

WSSU Handbook



INDEX:

- o Mission Statement
- o Position Guidelines
- o Standards
- o Regulations/Rules
- o Final Forms



Mission Statement

The mission of WSSU is to entertain, inform and include the student body of Savannah State University in on and off campus activities. WSSU strives to satisfy the students and staff of Savannah State University on many levels including but not limited to radio programming, training and preparing students for the radio broadcast field. Through music, talk radio and expressional radio segments, the staff, DJ's and personnel of WSSU are here to be a positive voice of the students on campus. WSSU is here to be the source of Tiger Pride while producing the most current music.



Position Guidelines

Directors:

- Reliability
- Leadership
- Professionalism
- Efficiency

A director is one that makes the final decisions on major information and event decisions. A director is who leads and helps the other staff members within the WSSU family. They play a vital role in the running, maintaining and improving of the WSSU station, relationships built and also making way for future directors and leaders. The ability to handle discrepancies, ongoing changes and accommodating the personnel of WSSU is one of the most important roles of the WSSU director. Reports to WHCJ management.

Radio Host:

- Providing a quality show
- Punctual
- Professionalism
- Being prepared with proper equipment

A radio host for WSSU is required to adhere to the FCC laws and regulations referring to radio broadcasts. The host must be prepared with music, guidelines of shows and also have a clear understanding of the audience that they are targeting. As a radio host, it is your responsibility to your audience and to yourself to provide both quality and professional work.



Volunteers:

- Reliability
- Professionalism

A volunteer for WSSU is expected to perform and provide service to which job they agreed to. A volunteer at WSSU is as much a team member as any other position in the WSSU family. It is expected that you follow the same rules and regulations of the WSSU members. Credit for volunteer work should be discussed with the Directors of WHCJ.



Standards

Ethics:

- Honesty
- Integrity
- Responsibility

At WSSU we expect that the proper behavior and standards are met by each member of our personnel. Even if you're not on the radio, we expect that you are honest with everyone and speak with intent to help one another. The integrity of the station is in the hands of each staff member. Keeping the integrity of the station both on and off the air is pertinent to the success of the radio station and also to the success of its members. Responsibility falls on each and every member of the WSSU personnel, from the director to the volunteers. Everyone is responsible for the jobs they signed up for and will be held accountable for the success of the job they agreed to. Each member plays an important role in maintaining a progressive, successful, and fully running radio station.

Equipment:

- Headphones
- Adapters
- Music/ Show Outline

As a radio DJ it is required to bring their own equipment which includes but not limited to headphones, adapter (which can be obtained from amazon.com), their own music and their show outline. As a radio DJ you are aware of what equipment you need and are required to bring it, the station will NOT provide the necessary equipment. If a radio DJ were to show up unprepared for their show, they will be held responsible for their lack of preparation. Please do not adjust radio station equipment.



Regulations

Non-Commercial Radio:

WSSU is considered a non-commercial, educational radio station which means it does not have commercials, as mandated by the Federal Communications Commission (FCC). As a WSSU staff member, it is prohibited that you make a call to action for any business or establishment that is not an activity or event on campus. For example, you cannot tell people to “Go to McDonalds and...”, “...pick up his/her album...”, etc. also you cannot make an opinion-based gesture “I’m lovin’ it”, “This is fire...”. Additionally, prices cannot be given on air. Avoiding these actions will help in maintaining the integrity of the station along with following FCC regulations.

Rules

We want WSSU to be a fun, enriching, educational and professional environment. Following both the rules and regulations will make the WSSU atmosphere both productive and progressive.

GPA Requirement:

GPA requirement is a 2.70. If you are a first semester freshman, you will be able to shadow and assist on a radio show for the semester.

Language:

The language one uses is a clear reflection of one’s self. How you speak to your friends is your business but the language used on the radio is our business. No foul language or degrading language is allowed. The use of proper English is required when on the air. The use of foul language will be documented and as a host you will be held accountable for your actions.



Paperwork Requirements:

Paperwork is required for every guest being interviewed. It is required that the paperwork is provided to the Director of WSSU, so that it can be approved by the Director of WHCJ. If paperwork is not made available and is not done in a timely fashion, the interview will not take place. The necessary paperwork must be provided not later than 48 hours before the interview.

Punctuality:

If you're on time, you're late and if you're 15 minutes early you're on time. WSSU requires that you be at the radio station on time. You must also be on time to any meeting held by WSSU. Failing to arrive on time will lead to consequences.

Dress Code*:

It is required that you wear class appropriate attire. The attire that you wear is a representation of WSSU and the SSU student body; you should be particularly conscious on days where there are WSSU events or off-site recordings.

