area broadcast facilities.

### **Performance Standards: Internship / (Practical On-the-job application)**

Internship or On-The-Job Training is a supervised experience and practical training in any or several areas including but not limited to copy writing, traffic, sales, promotion, administration, programming, production, and news. An internship can be conducted through one of the internship programs made available through area broadcast facilities. Internship opportunities are not limited to the Charlotte, North Carolina market.

#### **Internship: Basic Guidelines**

The trainee may visit and scout out as many Practical Application / Internship possibilities as possible. However, the trainee must set up an appointment with the CSB Internship Coordinator to discuss the station or facility's availability to provide a meaningful and beneficial practical application experience. It is the school's responsibility to approach the stations regarding a practical application sponsorship/situation. The school can make recommendations as to which stations are most open to the idea. The school will set up an interview for the student with the prospective facility.

The trainee will negotiate a schedule with the broadcast facility and is expected to treat it as a job situation. CSB Paperwork and Evaluations must be signed off on by CSB supervisor and Station Representative.

Should the "practical application" situation prove to be of no benefit to the trainee/student, the student may terminate the situation and with the assistance of the school secure a more appropriate training situation.

Should the trainee not perform as the broadcast facility mandates, the facility may opt to terminate the "practical application" situation. If, in the opinion of the school and Station Intern Supervisor, the termination was due to no fault of the student, a more suitable situation for practical application training will be found. However, if the termination was deemed an appropriate response to actions of the student, a grade of "U" will be assigned to the student for this portion of the program and no other internship shall be secured.

The trainee/student understands and agrees that should the School terminate any phase of Lab Training and/or Practical Application / Internship for cause as listed above or for other just cause, as determined by the School's Board of Directors, all rights to further lab training are waived without refund and without affecting the obligation to complete all payments agreed upon; if, for other reason, the School or the Trainee elects to terminate the training during any phase of "Lab" training, that the trainee will accept as satisfactory substitute therefore subsequent training as the Carolina School of Broadcasting shall designate. When subsequent training is so designated, such termination shall have no effect upon the trainee's obligation to comply with the schedule of payments originally agreed upon.

#### **Internship: Evaluation Process**

CSB Students will create a list of goals and objectives for their internship. The student will then meet with the CSB Internship Supervisor to review them. The student and CSB Internship Supervisor will research internship opportunities that best meet the goals and objectives outlined by the student. The student and Internship Supervisor will prepare a resume and be given a list of contacts to schedule appointments for interviews.

Once the internship has been secured, the student will meet with the CSB Internship Supervisor and develop a Student Internship Contract/Outline. This will include the stated goals & objectives, methods (including internship duties & station activities), and evaluation criteria. The required CSB Internship paperwork will be sent to the Station Supervisor.

The students will keep a journal/log of the hours worked, duties as assigned by the Station Supervisor to meet their goals & objectives. Upon completion of the Internship, the student will write and turn in a Final Summary Report of his/her internship experience. This paper should reflect the items listed as goals and objectives, the duties performed during the internship experience, and be thorough in content.

A Final Internship Evaluation will be completed by the Broadcast Station Supervisor and returned to the school. Upon receipt of the Final Summary Report and Final Evaluation, an Internship review will be scheduled with the student. During this review the CSB Internship Supervisor and the student will discuss the Final Summary Report, the Station Final Evaluation and a final grade of "S" or "U" will be determined. The Internship grade, Final Summary Report and Station Final Evaluation will be placed in the student's permanent file.\*

Any exceptions to these requirements or guidelines will be at the discretion of the CSB Co-Directors

### **Performance Standards: Probation**

Probation shall be defined as:

- a period of time not to exceed the three weeks immediately following any:
  1. administered re-test or make-good exam in which the trainee exhibits unsatisfactory progress.
  2. accruing a pattern of unexcused absences from Lab and/or Internship
  3. evaluation period in which the student fails to meet the minimum stands of Satisfactory Academic Progress (SAP).
- A designated period of time, during which the trainee will be expected to:
  1. meet with a Co-Director and devise a written "plan of action" (POA) for meeting minimum requirements of Satisfactory Academic Progress. (SAP)

Should the trainee fail to perform at a satisfactory level during the probationary period, that trainee will be suspended from class. A suspended student has the following options:

1. submit a written letter of intent to withdraw from the program. Refunds will be made in accordance with the school refund policy.
2. request an appeals hearing before the Academic Review Board.

