

Mendocino High School  
Production and Managerial Arts | KAKX 89.3FM  
2019-2020 School Year  
Course Syllabus: Radio Production



Dear Students and Families,

Welcome to Mendocino High School's Radio Production class! I'm excited about the opportunity to get to know you and I'm looking forward to a productive school year.

About the class:

This course emphasizes improving students' auditory, communication and literacy skills through radio broadcast media as well as preparing student for a career in radio and audio production. Students will participate in producing live and pre-recorded programming for the schools 24-hour FM-Powered radio station KAKX. Students' will also assist with the administrative management of the radio station, which includes daily, weekly, monthly, quarterly and yearly logs/reports. Students will prepare a portfolio of work including various productions throughout the year.

About the Media Lab:

The Mendocino High School Multimedia Arts Program aka the "Media Lab" is a one of a kind educational experience our small school has to offer. With our main focus oriented around our fully functional and **legal** FM powered radio station *KAKX 89.3*. We provide students the equipment needed to learn and directly apply the fundamentals of audio, radio, and video technology. Students who take this class will be responsible for the overall function of the radio station, in addition documenting campus events through video and sound recording. **Students will be expected to participate in activities outside of regular class hours.**

Instructor Contact:

Marshall Brown - Teacher/General Manager

E-Mail: [mbrown@mendocinoused.org](mailto:mbrown@mendocinoused.org)

Cell: (707) 367-8148

Lab hours:

- Monday/Tuesday: 8:00AM-6:00PM
- Wednesday/Thursday/Friday: 8:00AM-4:00PM
- After school open lab: Monday 3:30PM-6:30PM
- Lab can be open during lunch by appointment only
- Lab is open during advisory

Some curriculum areas we will focus on this year include:

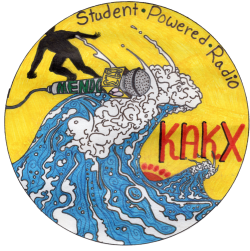
- See attached unit outline

Students are **expected** to bring the following supplies to every class session:

- Pen/Pencil
- School issued Chromebook or personal computer device. Charged.

My grading policy is:

- See attached policy after syllabus



Mendocino High School  
 Production and Managerial Arts | KAKX 89.3FM  
 2019-2020 School Year  
 Course Syllabus: Radio Production



Overall Lab Expectations: **See Technology Use Guide and Grading Policy for more specific expectations**

As a technology driven, hands-on course it is crucial that students attend all classes. Skills are built over the year from the ground up.

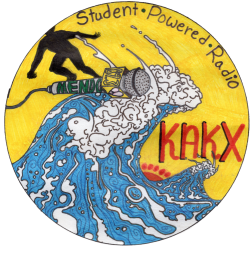
- It will be the student's responsibility to catch up on work after an absence.
  - As stated in the Student Handbook, if a student has more than 5 unexcused absences the teacher could issue a failing grade.
- Students will be allowed live on-the-air and have the ability to check-out equipment in the lab when they have demonstrated the maturity and professionalism to do so.
- Students will be expected to participate in 12 hours per semester of media activities outside of regular class hours. These hours can be fulfilled by assisting with one of the 70+ events we manage or via our radio station KAKX.
- The Media Lab has a large cache of supplies that professionals use, so the expectation is that all students will treat the tools in our lab like a professional.
- Cell phones are off and away

In addition to the everywhere all the time school-wide expectations, below are the expectations for all Media Lab students:

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> <li>● <b>Use language in accordance to school and FCC guidelines</b></li> <li>● Walk a professional pace in the lab</li> <li>● Lift objects using taught methods</li> <li>● Use lab equipment and tools that you are instructed to use</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Use language in accordance to school and FCC guidelines</b></li> <li>● Use a quiet voice</li> <li>● Keep food and drink outside of the lab</li> <li>● Treat lab equipment and tools with care</li> <li>● Use of personal computers only when instructed by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Use language in accordance to school and FCC guidelines</b></li> <li>● Complete work completely and accurately</li> <li>● Be on time for class</li> <li>● Hold yourself to a high standard</li> <li>● Communicate with the teacher</li> <li>● Help keep teacher accountable for timeliness and consistency</li> <li>● Come to class prepared</li> </ul>

Once again, welcome to Mendocino High School's Radio Production class. Let's work together to make this the best year ever!

Sincerely,  
 Marshall Brown  
 Teacher | General Manager



Mendocino High School  
Production and Managerial Arts | KAKX 89.3FM  
2019-2020 School Year  
Course Syllabus: Radio Production



**2019-2020 School Year Syllabus Contract**  
**Class: Radio Production**

By signing below, you understand the class policies and expectations stated in the information listed above, the grading policy attached, and the technology guideline.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: