SSTV Station Manual
The Richard Stockton College of New Jersey

Last revised: Summer 2010

Introduction

Welcome to SSTV, Stockton Student Television, where students produce content such as news programs, athletic competitions, public affairs and original entertainment. Student managers run SSTV in cooperation with a faculty advisor from Communication Studies. The station broadcasts on closed-circuit Channel 14 throughout the campus. Select programming also streams on the Internet. This publication is a comprehensive overview of the campus organization. Students working for SSTV are subject to the station rules and policies outlined throughout this manual.

Mission Statement

SSTV is a dynamic campus presence that promotes the activities of Stockton College. The station follows the television industry model in the creativity and breadth of its programming as it serves the specific needs of the college community. SSTV produces original content that informs, entertains and enriches viewers. Students learn television production, engage in media management activities and gain experience as on-air talent. Sustainability is built into the structure of SSTV with knowledge passed along through training, collaboration and mentoring.

Experiential Learning Opportunities

Written and verbal communication skills
Media literacy
Creative expression
Group leadership skills
Peer learning and teaching
**Career Skills**

SSTV is not only pedagogic, but professional training as well. The station provides students with practical experience in a highly competitive field. Working for the station, students develop essential career skills in both production and management. They build their resumes and create professional demo reels. A microcosm of the college experience, the station is largely what the student makes of it.

**Organizational Structure**

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<th>ARHU &amp; SSTV Advisory Board</th>
<th>Communication Studies Program</th>
<th>SSTV Faculty Advisor</th>
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<td></td>
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<tr>
<td>Technical Operations</td>
<td>Membership &amp; Training</td>
<td>Promotions &amp; Outreach</td>
</tr>
<tr>
<td>&amp; Scheduling Department</td>
<td>Department</td>
<td>Department</td>
</tr>
<tr>
<td>Dept. Manager</td>
<td>Dept. Manager</td>
<td>Dept. Manager</td>
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<tr>
<td>Members, Interns &amp; Independent Study Students</td>
<td>Members, Interns &amp; Independent Study Students</td>
<td>Members, Interns &amp; Independent Study Students</td>
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<tr>
<td></td>
<td>Members, Interns</td>
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<td></td>
<td>Study Students</td>
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<td></td>
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<tr>
<td></td>
<td>All Managers</td>
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</tbody>
</table>
### Station Goals by Department

<table>
<thead>
<tr>
<th>Goal</th>
<th>Department</th>
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<tr>
<td>Recruiting and retaining members</td>
<td>Membership &amp; Training</td>
</tr>
<tr>
<td>Building and maintaining an audience</td>
<td>Promotions &amp; Outreach</td>
</tr>
<tr>
<td>Serving the college community through programming</td>
<td>SSTV Productions, Technical Operations &amp; Scheduling</td>
</tr>
<tr>
<td>Enhancing student production experience</td>
<td>SSTV Productions, Membership &amp; Training</td>
</tr>
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### Intersections with Communication Studies Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Relations (COMM 2301)</td>
<td>Promotions &amp; Outreach</td>
</tr>
<tr>
<td>Advertising (COMM 3300)</td>
<td>Promotions &amp; Outreach</td>
</tr>
<tr>
<td>Television Production (COMM 3337)</td>
<td>SSTV Productions</td>
</tr>
<tr>
<td>Writing for the Media (COMM 2103)</td>
<td>SSTV Productions, Promotions &amp; Outreach</td>
</tr>
<tr>
<td>Media Law &amp; Ethics (COMM 2305)</td>
<td>Technical Operations &amp; Scheduling</td>
</tr>
<tr>
<td>Video Production (COMM 3335)</td>
<td>SSTV Productions</td>
</tr>
</tbody>
</table>
**Personnel Application Process**

First-Time Managers – New managers are selected by the Faculty Advisor through an official application process

Members – New members are approved by the managers, in consultation with the Faculty Advisor, through an official application process

Interns – Interns register for academic credit

Independent Study Students – Independent Study students register for academic credit

**Personnel Eligibility Requirements**

<table>
<thead>
<tr>
<th></th>
<th>Managers</th>
<th>Members</th>
<th>Interns</th>
<th>Independent Study Students</th>
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</thead>
<tbody>
<tr>
<td>COMM Major</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>SSTV Internship</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>TV Production</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>POI</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>SSTV Training</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Prior SSTV Involvement</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Note:** Only matriculated Stockton College students in good academic standing are eligible.
Managers

SSTV is run by student managers in cooperation with the Faculty Advisor. Each manager is responsible for his/her department and the general operation of the station, including SSTV Productions. The departments are distinct, yet interdependent.