In the event a student, who is maintain satisfactory progress and attendance in the classroom instruction portion of the program, is suspended from Laboratory work due to reasons listed above, that student may continue their classroom pursuit of the program.

Re-entrance of any trainee suspended for unsatisfactory progress will be worked out on an individual basis by special approval from the faculty.

At the option of the school, a trainee may be transferred into a later class, suspended or terminated for unsatisfactory progress.

The school will provide written notice of probationary status and detail the parameters under which the student may be removed from probationary status to an affected student within 48 hours of being placed on probation. Continued unsatisfactory progress will result in termination.

### **Performance Standards: Course incomplection**

The school does not recognize or assign an (I) Incomplete with regard to the Broadcast Communications Technology Program. A student must complete all required elements of the program in order to graduate.

### **Performance Standards: Course Repetitions**

The school does not acknowledge course repetitions or offer noncredit remedial courses.

### **Performance Standards: Academic Review Board**

An Academic Review Board is comprised of faculty, administrative and student representatives who meet as needed to address concerns that affect student academic progress. Students, faculty or administrative personnel may initiate a review board. The board has the authority to review appropriate issues and serve as the official student appeals process. Actions recommended to the School Director by this board may include probation, repeat, suspension, leaves of absence and termination. Students may attend and participate in review board hearings. A student's spouse or parent(s) may also attend.

### **Leave of Absence / Transfer**

#### **Leave of Absence**

An enrollee anticipating excessive absences or experiencing inability to participate in the program as required due to personal or professional situations may request a Leave of Absence (LOA). A Leave of Absence is defined as a period of not less than 14 days, and not more than 180 days in any-12 month period. During a Leave of Absence the student may not utilize the facilities of the school in way, function in any Lab or Practical Application situations or earn credit for any school projects or assignments. The student shall request a meeting with a Co-Director to discuss the parameters of the Leave of Absence. A Leave of Absence allows the student a determined amount of time to be absent from the program, with approval. Upon return, the total number of days utilized during the Leave of Absence shall be added in consecutive calendar days to the expiration date of his/her enrollment contract. Periods during which the student is on an approved LOA will not be included in the Maximum Time Frame (MTF) calculation. The student may then resume matriculation in the program and must complete all requirements for graduation not later than the newly determined expiration date. A Leave of Absence Request is available from the Business Office. It must be completed and submitted to a Director for approval. The Student must notify the school of his/her intent to return to the program, meet with a Director and determine a plan of action for re-entering the program. Failure to return from a leave of absence may effect the student's loan repayment terms, including the exhaustion of some or all of the student's grace period

#### **Transfer**

Carolina School of Broadcasting offers one program: Broadcast Communications Technology. That one program is offered in two forms: Full-time or Part-time. Therefore a student elects to enroll in the Full-Time Broadcast Communications Technology Program or the Part-time Broadcast Communications Technology Program. There are three full-time program starts scheduled in each calendar year. There are two part-time program starts scheduled in each calendar year. Each of those program starts is referred to as "a class."

Full-time Students may elect to begin their enrollment in January, May or September of each year. Part-time Students may start their training in either the Spring or Fall term. The start date determines the name of the class. (i.e. January '06, May '06 etc) and each cohort starting on that date is referenced as being part of that class.

**Full-time Status Defined:**

The Classroom portion of the curriculum for a full-time student is disseminated within the first 16 weeks of a full-time student's 12 month enrollment. A student is expected to attend and complete the classroom portion of the curriculum during that period. Once a student has completed the classroom portion of the curriculum they may NOT exercise the right to TRANSFER to another class. "Completing" the classroom portion is defined as meeting attendance requirements, attempting and passing exams.

**Part-time Status Defined:**

The Classroom portion of the curriculum for a part-time student is disseminated within the first 52 weeks of a part-time student's 24 month enrollment. A student is expected to attend and complete the classroom portion of the curriculum during that period. Once a student has completed the classroom portion of the curriculum they may NOT exercise the right to TRANSFER to another class. "Completing" the classroom portion is defined as meeting attendance requirements, attempting and passing exams.

A TRANSFER may be utilized only to complete the classroom portion of the curriculum within a student's enrollment period. Classes are offered on a continuous calendar basis. An enrolled student opting to transfer into an upcoming full-time class will always find a new full-time session starting within 120 calendar days or less. A new part-time session is always scheduled to start within 180 calendar days or less. For the purpose of Federal Funding this allows the charges to remain the same and the student to remain in the same payment period. \*Federal Funding (Title IV) may not be used to pay transfer fees.

