SSTV Guidelines

Personnel

SSTV is comprised entirely of matriculated Stockton College students in good academic standing. Students involved in SSTV engage in activities including but not limited to production, media writing, advertising and public relations.

Managers: 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.

Manager 1: Scheduling and Technical Operations
Manager 2: Training
Manager 3: Promotions and Outreach

Although responsible for specific facets of SSTV, managers share tasks. Further, assigned managerial duties are at the faculty advisor’s discretion. Beyond each manager’s managerial responsibilities, he/she works on SSTV production teams.

SSTV managers oversee and delegate responsibilities to the members, interns and independent study students, under the supervision of the faculty advisor.

After the initial managerial positions are filled, additional 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 conducted by the faculty advisor and remaining managers. If an SSTV manager is leaving the station through graduation or some other reason, he/she must give two week notice so that a new search can be conducted for a replacement.

Members: 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.

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

**Independent Studies:** Communication Studies majors only.
- Students not currently enrolled in SSTV Internship.
- SSTV Internship not required. Television Production not required.
- Independent Study students trained by SSTV managers.

**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, SSTV Internship students and Independent Study students receive course credit.

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

**Application Process**

First Time Managers: Selected by the faculty advisor through an official application process.
Members: Selected by the managers, in consultation with the faculty advisor, through an official application process.

**Meetings**

The SSTV managers are in direct correspondence with the faculty advisor as well as applicable Arts & Humanities faculty and staff. 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
Additional meetings may be scheduled as needed. These meetings are held after the bi-weekly manager meetings with the faculty advisor. The faculty advisor will also attend these meetings.

**Contact List**

At the beginning of each semester, members, interns and independent study students provide the managers with their complete contact information (address, phone number and email). Thus, managers keep a record of all students working for SSTV. This information is provided to the faculty advisor, and Nancy Messina in ARHU with a cc: to Susan Zennario. The School Office will facilitate Associate IDs as appropriate and notify both the College Lock Shop and the Stockton College police. The contact list is to be revised every time someone joins or leaves SSTV.

**On-Air Schedule**

Managers are responsible for updating the SSTV on-air schedule in a timely fashion to reflect current programming. The schedule is posted on the SSTV web site and/or blog, in the ARGO student newspaper, etc.

**Equipment List**

Managers also keep 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 transparency/accountability.
SSTV Student Manager Application

Please type and return this application electronically to: jeremy.newman@stockton.edu

Name:
Email:
Phone Number:
Address:

Major (open to non-COMM majors):
Z#:

Number the managerial positions in order of your preference?
   __ Scheduling and Technical Operations
   __ Training
   __ Promotions and Outreach

How long have you been involved with SSTV?

What skills do you bring to the station?

Briefly describe your background and experience.

Write a paragraph describing the mission of SSTV as you see it, including project ideas, outreach ideas, etc.

Submission of this application implies the candidate’s full acceptance of the SSTV guidelines. The guidelines reflect their most recent revision date in the top left corner.
**SSTV Member Application**

Please type and return this application electronically to: jeremy.newman@stockton.edu
The faculty advisor will forward the application to the student managers.

Name:
Email:
Phone Number:
Address:

Major (open to non-COMM majors):
Z #:

How long have you been involved with SSTV? Previous involvement is not required.

What skills do you bring to the station?

Briefly describe your background and experience.

Write a paragraph describing the mission of SSTV as you see it, including project ideas, outreach ideas, etc.

Submission of this application implies the candidate’s full acceptance of the SSTV guidelines. The guidelines reflect their most recent revision date in the top left corner.