Departments:

1) Technical Operations & Scheduling
2) Membership & Training
3) Promotions & Outreach

Eligibility:

- Students not currently enrolled in “SSTV Internship.”
- Open to Communication Studies majors and non-majors.
- SSTV Internship not required. “Television Production” not required.
- Prior SSTV involvement required.

Although responsible for specific facets of SSTV, managers share tasks. Beyond each manager’s specific managerial responsibilities, he/she works on SSTV Productions teams. Managerial duties are at the Faculty Advisor’s discretion.

The SSTV managers are in direct correspondence with the Faculty Advisor as well as applicable Arts & Humanities staff. They oversee and delegate responsibilities to the Members, Interns and Independent Study students. Each manager has 10 posted office hours per week during which they sign out and sign in equipment. Managers should avoid overlapping their office hours as much as possible.

After the initial managerial positions are filled, new managers will only be selected as replacements. Once selected by the faculty advisor through the official application process, each manager holds the position for one year. Depending on his/her performance, as evaluated by the faculty advisor, each manager is rehired or replaced via a new search. This search is conducted by the faculty advisor and the remaining managers. If an SSTV manager is leaving the station through graduation or for some other reason, he/she must give two week notice so that a search can be conducted to find a replacement.
In order to ensure continuity and the preservation of knowledge at SSTV, outgoing managers will train their replacements.

“Technical Operations & Scheduling” Manager

- Oversees athletics, news and public affairs.
- Maintains weekly program schedule (SSTV website).
- Manages the Members, Interns and Independent Study students.
- Communicates with Members, Interns and Independent Study students via the SSTV email list.
- Co-approval of programming for air.
- Secures producers’ permissions to air entertainment programs before airing.
- Airs programming and maintains program log.
- Duplicates programs for campus organizations.
- Tests new equipment, troubleshoots technical problems and keeps equipment inventory.
- Archives athletics, news and public affairs programming.
- Works in conjunction with the Consultant Engineer.
- Trains incoming department manager.
- Recruitment, training and retention of members.
- Assists the other managers.
- Makes sure students are productive.
- Enforces station policy and procedures in consultation with the Faculty Advisor.
- Notifies the Faculty Advisor when equipment requires service.
- Makes sure the studio, control room and field equipment are functioning properly.
- Discusses personnel decisions with the Faculty Advisor.
- Makes budget recommendations.
- Keeps thorough electronic records of his/her activities.
- Assembles SSTV Productions crews with other managers.
- Works on production crews with Members, Interns and Independent Study students.

“Membership & Training” Manager

- Oversees original entertainment programs such as talk shows, game shows and sitcoms.
- Maintains weekly training schedule (SSTV website).
- Manages Members, Interns and Independent Study students.
- Creates an SSTV email list that he/she shares with the other managers and the Faculty Advisor.
- Communicates with Members, Interns and Independent Study students via the SSTV email list.
- Co-approval of programming for air.
- In charge of equipment checkout.
- Enforces the timely return of equipment.
- Works with editors.
- Archives entertainment programming.
- Trains incoming department manager.
- Recruitment, training and retention of members.
- Assists the other managers.
- Makes sure students are productive.
- Enforces station policy and procedures in consultation with the Faculty Advisor.
- Notifies the Faculty Advisor when equipment requires service.
- Makes sure the studio, control room and field equipment are functioning properly.
- Discusses personnel decisions with the Faculty Advisor.
- Makes budget recommendations.
- Keeps thorough electronic records of his/her activities.
- Assembles SSTV Productions crews with other managers.
- Works on production crews with Members, Interns and Independent Study students.
- Maintains alumni database via exit form information.

“Promotions & Outreach” Manager

- Oversees PSAs, underwriting and campus event coverage.
- Maintains weekly promotions schedule (SSTV website).
- Manages Members, Interns and Independent Study students.
- Communicates with Members, Interns and Independent Study students via the SSTV email list.
- Pursues underwriting.
- Maintains an on-air bulletin board of campus events.
- Works with the college as financial depositor.
- Works with the web designer.
- Archives PSAs, underwriting announcements and campus events programming.
- Trains incoming department manager.
- Recruitment, training and retention of members.
- Assists the other managers.
- Makes sure students are productive.
- Enforces station policy and procedures in consultation with the Faculty Advisor.
- Notifies the Faculty Advisor when equipment requires service.
- Makes sure the studio, control room and field equipment are functioning properly.
- Discusses personnel decisions with the Faculty Advisor.
- Makes budget recommendations.
- Keeps thorough electronic records of his/her activities.
- Assembles SSTV Productions crews with other managers.
- Works on production crews with Members, Interns and Independent Study students.

**Members**

True to the interdisciplinary spirit of Stockton College, students from any major can be members of SSTV. In addition to production activities, students work in a department under a manager.

**Departments:**

1) Technical Operations & Scheduling
2) Membership & Training
3) Promotions & Outreach

**Eligibility:**

- Students not currently enrolled in “SSTV Internship.”
- Open to Communication Studies majors and non-majors.
- SSTV Internship not required. “Television Production” not required.
- Members trained by SSTV managers.

Members can join SSTV at any time. If an SSTV member is leaving the station through graduation or some other reason, he/she should also give two week notice as this is professional protocol. SSTV members are responsible for their agreed upon duties under the supervision of the managers. The managers, in consultation with the faculty advisor, reserve the right to terminate any member who does not fulfill these responsibilities.

There is a distinction between membership and being an “active” member. Members should play a significant and consistent role at SSTV. Through participation, students prepare themselves for opportunities in a rewarding career.

Members are encouraged to attend meetings on a voluntary basis.
Becoming a Member

1) Fill out the membership form (on the website under “documents”)
2) Email the form to the “Membership & Training” Manager as a Word attachment
3) Attend training workshops with the “Membership & Training” Manager
4) Work under a manager in a specific department for a minimum of two hours per week

Interns

Interns are enrolled in “SSTV Internship” (COMM 4903). They are required to work in a specific department under the supervision of a manager. There are established weekly and semester-long minimums for hours required. Every effort will be made to let students select the department of his/her choice. However, students may be assigned departments if necessary for the successful operation of SSTV.

Departments:

1) Technical Operations & Scheduling
2) Membership & Training
3) Promotions & Outreach

Eligibility:

- Communication Studies majors only.
- Students currently enrolled in “SSTV Internship.”
- Prerequisites are “Television Production” and POI.
- Interns trained by SSTV managers.

Intern Responsibilities at SSTV:

- Complete departmental duties as assigned by their managers.
- Post and keep weekly office hours in consultation with their departmental managers.
- Work for SSTV Productions.
- Fill out weekly station reports, signed by their departmental managers.
Interns will be tested on the material contained within this manual during “SSTV Internship.”

Interns are required to attend meetings held by the station managers. Failure to attend will adversely affect “SSTV Internship” grades. Students who are suspended and/or dismissed from SSTV fail “SSTV Internship.”

Additional details concerning Interns are on the “SSTV Internship” syllabus.

**Independent Study Students**

Independent Study students are required to work in a specific department under the supervision of a manager. There are established weekly and semester-long minimums for hours required. Every effort will be made to let students select the department of his/her choice. However, students may be assigned departments if necessary for the successful operation of SSTV.

**Departments:**

1) Technical Operations & Scheduling  
2) Membership & Training  
3) Promotions & Outreach

**Eligibility:**

- Open to Communication Studies majors and non-majors.  
- Students not currently enrolled in “SSTV Internship.”  
- SSTV Internship not required. “Television Production” not required.  
- Independent Study students trained by SSTV managers.