**Full Class Transfer from Full-time to part-time**

A Full-Time Student may request to cease matriculation in the full-time day class for which they originally enrolled and begin matriculation in a current or future part-time evening class. This type of Transfer is at the discretion of school administration. Joining a part-time night class in progress is contingent upon the ability of the student to begin matriculation in that part-time evening class at a point in the curriculum that maintains consistency of education. Should the student be asked to wait for a more appropriate entry point into the part-time evening class, the student may exercise the right to utilize a Leave of Absence. A Transfer Request Form must be submitted by the student, along with fees\*, if applicable, within the first twenty-five percent (25%) of the classroom component of the class for which they originally enrolled. The classroom component of the class is defined in the Program Description section of this catalog. The original Enrollment Expiration date will be revised to reflect the enrollment expiration date of the cohorts currently enrolled in the Part-time Class into which the student is transferring. A student exercising a "full-class" transfer will adopt the lab assignments due dates, class calendar and SAP evaluation periods of the Class into which they are transferring. Full-class transfers are allowed on a space available basis. (20 students per classroom / 8 students per studio workshop). For the purpose of C&P this student transfers out of his original class and is placed with the cohorts of the class into which he/she transferred. Transfers are granted at the discretion of the school administration. \*Federal Funding (Title IV) may not be used to pay transfer fees.

**Full Class Transfer from Part-time to Full-time**

A Part-Time Student may request to cease matriculation with the part-time evening class for which they originally enrolled and begin matriculation in a current or future Full-Time Day Class. This type of transfer is at the discretion of school administration. Joining a Full-time Day Class in progress is contingent upon the ability of the student to begin matriculation in that Full-time Day Class at a point in the curriculum that maintains consistency of education. Should the Student be asked to wait for a more appropriate entry point into the Full-time Day Class, the student may exercise the right to utilize a Leave of Absence. A Transfer Request Form must be submitted by the student, along with fees\*, if applicable, within the first twenty-five percent (25%) of the classroom component of the class for which they originally enrolled. The classroom component of the class is defined in the Program Description section of this catalog. The original Enrollment Expiration date will be revised to reflect the enrollment expiration date of the cohorts currently enrolled in the Full-time Day Class into which the student is transferring. A student exercising a full-class transfer will adopt the lab assignments due dates, class calendar and SAP evaluation periods of the Class into which they are transferring. For the purpose of C&P this student transfers out of his original class and is placed with the cohorts of the class into which he/she transferred. Transfers are granted at the discretion of the school administration. \* Federal Funding (Title IV) may not be used to pay transfer fees.

## SECTION IV

### Conduct

#### Conduct: General

1. Carolina School of Broadcasting is a smoke-free school.
2. The unlawful possession, use, or distribution of illicit drugs and alcohol is strictly prohibited on school property and at any school sanctioned activities including internship situations.
3. Firearms of any kind of not permitted on the premises.
4. Profanity is neither acceptable nor permitted.

#### Conduct: Dress Code

You will meet area broadcasters on a regular basis while at Carolina School of Broadcasting. You should always be prepared to present yourself in the best light possible. It's an accepted fact, people who dress for success progress faster and are thought of more highly. Dress code requirements are:

- No torn or ragged clothing
- No sleeveless shirts or tank tops
- No profane words or artwork on any garments
- No halter tops or short-shorts
- Shoes must be worn at all times
- Good hygiene is expected of all trainees.
- While not required, standard "business-casual" attire is encouraged.

Any violation of the above dress code will result in the trainee being asked to leave class and return in suitable attire.

There will be days when the topic being covered will require standard business attire. All trainees will be informed of this ahead of time. Remember, anytime you attend any school related function on or off the premises, you are not only representing yourself but Carolina School of Broadcasting as well. First impressions are important.

#### Conduct: Classroom

Carolina School of Broadcasting provides job training for adults, therefore CSB expects its trainees to approach their classroom studies and studio training in an adult manner. Any class disruptions will be dealt with on an individual basis. Students are expected to conduct themselves in a professional manner and respect the rights of anyone who "has the floor" during classroom sessions.