NO:

All Genders

- Booty shorts/short skirts or dresses
- Tank/spaghetti tops & dresses
- Midriff shirts
- Ripped jeans
- Bodysuits
- Sagging Jeans/pants
- Ripped Tees or Wife-beaters
- Ripped jeans
- Derogatory T-Shirts
- See-through leggings

Failure to follow the dress code will result in you being asked to leave the station and change.



***Do not come into the station reeking of marijuana. You will be asked to leave.**

Training:

Training is required for all members of WSSU, there will be training on equipment, information on-air broadcast practice, and FCC rules and regulations. All training is required and there will be a minimum of 2 hours of training per week for four weeks. Training will be monitored by the directors of both WSSU and WHCJ.

Show Format:

All shows need to begin with the station ID, “*WSSU, Savannah, 104.1 FM.*” The tag line, “*WSSU 104.1 F.M. Your source of tiger pride!*”, can be used intermittently throughout your show.

All shows will have a show objective! (What is your show about?).

All shows need to have three or four songs per set of songs, no more or less.

All music must be announced and back announced in the order that you will play them, throughout the show.

Your music must fit your show format at all times.

All new shows require a script complete with the time stamps, introduction, and show objective.

All shows are subjected to change, improvements, to be taken away, or gain constructive criticism.



Meetings:

WSSU members may have a monthly “Brain Trust” meeting which will be a meeting of the minds for the members. Each member will have an opportunity to discuss any public concerns or discrepancies pertaining to the station. We will also discuss upcoming events, shows and activities that will be happening within the upcoming months. At WSSU we will strive to have an open door, open floor policy, everyone’s ideas are welcomed and any concerns will be addressed at the meeting. These meetings are mandatory, they are not only for our benefit but it will help with the growing of the WSSU family. Not showing up to a meeting could make or break the success of your show. We understand that some meetings will conflict with other events or meetings, it is required that at least one of the directors should be notified that you will not be in attendance at least 24 hours prior to the meeting, unless it is an emergency situation. Private meetings are available also, if you need to discuss a personal matter, we’ll be happy to accommodate you.

Interviews/Guests:

Two guests per show ONLY! No more than that.

Being a guest is permitted to students, faculty, staff, and other individuals out of your comfort zone (NO friends!).

On-air hosts are not allowed to have a repetitive guest that is not affiliated with Savannah State University more than twice.

All guests’ forms **MUST** be signed and returned 48 hours in advance.

All guests are required to follow the rules and regulations at Hodge Hall/WSSU/WHCJ, and most importantly: at Savannah State University.

If guests violate the rules in place, they will not be permitted inside of the station.

Guests must be informed of the rules prior to arriving for their designated show appearance.



NO food and/or Drinks of any kind are allowed inside the radio studios!

NO extra or unapproved guests may accompany them. No entourage or hype men/women are allowed inside the facility. They are required to acknowledge any parties inside the station when they arrive and to be respectful of other individuals around them once they enter Hodge Hall.

Consequences:

WSSU is a business and will be run as such, we require that you follow the regulations, standards and rules provided to you by the WSSU directors and WHCJ station management.

-There are only **two passes** without consequence for not following a rule or regulation.

-There is only **one pass** for canceling a show without prior notice.

-There will only be **two passes** for missed mandatory meetings allowed per semester.

- If you're **more than 5 minutes** late to record a show, your show will be canceled for the day.

- If **two or more** of your shows are canceled due to tardiness or any other discrepancies, the future of your show will go on review before both the directors of WSSU and WHCJ.



Miscellaneous:

During your first semester you will be on probation.

If you are a returning member you are still at risk of losing your slot and membership based on conduct, productivity, respect and professionalism..

If you are asked to leave WSSU or you leave on bad terms, you will not be permitted to return.

NO food or drink of any kind are allowed inside the radio studios!

FAILURE to adhere to the above rules and regulations will result in repercussions and consequences.

1ST OFFENSE- Warning

2ND OFFENSE- 2ND Warning

3RD OFFENSE- Suspension for two weeks

FINAL OFFENSE- Dropped from WSSU



Agreement:

I _____ understand the rules, regulations and guidelines set by WSSU. I agree to adhere to these rules during my time working, volunteering or training at the radio station. I also understand the consequences that will be administered if I so choose not to follow these rules and guidelines. I agree to produce quality work during my time at WSSU and also understand my responsibility to uphold the integrity of WSSU, WHCJ, and Savannah State University.

Sign:

_____ (Print)

_____ (Signature)

_____ (Date)

