



KWOU PAWDCAST Studio Guidelines

Preface

As a host or guest of the KWOU PAWDCAST Studio, you must review, learn, and comply with the general guidelines described in this document. Failure to do so will lead to written warnings, suspension, and potentially dismissal. Hosts or guests of the KWOU PAWDCAST Studio who refuse to follow these guidelines represent a risk to the studio's well-being and continued funding and will not be allowed to continue involvement at KWOU. PAWDCASTS created by and affiliated with Western Oregon University students, staff, or faculty, must ensure the following guidelines are met. These guidelines are in place to ensure that the PAWCASTS episodes produced by Western Oregon University students, staff, and faculty comply with the expectations set forth by the Western Oregon University community as a whole. Should KWOU or Western Oregon University become aware of any issues, it reserves the right to remove the file(s) that violate any university policies and procedures. If you have any questions about these guidelines, please get in touch with the KWOU Station Manager and the Coordinator, Advising & Virtual Engagement.

Disclaimer

In accordance with KWOU, each student, staff, or faculty member who is a host must make clear that the PAWDCASTS is "a production of (insert name)." For example, if a department on campus wanted to start its own PAWDCAST channel, at some point in each episode, the host must disclose that the PAWDCAST is a production of their department. Each PAWDCAST episode published acknowledges and adheres to the disclaimer that "the views and opinions expressed in each PAWDCAST episode are those of the speakers and do not necessarily reflect the official policy or position of KWOU or Western Oregon University."

Conflict of Interest

Conflicts of interest rules exist to prevent individuals from using their association with KWOU as a method for personal financial gain. While students, staff, and faculty are expected to derive personal and professional growth through their work at the PAWDCAST studio, using a noncommercial PAWDCAST studio for personal or professional profit is unacceptable. For example, potential conflicts of interest exist for KWOU PAWDCAST hosts or guests who are business owners, have connections to brands, companies, or products, or have any financial stake in something that could be brought up in an episode. Although such associations should not prevent anyone from becoming involved with the KWOU PAWDCAST Studio, individuals with these associations must adhere to the prior guidelines.

Anyone producing or creating content through the KWOU PAWDCAST Studio must notify the Coordinator, Advising & Virtual Engagement, in writing of any professional or personal associations that could represent a conflict of interest. Suppose a potential conflict of interest is disclosed. In that case, the Coordinator, Advising & Virtual Engagement, will evaluate the information provided to determine if a conflict of interest indeed exists that could influence decision-making and intent. If a potential conflict of interest is not disclosed, KWOU PAWDCAST Studio may no longer be utilized.

Obscenity, Profanity, and Indecency

Determining if the type of actions, comments, and thoughts shared in PAWDCAST episodes are obscenity, profanity, or indecency, can be very difficult. If you are concerned that a particular PAWDCAST episode may contain obscenity, profanity, or indecency, ask the KWOU Station Manager and the Coordinator, Advising & Virtual Engagement, before publication. Don't risk permanent dismissal from the KWOU PAWDCAST Studio. If you are playing an episode, you created or were a part of and suddenly notice that there is a comment(s) or action(s) that could potentially fall under the umbrella of obscenity, profanity, or indecency, notify the KWOU Station Manager and the Coordinator, Advising & Virtual Engagement to take down the episode immediately. After the episode is edited by the individuals who produced it, send it to the KWOU Station Manager for approval, and if approved, re-publish it.

Quality Control

Just as Western Oregon University maintains a high standard for academic achievement, all PAWDCASTS produced in the KWOU PAWDCAST Studio should be recorded and edited to capture and make the best quality audio file.

It's essential to remember that while you will get access to equipment for recording episodes when you reserve the KWOU PAWDCAST Studio, editing those episodes and uploading them to the proper platform or platforms is not provided by KWOU.

Use of Space

The KWOU PAWDCAST Studio is located on campus at the Terry House. Access to recording equipment and technology resources owned and operated by Western Oregon University is granted as a privilege in support of the university's mission. As a condition of using such university resources, you accept responsibility for and understand the obligations that this privilege provides. If, at any time, the KWOU Station Manager or Coordinator, Advising & Virtual Engagement, finds anything in the KWOU PAWDCAST Studio that is not in its original condition, users who last used the studio will be held responsible. You are responsible for reviewing the studio at the beginning of your session and quickly informing the KWOU Station Manager of any issues.

Video Equipment

The KWOU PAWDCAST studio does not have video equipment to produce PAWDCAST episodes. Students, staff, or faculty members who would like to utilize filming equipment are encouraged to visit the [WOU library](#) on campus to check out any equipment. If personal equipment is used to film podcast episodes, the equipment owner must adhere to everything within these guidelines and is responsible for the content created, produced, and published.

Copyright

While creating your PAWDCASTS, please ensure that all necessary rights and permissions have been obtained for the material you plan to include in your PAWDCAST. For example, if you incorporate direct information from a course textbook, blog, journal, magazine, newspaper, you will need permission from the author to include the material in your PAWDCAST. Any pre-recorded audio, such as sound effects or music, must also be used with explicit written permission from the original creator or be available in the public domain.

Hosting

When uploading your PAWDCAST episodes to the platform of your choice, it is essential to read the license agreements and agree to the terms and conditions.

Conduct Requirements

KWOU requires all students, staff, and faculty to be responsible for their conduct. KWOU expects students, staff, and faculty who live on and off campus to abide by local, state, and federal laws, university policies, procedures, and regulations regarding security and confidentiality, including the Family Educational Rights and Privacy Act (FERPA).

KWOU is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on

race, color, religion, national origin, creed, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary for a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at KWOU.

At KWOU, you are responsible for any media you produce or are a part of and understand that your media should not represent the opinions of anyone but yourself. Views and opinions expressed by you and your guests are your own and do not necessarily reflect the view of KWOU or Western Oregon University. If you have any questions about these guidelines, please contact the KWOU Station Manager and the Coordinator, Advising & Virtual Engagement.

Statement

By booking the KWOU PAWDCAST Studio, you confirm that you have reviewed and understand the KWOU PAWDCAST Guidelines, Expectations, and Accommodations on the KWOU Website and promise to uphold the rules. You have agreed to be honest with the KWOU Station Manager and agree to take full responsibility for your actions.

References

[Ohio University](#)

[Trinity College](#)

[Lafayette College](#)

[Emory University](#)

[California State University](#)

[Texas Tech University](#)

[The University of New Mexico](#)

[Texas State University](#)

[University of Georgia School of Law](#)

[Stanford University](#)