#### Conduct: On-site Lab or Practical Application

Students are expected to represent themselves and Carolina School of Broadcasting in a manner that is indicative of a broadcast professional. While participating in school sanctioned on-site training opportunities including but not limited to lab and internship, a student is to show respect to those in charge. A student should refrain from using profane language, engaging in off-color or lewd comments or conversation and adhere to standard codes of business conduct. A student should not consume alcoholic beverages prior to participating in a school-sanctioned broadcast training opportunity and should never consume alcohol during such events. The unlawful possession, use, or distribution of illicit drugs and alcohol is strictly prohibited.

#### Conduct: Housekeeping Rules

1. Telephones and fax machines are available for local calls only. Personal messages will be taken and distributed during break.
2. No electronic paging or telecommunications devices are permitted to be "ON" in the classroom during classroom instruction or workshop periods. In the event a pager, telephone or electronic device activates during classroom instruction, it may be confiscated by a CSB Staff member and returned at the conclusion of class.

3. Studio hours are available in one-hour increments in each control room on a first-come first-served basis.
  - a) Sign up sheets are posted at the entrance to each studio.
  - b) Please sign up for only the hours you intend to use the studio.
  - c) If you are unable to keep your studio appointment, please call the school to cancel.
  - d) Be courteous of other students and their time.
  - e) Each student is responsible for cleaning the studio after each use.
4. Any equipment malfunctions are to be reported to a staff member immediately. Never attempt to correct the malfunction yourself.
5. The CSB Break Room is equipped with a microwave and refrigerator. As a student you may use them as needed, however, you are responsible for clean up.
6. Beverages and/or food are not permitted in the Classroom, Television Studio, Radio Control Room, editing suites or any studios at anytime. NO EXCEPTIONS.
7. Students are personally responsible for any damage, other than normal wear and tear, to any equipment checked out for use outside the school.

### **Conduct: Code of Honor**

The CSB Honor Code provides a foundation for a way of life and for the development of self-respect, good character, loyalty, justice and community. The Code of Honor requires that every student conducts himself/herself in a completely honest and professional manner at all times. Each student will be asked to sign and adhere to the CSB Code of Honor.

### **Code of Honor Pledge:**

As a Carolina School of Broadcasting student I hereby affirm that I understand the Code of Honor and am aware of its implications and of my responsibility to the Code. In the interests of the institution, my fellow students, and community, I promise to uphold the Code of Honor and I will not tolerate dishonest, undependable or destructive behavior in myself or in others.

I further understand that, although I am a student preparing for a broadcast career, I am now building a reputation by which I shall be known in the broadcast community as well as by my peers, superiors, instructors and fellow students.

- Reputation is defined by the school as overall quality or character as seen or judged by people in general.

I will not lie, cheat or steal in my academic endeavors.

- Lying is defined by the school as making any statements, which are known to be untrue.
- Cheating is defined by the school as stealing another's ideas or words.
- Stealing is defined by the school as taking any articles from an establishment or another person without the explicit permission of the person who owns them.

I will not evade the truth, deceive or tolerate those who do.

- Evading the truth is defined by the school as avoiding a direct answer by either cleverness or deceit.
- Deceiving is defined by the school as allowing another person to believe that that is not true.

Toleration is defined by the school as not responding to students who are breaking the Honor Code.

I will be reliable, dependable and exhibit follow-through and execution in all tasks and personal commitments.

- Reliability is defined by the school as being fit to be trusted and relied upon.
- Dependability is defined by the school as being worthy of confidence, trusted, tried and reliable.
- Execution and follow-through is defined by the school as carrying through to completion; performing a task until completed; to do what is called for.

I shall have respect for myself, my fellow students, instructors, CSB staff and equipment.

- Respect is defined by the school as being decent and correct in conduct; deserving of high regards; fair; to set a high value on.

I shall exhibit self-respect and integrity at all times and accept responsibility for all my actions.

- Responsibility is defined by the school as able to fulfill one's obligations; liable to be called upon to answer for one's actions or decisions; reliable and trustworthy.
- Integrity is defined by the school as adherence to a code of values, honest, sincere and soundness.

Further, I will communicate with any person or persons I believe to have broken, or in the act of breaking the CSB Honor Code. Such communication may be oral or written. Written communication may be signed or anonymous.

I will give prompt written notification to the appropriate faculty member when I observe academic dishonesty or breach of the Honor Code. I will let my conscience guide my decision about whether my written report will name the person or persons I believe to have committed a violation of this code.