**Independent Study Student Responsibilities at SSTV:**

- Complete departmental duties as assigned by their managers.  
- Post and keep weekly office hours in consultation with their departmental managers.  
- Produce entertainment programs.  
- Fill out weekly station reports, signed by their departmental managers.
Independent Study students will be tested on the material contained within this manual during their Independent Studies.

All Independent Study students are required to attend meetings held by the station managers. Failure to attend will adversely affect Independent Study grades. Students who are suspended and/or dismissed from SSTV fail their Independent Studies.

Additional details are on the SSTV Independent Study syllabus.

**Required Participation Hours per Semester**

<table>
<thead>
<tr>
<th></th>
<th>Managers</th>
<th>Members</th>
<th>Interns</th>
<th>Independent Study Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Hours</td>
<td>150 hrs 10 hrs/wk</td>
<td>30 hrs 2 hrs/wk</td>
<td>90 hrs 6 hrs/wk</td>
<td>90 hrs 6 hrs/wk (Based on 4 Credits)</td>
</tr>
<tr>
<td>SSTV Productions</td>
<td>Not Included</td>
<td>2 Department hrs/wk are required to qualify for production work</td>
<td>2 SSTV Productions hrs/wk can count toward 6 Department hrs/wk</td>
<td>Produce their own entertainment programs, 2 hrs can count toward 6 Department hrs/wk</td>
</tr>
</tbody>
</table>
**Payment**

**Managers:** Paid for a maximum of 10 hours/week in their managerial capacity.

**Production Teams:** Managers and Members are paid for covering selected School of Arts & Humanities activities and athletic events. In lieu of payment, Interns and Independent Study students receive academic credit.

**Compensation Table**

<table>
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<tr>
<th></th>
<th>Managers</th>
<th>Members</th>
<th>Interns</th>
<th>Independent Study Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekly Pay</strong></td>
<td>$</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Pay for Select Events</strong></td>
<td>$</td>
<td>$</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Note:** All pay rates are determined by the School of Arts & Humanities. Time sheets are submitted to Deanna Tumas in the ARHU office (K150).

**Fiscal Responsibility & Transparency**

All budgets and expenditures must be approved by The Richard Stockton College of New Jersey, the legal depository for SSTV.

**Regarding Equipment**

Managers have posted office hours during which they sign out and sign in equipment.

The “Technical Operations & Scheduling” Manager keeps an updated SSTV equipment list. It is important to know precisely what equipment the station has in order to plan for the future. This is also a matter of accountability.
SSTV property shall not be removed from the station without being properly signed out by a manager. Equipment can only be signed out using official equipment sign out forms (on the website under “documents”). Equipment must be returned immediately after use. Failure to promptly return equipment will result in suspension from SSTV by the managers with the support of the Faculty Advisor. The willful abuse of any SSTV property will result in dismissal from SSTV by the managers with the support of the Faculty Advisor. Students may also face disciplinary action from the college.

SSTV equipment is for station business only. It may not be signed out for any other purpose.

SSTV discourages using personal equipment for station business. If a student opts to use his/her own equipment, SSTV is not responsible for “wear and tear” or damages. SSTV is not responsible for personal property left unattended at the station.

All students (even those who have taken “Television Production” (COMM 3337) must be cleared by the “Membership & Training” Manager before they can use the production studio, control room or field equipment.

Record/playback levels of any equipment may only be set by the SSTV Consultant Engineer. Students are prohibited from making adjustments.

It is important to shut down equipment after use to conserve electricity and reduce “wear and tear.” This pertains to the studio, the control room, field production equipment and SSTV office equipment.

**Professionalism**

Everything SSTV does is Public Relations as each decision affects the reputation of the station. Thus, professionalism at all levels of operation is essential. SSTV has both internal and external publics. These publics include fellow students who work for SSTV, the college community and the world via the Internet. As a result, each student has responsibilities to many people.