Students who commit a violation on or off campus may be charged with a Breach of Honor Code. The consequences for the Break of Code may include any or all of the following as deemed appropriate by the staff of Carolina School of Broadcasting:

- Possible termination from the program.
- Probationary status which eliminates outside curriculum opportunities in the LAB & internship areas.
- Delay in graduation.
- Transfer to another class, requiring a transfer fee.
- Issue a written and verbal apology to all persons or facilities affected by my breach of the Honor Code.

## SECTION V

### Schedule and Enrollment Periods

#### FULL-TIME\*

Full time students are enrolled for a period of 52 weeks. A full-time student may complete the program and graduate in less than 52 weeks. 2 weeks within a 52-week enrollment are considered holiday weeks, as such a student may be inactive during designated holiday weeks without consequences.

#### Academic Class Hours

Day classes are normally scheduled between 9:00am and 6:00pm, Monday through Thursday, and between 9:00am and 3:00pm on Friday.

#### PART-TIME\*

Part time students are enrolled for a period of 104 weeks (2 years). A part-time student may complete the program and graduate in less than 104 weeks. 4 weeks within a 104-week enrollment are considered holiday weeks, as such a part-time student may be inactive during designated holiday weeks without consequences.

#### Academic Class Hours

Evening classes are normally scheduled between 6:00pm and 9:30pm on Monday, Wednesday and Thursday. Saturday classes may be scheduled, when needed, between 9:00am and 3:00pm.

\*Occasionally, a student may be required to attend a workshop, required lab or class scheduled during a time period other than the published class period for their enrollment. These are announced well in advance. Hours may be adjusted to best meet the needs of the students and faculty.

The Carolina School of Broadcasting operates on a continuous calendar years basis. Classes available as announced

The MAXIMUM TIME FRAME within which training must be completed for this 777 clock hour program shall not exceed 1.5 times the normal duration of the program. Completion of the program outside the parameters of the enrollment dates requires the issuance of a "Completion Voucher." In order to obtain a "Completion Voucher" a student must be in good standing with the school. Good Standing is determined by a student's satisfactory progress at the end of their enrollment period. In the event a student requires CSB resources to complete training during within the maximum time frame but outside the bounds of their enrollment dates, he/she may purchase a Completion Voucher from the Business Office. Each voucher represents a thirty day (30) time period during which a student may access the resources of CSB to complete the program requirements to be eligible for a certificate of completion.

### **Inclement Weather/Natural Disasters/Acts of War:**

Key to Broadcasting is the dissemination of information. Today's society, more than ever, depends on that information to assist them in making decisions that affect their lives. With that in mind, Carolina School of Broadcasting students when employed in the broadcast arena either in a full-time or part-time position while yet enrolled at CSB must adhere to their respective broadcast facility's policy on attendance during inclement weather, natural disasters or acts of war.

Carolina School of Broadcasting will mirror the open/close policy of the Charlotte Mecklenburg School System. Local broadcast stations will carry announcements regarding operating hours of CSB during questionable weather or disaster situations.

## Academic Calendar

Carolina School of Broadcasting offers the Broadcast Communications Technology Program at four (4) different times throughout the calendar year. Three are full-time course offerings beginning in January, May & September of each year. The Broadcast Communications Technology Program is also offered on a part-time basis. Those classes meet two evenings per week with a third night available for lab. Evening sessions begin in the Spring and Fall of each year. Full-time Students are enrolled for a period of 1 year. Part-time Students are enrolled for a period of 2 years.

(CSB reserves the right to hold the start of any program until a minimum of 5 seats has been filled.)

### Academic Calendar: Holidays\*

CSB observes the following holidays:

Martin Luther King, Jr. Birthday	Presidents Day
Good Friday	Easter Monday
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Wednesday	Thanksgiving Day
Thanksgiving Friday	Christmas Eve
Christmas Day	New Years Eve
New Years Day	

\*In the broadcast industry, normal holidays are workdays for on-air talent, promotion's personnel, and certain behind-the-scenes jobs. Realizing this, the above holidays will be observed as non-class days only. As circumstances and in-station training situations demand, trainees may be expected to report for duty on a holiday.

## SECTION VI

### Tuition and Fee Schedule

<u>Application Fee</u>	<u>Enrollment Fee</u>	<u>Tuition</u>
\$150.00*	\$500.00*	\$14,250.00

<u>Transfer Fee</u>	<u>Completion Voucher/MTF Voucher</u>
\$100.00*	\$100.00*

<u>Transcript Fee**</u>	<u>Resume/Cover Letter Fee**</u>
\$10.00	\$10.00

\*\*charged after the first official one.

\*Federal Funding (Title IV) may not be used to pay this fee.

- A transfer fee of \$100 is charged to any student transferring into any class after the start date of the class for which they were originally enrolled which includes transfer for class credit/make up session or transfer to new class.
- A re-admission fee of \$150.00 is charged upon a student's return following a leave of absence or withdrawal.
- First Carolina School of Broadcasting Transcript is provided without charge. Subsequent requests for transcripts incur a \$10.00 charge. Transcripts will not be released until all financial obligations to CSB are satisfied.
- Total Tuition includes all books, materials and equipment for training purposes.

### Finance Information

To those students who exhibit the desire and commitment necessary to obtain a career in the broadcast industry, Carolina School of Broadcasting will offer the option of securing a student loan. Upon meeting the credit criterion, the student may select from a variety of financing options. Details regarding the finance options are available through the CSB Business Office.

### Vocational Rehabilitation

Most states provide assistance to students who are physically handicapped and wish to secure an education. It is the student's responsibility to contact the nearest Vocational Rehabilitation office in order to initiate the funding of their tuition through the VR program.

### Veterans Administration

Carolina School of Broadcasting is approved by the North Carolina Approving Agency to offer training to those students wishing to utilize their veterans' benefits. In order to be eligible for funding through any of the available veterans programs, a prospective student must provide Carolina School of Broadcasting with a "certificate of eligibility" from the Veterans Administration. Department of Veterans Affairs students must obtain official transcripts from all previous education and training, including High School, prior to certification for benefits. Carolina School of Broadcasting staff will be glad to assist VA students with the necessary paperwork and requirements. A VA student may also call 1-800-827-1000 and receive guidance from a Veterans Administration Counselor.

### Financial Standing

No student will be issued a Certificate, a letter of recommendation or a transcript unless all of the student's financial obligations to CSB have been discharged. Furthermore, CSB officials reserve the right to cancel, postpone or terminate practical intern and lab opportunities should the student fail to discharge his or her financial obligation.

The school reserves the right to withhold alumni services from any graduate whose loan becomes delinquent or goes into default. These services include, but are not limited to: access to school studios and equipment, availability of weekly job leads and other placement assistance. Students encountering problems with their loans should contact the Finance Department for assistance in loan management and deferment procedures.

The school reserves the right to withhold any lab opportunities from any student whose loan becomes delinquent or goes into default. These lab opportunities include, but are not limited to: inside Control Room Lab Opportunities and volunteer lab opportunities within the broadcast community.

The school reserves the right to suspend or terminate any internship from any student whose loan becomes delinquent or goes into default. Internship opportunities will be reinstated once the loan has become current and the student's enrollment is current.

The school reserves the rights to prohibit the attempting of Final Exams from all students whose loans become delinquent or go into default. Any student ineligible to attempt Final Exams for reasons as stated above will be required to transfer into the following class and meet all necessary requirements to return to Student-in-good-standing status. A Request for Transfer requires a \$100.00 fee.

## **Cancellation Policy**

Any proprietary school that is licensed by the State Board of Community Colleges is subject to the following refund policies.

### **23 NCAC 03A .0113(a)(1)**

A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) as noted in the school calendar. Also, a student is eligible for a 100 percent refund if the class(es) in which the student is officially registered is cancelled due to insufficient enrollment.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.00

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedure or following a tour of the school facilities and inspection of equipment where training and services are provided.

## **Refund Policy**

If the student withdraws from the program of study, CSB will calculate a tuition refund that shall at a minimum yield an amount as required by the North Carolina Administrative Code. This is defined as the state refund policy.

### **23 NCAC 03A .0113(a)(3)**

A 75 percent refund shall be made up to the 25 percent point of any term defined by quarters or clock hours for a student who officially withdraws from class(es).

The CSB payment period is defined as the time between the first day of class and the last day of final exams. Examples of this calculation are available from the Financial Planning Office. If the student should cease attending, the SCHOOL is due the amount of earned tuition as calculated using the refund policy. If there is a balance due to the SCHOOL, the STUDENT is responsible for that balance. The unpaid balance is due within thirty (30) days after the STUDENT'S last recorded date of attendance. Failure to pay the balance in full within the thirty (30) day period will cause the STUDENT to be in default. The SCHOOL may then demand the unpaid balance plus any attorney

fees, collection fees, and interests allowed by law. The School will pay any owed refunds within 30 days of the students last date of attendance.