Professionalism at SSTV includes, but is not limited to, the following:

- Showing up at least 30 minutes before a production.
- Calling if going to be late.
- Keeping all areas of SSTV clean and orderly.
- Maintaining station security.
- Running programs when they are scheduled to air.
- Speaking articulately on air.
- Refraining from editorializing during newscasts.
- Understanding SSTV programming.
- Filling out all paperwork accurately.
- Generating content that is polished in form.
- Avoiding obscenity and/or indecency.
- Avoiding libel and/or slander.
- Exercising journalistic integrity.
- Reporting equipment malfunctions to the managers and the Faculty Advisor.
- Following all Stockton College rules of student conduct, including Academic Honesty.
- Providing at least 48 hours notice of absence for a scheduled production.
- Securing signed release forms (on the website under “documents”).

**Station Rules**

Working at SSTV implies the understanding and complete acceptance of station rules. Ignorance of the rules is not an excuse for breaking them. The SSTV Faculty Advisor has the authority to remove any student (including managers) on a temporary or permanent basis for violating the station rules and policies outlined throughout this manual.

1) SSTV is not a place to hang out. The television studio and control room are for production purposes only. Only SSTV Members, Interns and Independent Study students are allowed in the studios. Guests must have written permission from a manager (on the website under “documents”).

2) There is no food, drinking or smoking at SSTV. Alcohol and drugs are strictly prohibited. This is a college rule that, if broken, can jeopardize the operations of SSTV. If a student is caught with these substances and/or is under their influence, he/she will be dismissed from SSTV. He/she will also face disciplinary action from the college.

3) Managers are responsible for making sure content is not obscene and/or indecent, does not violate copyrights, avoids inaccurate information, and does not libel and/or slander. This is a matter of professional ethics. The Faculty Advisor has the final say.

4) Studio time must be scheduled at least two days in advance. There is a sign-up sheet in the SSTV office.

5) Students involved with SSTV are required to read their Stockton College email daily and check the SSTV website weekly.
6) All suspensions will be for two weeks. A warning may or may not be issued depending on the infraction. Two suspensions for the same infraction will result in dismissal. Three suspensions total will result in dismissal.

7) Movement or adjustment of any equipment in the SSTV studio and/or control room is prohibited.

**Entertainment Programs**

Programs should involve students, faculty and staff from across campus in service to the community and to ensure viewership.

**Proposing an Entertainment Program**

1) Work under a manager in a department for a minimum of two hours per week

2) Submit a written treatment (on the website under “documents”) to the “Membership & Training” Manager

3) Meet format requirements and follow station regulations

4) Submit completed program to the “Membership & Training” Manager and the “Technical Operations & Scheduling” Manager for review of content and quality

5) Revise program according to managerial feedback or begin next episode

Managers approve, monitor and evaluate programs based on content and quality. If a show is of questionable content and/or substandard quality, the “Membership & Training” Manager and the “Technical Operations & Scheduling” Manager will send an email detailing the problems, with possible solutions, to the show’s producers. This email will be copied to the Faculty Advisor. If there has not been sufficient improvement, they will send a show cancellation email explaining the reasons for the cancellation, also copied to the Faculty Advisor.
If a manager airs obscene and/or indecent material, he/she will be suspended for a minimum of two weeks. A second time will result in dismissal from SSTV. The final authority rests with the Faculty Advisor.

Before airing an entertainment program, the “Technical Operations & Scheduling” Manager has the producer sign a permission form (on the website under “documents”).

Entertainment Program PR Cycle

| Research – Gathering opinions via surveys and questionnaires |
| Action (Program Planning) – Creating entertainment programs based on audience analysis |
| Communication – Airing these programs |
| Evaluation (Feedback) – Gauging success of programs through surveys and questionnaires |

News Programs

SSTV airs weekly newscasts including interviews, local stories, public affairs and sports coverage. In journalism, gatekeepers decide the proper balance of “want to know” and “need to know.” Although SSTV is not constrained by the ratings system, audience tastes should be considered in order to ensure viewership. Yet, as a college television station, SSTV should cover important stories.

Underwriting

All public relations and fundraising activities go through the “Promotions & Outreach” Manager and are approved by the Faculty Advisor. All written material used to solicit donations must be approved by the Faculty Advisor. Underwriting funds come from businesses and individuals outside the Stockton community. All donations must be properly accounted. Once a donation is received, the Faculty Advisor receives all paperwork and gives final approval of the underwriting announcements before airing.
**PSAs**

SSTV shoots and airs PSAs for Stockton College, community groups and local non-profit organizations. PSAs require Faculty Advisor approval before airing.

**Approval before Airing**

| News Programs, Athletic Competitions, Public Affairs and Original Entertainment | “Technical Operations & Scheduling” Manager, “Membership & Training” Manager |
| PSAs and Underwriting Announcements | Faculty Advisor |
| Streaming Content | School of Arts & Humanities, SSTV Advisory Board |

**On-Air Schedule**

The “Technical Operations & Scheduling” Manager is responsible for updating the SSTV on-air schedule to reflect current programming. The schedule is posted on the SSTV web site and printed in the ARGO student newspaper.

**Electronic Program Log & Archiving**

All of the following are recorded in the electronic program log and saved in the SSTV archives:

- News Programs
- Athletic Competitions
- Public Affairs
- Original Entertainment
- PSAs
- Underwriting Announcements

**Format:** Date, time aired, title of content, one-line description of content
Alumni Database

The “Membership & Training” Manager gathers student information via SSTV exit forms (on the website under “documents”). This information is used to maintain an alumni database.

Contact List

At the beginning of every semester, Members, Interns and Independent Study students provide the “Membership & Training” Manager with their complete contact information (address, phone number and email). This information is provided to the Faculty Advisor, Nancy Messina in the School of Arts & Humanities, and the Stockton College police. The contact list must be revised every time someone joins or leaves SSTV.

Email List

The “Membership & Training” Manager creates an SSTV email list that he/she shares with the other managers and the Faculty Advisor. This list, revised each semester, is used for SSTV communications.

Swipe Card Access

Only managers have swipe card access to the SSTV office and equipment room. Members, Interns and Independent Study students should not be in the SSTV office or equipment room without a manager present.

Security

Everyone at SSTV must carry his/her Stockton College ID. If there is an emergency, call the Office of Public Safety immediately. Their phone number is (609) 652-4444. Then alert the Faculty Advisor as soon as possible.

All students must follow the instructions of the Public Safety officers. No exceptions.
Station Guests

Only visitors that are interested in learning how SSTV operates and “performers” are permitted as SSTV guests. These guests receive permission from an SSTV manager (on the website under “documents”) and are supervised during their visit by the same manager.

Station Appearance

A clean and orderly station is good public relations. Keeping the station clean is every student’s responsibility. If papers are lying around, straighten them up. If the garbage cans are full, empty them. If someone else leaves a mess, clean it up and alert the managers. If people are just hanging out, politely ask them to do so outside.

Station Telephones

Like production equipment, SSTV phones and computers are for official station business only. Everyone at SSTV should answer the phone “SSTV, ______ speaking, can I help you?” If the call is for someone else, ask the caller to hold and check to see if the person is in. If the person is in, tell them which line to pick up. If the person is not in, take a complete message. A complete message includes: the caller’s full name, phone number, date and time called, and the message. Then put the message in the person’s mailbox.

Station Computers

Like production equipment, SSTV phones and computers are for official station business only. SSTV training includes the office computers. Students may not change the configuration of any computer at the station. No one may download or store any computer file unless for official station business. Obscene and/or indecent material is prohibited.

SSTV Bulletin Board

The station runs a bulletin board with campus announcements. Various campus organizations may request an event listing by contacting the “Promotions & Outreach” Manager. Submitting a request form (on the website under “documents”) does not guarantee posting.
**SSTV Productions**

Production includes shooting as well as pre-production (planning) and post-production (editing). Any student at SSTV can engage in production work as long as he/she is meeting the minimum hourly work load in an SSTV department. Aside from the managerial positions, production is the only paid work at SSTV. Again, not all events are paid. Interns and Independent Study students are ineligible to receive any pay.

SSTV Productions is under the supervision of the three station managers. Whenever possible, each production team should involve at least one of the managers.

**SSTV Productions Crews**

The managers select crews for production work at least one week in advance. Crew size depends on the project. Potential crew members are solicited via the SSTV email list and a sign-up sheet in the SSTV office, at least two weeks in advance. In both instances, a deadline is specified.

If an event occurs with little notice, the managers respect this protocol as best they can.

The producer of an entertainment program is responsible for assembling his/her own crew.

**Scheduling SSTV Productions**

Members of the Stockton community may contact SSTV regarding production services. Requests must be scheduled at least one week in advance. Although SSTV will make every effort to cover campus events, there is no guarantee that a production crew will be available. The students who work for SSTV are full-time students.

Athletics, News and Public Affairs

**Contact:** The “Technical Operations & Scheduling” Manager

PSAs, Underwriting Announcements, and Campus Event Coverage

**Contact:** The “Promotions & Outreach” Manager

Consult the SSTV website for current manager contact information.
Requesting Copies of SSTV Programs

Campus organizations may request copies of SSTV programs from the “Technical Operations & Scheduling” Manager via a video duplication form (on the website under “documents’). There may be a nominal fee for the service.

Two-Way Communication Model

<table>
<thead>
<tr>
<th>Campus Organizations, Local Non-Profits and/or Underwriters</th>
<th>SSTV</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message for College Community</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Community</th>
<th>Organizations/SSTV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feedback via event attendance, surveys, questionnaires, etc.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Delivery of Adjusted Message</th>
<th>College Community</th>
<th>Etc.</th>
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<tbody>
<tr>
<td></td>
<td>Feedback via event attendance, surveys, questionnaires, etc.</td>
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SSTV Consultant Engineer

Stockton College hires a Consultant Engineer to oversee all the technical operations of the television station. The engineer works closely with the “Technical Operations & Scheduling” Manager and the Faculty Advisor on these matters.

SSTV Meetings

The faculty advisor meets with the SSTV managers bi-weekly and as needed. These meetings are in addition to email correspondence. SSTV managers hold three (3) meetings per semester.
with Members, Interns and Independent Study students. These meetings are held after the bi-weekly manager meetings with the Faculty Advisor. Additional meetings may be scheduled by the Faculty Advisor as needed. All meetings are held in the SSTV office.

### Meeting Schedule

<table>
<thead>
<tr>
<th>(F) Week</th>
<th>Time</th>
<th>Participants</th>
<th>Time</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2:30 PM</td>
<td>Faculty Advisor &amp; Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2:30 PM</td>
<td>Faculty Advisor &amp; Managers</td>
<td>3:30 PM</td>
<td>Faculty Advisor, Managers, Members, Interns &amp; Independent Study Students</td>
</tr>
<tr>
<td>4</td>
<td>2:30 PM</td>
<td>Faculty Advisor &amp; Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2:30 PM</td>
<td>Faculty Advisor &amp; Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2:30 PM</td>
<td>Faculty Advisor &amp; Managers</td>
<td>3:30 PM</td>
<td>Faculty Advisor, Managers, Members, Interns &amp; Independent Study Students</td>
</tr>
<tr>
<td>10</td>
<td>2:30 PM</td>
<td>Faculty Advisor &amp; Managers</td>
<td>3:30 PM</td>
<td>Faculty Advisor, Managers, Members, Interns &amp; Independent Study Students</td>
</tr>
</tbody>
</table>
(F) Week 12  2:30 PM  Faculty Advisor & Managers
(F) Week 14  2:30 PM  Faculty Advisor & Managers

Note: The Faculty Advisor and the managers meet Week 1 & 2 to begin each semester.

Voices from SSTV

“I see SSTV becoming a viable source of entertainment programming… drawing interest from the Stockton student body.” Nick U.

“Allowing students to showcase their work gives them the feeling that they created something they can be proud of.” Kareem H.

“In my opinion the purpose of SSTV is to better connect the Stockton community… It should air interesting school events as well as original programming.” Mike T.

“There should be more shows that students create, especially comedy skits, and we should open it up to all students so that the whole college community can be a part of SSTV.” Briana C.

“I think we can entertain while simultaneously educating students about campus events and other information that could be useful to them… we can also show students that their voices can be heard, and their work can meet a broader audience.” Jaaron B.