#### **Title IV**

CSB has a fair and equitable refund policy for students who receive financial aid. In the event that a student withdraws from the program, he or she may be entitled to a refund. If the tuition, fees, etc were paid with financial aid dollars, then all or a portion of the student's refund must be returned to the student aid programs from which they were awarded. These calculations are based up on the percentage of completed clock hours in the program, governed by the Return to Title IV (R2T4) policy and are conducted by the Financial Aid Office.

#### **Department of Veterans Administration Benefits**

Refund policy of Students on DVA Benefits: A pro-rata refund policy as required by Title 38 U.S. Code, Section 3676 (e) (13) is administered in the event a veteran or other eligible person fails to enter, withdraws, or discontinues attendance. See the Veterans Administration section in this catalog.

#### **Withdrawal from the Program**

After 14 consecutive days of absence from the program (includes classes and/or lab and/or internship) a student is considered to have withdrawn from the program. If within the consensus date, a refund shall be calculated from the last date of attendance and shall be mailed, not later than 30 days after the 14<sup>th</sup> consecutive date of absence.

#### **Surety Bond**

As required by North Carolina General Statutes 115D-95, CSB has secured a surety bond sufficient to provide indemnification to any student, or his parent or guardian, who has suffered loss of tuition by reason of the failure of CSB to offer or complete student instruction, academic services, or other goods or services related to enrollment. A copy of the surety bond is available for view, upon written request to the office of Director of Carolina School of Broadcasting.

## SECTION VII

### Student Services

#### Advising

Advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook enabling students to reach their fullest potential. Trainees are encouraged to seek the advice and assistance of any staff member or instructor associated with the Carolina School of Broadcasting.

#### Housing

The school does not maintain housing for its students. The school can make recommendations for housing that is within short driving distance to the school. Charlotte Mecklenburg Public Transportation does not service the school at this time.

#### Placement Assistance Service

Although not permitted to “guarantee” employment, the Carolina School of Broadcasting’s placement assistance service usually has more opportunities available than it can fill. The assistance of the Placement Service is available after course completion. A job lead board is available on campus for graduates to utilize during normal business hours. Utilizing a resume’ and other application material prepared by the trainee during their course of study at CSB, the school will: (a) tell appropriate stations about the student’s qualifications and availability; and/or (b) tell the trainee about appropriate career opportunities.

#### Resume Service

As part of the curriculum, each student will be required to construct an updated Resume for use with the school’s Job Placement Service. School staff is available to assist students in the layout and production of a resume. The complete resume’ is done at no charge. Subsequent changes, retypes and reprints performed by the school staff will incur a nominal fee. Please see a school official for details and fee information.

#### Complaints & Concerns

CSB welcomes comments and concerns from its students and staff. A student is invited to contact any staff member with a concern affecting any aspect of the program. However, if the student has a situation that warrants the attention of the school’s Management, they are encouraged to put their concern in writing by filing an official complaint. Complaint forms are available in the back of the classroom, or from any staff member. A student must attach a statement describing the nature of the complaint. The statement should include a description of events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved. In order for a complaint to be processed and considered by any body of licensure, you must give written permission for the complaint to be forwarded to those parties concerned for a response. In order to grant permission, the student must sign their name to the official complaint form.

#### Childcare

Childcare is not provided by the school.

## **STUDENT COMPLAINT/ GRIEVANCE PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges of Technology  
2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Christine Remme in the Business Office.

### **Equipment Check-out Policy**

For required homework, lab and projects, Carolina School of Broadcasting makes available particular audio and video equipment for use by currently enrolled CSB students. The equipment is available at no charge to the student and must be reserved in advance and returned on its due date. A student is responsible for returning the equipment on an assigned day. Otherwise, equipment returned past due or damaged beyond normal wear and tear will be assessed a per day late fee as stipulated in the sign-out contract provided to each student prior to release of the equipment, and/or a damage fee not to exceed the replacement value of an identical or similar piece of equipment.

### **Use of Facilities after Graduation**

Full-time trainees have one full year from the first date of enrollment to use the school's studios as necessary to assist them in their requirements for graduation and to obtain employment in the industry. Part-time trainees attending evening classes have two full years from the first date of enrollment to use the school's studios as necessary. Studio availability is based on a sign-up sheet system and is available anytime other than when a schedule class may be using the studio for instruction. After the enrollment period has expired, a former student of the Carolina School of Broadcasting may use the school's facilities for nominal hourly rate. Current enrollee's use of the studios will always pre-empt any outside use.

# GENERAL CRISIS RESPONSE GUIDELINES

## **Call 911 in matters of life and death or if you are uncertain about the severity of a situation.**

- ➡ A member of administration should be contacted immediately concerning all safety and safety-related issues.
- ➡ Any accident or assault that occurs on CSB property should be reported to a member of the administration immediately so appropriate action can be taken.
- ➡ Universal precautions will be observed by all Carolina School of Broadcasting employees and students to prevent contact with blood and other potentially infectious materials.
- ➡ Any student or faculty member who encounters someone on CSB property who is not a registered student or employee should report this immediately to a member of administration and provide a description and last known location of this person(s).
- ➡ Weapons of any kind are not permitted on CSB property.
- ➡ Non-prescription drugs and alcohol are not permitted on CSB property. Students who appear to be under the influence will be asked to leave the School immediately and appropriate disciplinary action will be taken. The school can provide contact information for appropriate addiction counseling services. It is the student's responsibility to seek assistance prior to reaching a point where his or her judgment, performance, or behavior leads to disciplinary action.
- ➡ In the event of an emergency evacuation of the facility, everyone is reminded to remain calm, take their valuables with them and walk, not run, to the nearest safe exit.
- ➡ If a fire is discovered in the building, alert the nearest CSB administrator to the location of the fire. Walk to the nearest exit.
- ➡ Fire Extinguishers are located throughout the building. Please familiarize yourself with their location.
- ➡ Please take the time to familiarize yourself with the location of the Exits. Lighted Exit signs are posted for your convenience.
- ➡ Location of First Aid Kit: Top right drawer in *Server Desk* located in the General Administration/Copy Area
- ➡ Fire & Safety Evacuation Drills will be conducted at least once a quarter. Evacuation drills shall include all persons in the school. Diagrams for evacuation are posted in visible areas of the school.

## **OFFICIAL POLICY: CAROLINA SCHOOL OF BROADCASTING COMPLIANCE WITH THE CLERY ACT.**

**Mission:** To comply fully with The Department of Education Program Participation Agreement as it relates with our obligation to disclose and implement Security Policies and Procedures required by the Clery Act as a private proprietary trade school with annual enrollment of less than 100 students.

**Disclosure:** Carolina School of Broadcasting has one campus. It is located at 3435 Performance Rd. in Charlotte N.C. The facility is 6,000 sq. ft. in size and is located on 2.3 acres. There is no campus housing. CSB publishes a maximum enrollment of 20 students per class and begins 4 classes on an annual basis and therefore has a very small student body. Carolina School of Broadcasting was established in 1957, and has always endeavored to create a safe atmosphere, encouraging public safety through communication and on-site relationships with law enforcement officials.

**Procedure:** CSB publishes in its student catalogue; measures used to protect its student body from any harm and reviews these policies and procedures with its students through the orientation process. Effective with its initial Program Participation Agreement signed on May 18, 2007 CSB tracks statistical information on a quarterly basis and uses crime categories as defined by the Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System. These categories include:

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or tremendous bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle/motorcycle.

**Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Non forcible Sex Offenses:** Unlawful, non forcible sexual intercourse.

**Weapons Law Violations:** The violations of laws and/or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzadrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still;

furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance and all attempts to commit any of the aforementioned.

**Confidential Reporting:** Students can file a confidential report on criminal activity or suspected criminal activity by submitting in writing to a CSB director specific information about the activity or suspected activity. The students name is a matter of confidentiality and the purpose of the report is to protect the safety of the general school population. A record of this type of information is kept by the school in it's confidential files and is used to determine if there is a pattern of crime for the purpose of then alerting authorities to the potential danger.

**CAMPUS CRIME STATISTICAL DISCLOSURE**

	07/01/08 –09/30/08	10/1/08 – 12/31/08	01/01/09 –03/31/09	04/01/09 – 6/30/09
Arson	0	0	0	0
Negligent Manslaughter	0	0	0	0
Murder/Non Negligent Manslaughter	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Forcible Sex Offense	0	0	0	0
Non- Forcible Sex Offense	0	0	0	0
Weapons Law Violations	0	0	0	0
Drug Abuse	0	0	0	0

NOTES: