



Station Handbook

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I. INTRO TO TEXAS STUDENT TELEVISION

Welcome to Texas Student Television, your Student Television Station – one of the best television stations in country as recognized by the National Association of College Broadcasters. You have made a great decision to become part of the TSTV family, and as such, will enhance your education, broaden the normal bounds of what a television station can do, and challenge culture and society.

“The purpose of learning is growth, and our minds, unlike our bodies, can continue growing as we continue to live.”

~Mortimer Adler

At TSTV, we create as much room and artistic freedom as possible for every single person to contribute their ideas and bring their visions to life. And this is the best place to do just that: a place where everyone can come together, learn, and delight in each others' talents and share them with our viewers. Take advantage of the opportunities here at TSTV. This is your chance to excel!

II. The History of Texas Student Television

In 1987, the Students Association established the Student Media Agency for the purpose of wiring the residence halls for cable; In addition, a student-run television channel became a goal of the Student Media Agency. Texas Student Television applied for and was allocated an access channel by the Austin Cable Commission of September 28, 1989.

TSTV was originally under the auspices of the Student Association and was housed in the University Services Building. TSTV subsequently moved to the basement of Hogg Memorial Auditorium. On December 7, 1990, TSTV was provisionally accepted as a media unit of Texas Student Publications pending an agreement formally specifying its obligations with regard to an access channel.

In April of 1994, President Berdahl granted TSTV through the organization of Texas Student Publications, permission to construct, manage, and operate the university's broadcast license of K09VR on channel 9.

III. Mission Statement

“The mission of Texas Student Television is to provide experience to students in the production, management, and presentation of television programming; to serve as an outlet of diverse, innovative and open expression for University students, the greater educational community and the people of Austin.”

~TSP Handbook

TSTV is a commercial television station, and as such, it is important to serve the UT-Austin, Texas Student Publications, and world communities. It is our commitment to let viewers learn about our programming. It sets us apart from other commercial television stations.

PROGRAMMING

TSTV provides more artistic freedom than any other commercial or college television station. There is a great deal of freedom with which television producers can exercise their unique talents.

However, it is important to remember (especially when reading our handbook) that we made an agreement with the FCC to stick to our mission.

Provide viewers with diverse programming submitted by student and independent producers.

NEWS

The News department works to cover stories and issues that take place within both the UT & Austin Community. Issues that are vitally important to students and the Austin community are to be covered with a fair and balanced attitude. The News should be unbiased and professional at all times. The anchor or reporter should not make his or her personal opinion a part of the story. As a whole, the departments should not have a decidedly partisan bent.

SPORTS

The Sports department works to cover sports stories and issues that take place within College Sports at the University of Texas.

OPERATIONS

The Operations Department is in charge of all equipment at Texas Student Television and insures that it is kept in working order.

PRODUCTION

The Production Department completes our on-air commercials, infomercials, promos, etc. Community programming relies on student volunteers, engineers, and producers to facilitate shows that require certain resources. Our volunteer producers also make all of the pre-produced underwriting and promotional spots that are broadcast during every show.

PROMOTIONS

The Promotions Department is as essential to the station as programming and production. The Promotions Department promotes all of our fundraising events, as well as the TV shows at the station. Just because we are student-run doesn't mean we don't have to make money or promote the station. That's where the Promotions Department steps in.

STAFF DEVELOPMENT

The Staff Department gets the word out to the community that we are providing an alternative media outlet. Promotions and Staff must work to revitalize continually our ever-changing staff, by attracting as many new volunteers as possible.

“You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives.”

~Clay P. Bedford

IV. The TSTV Budget

The Station Manager, Broadcast Advisor, and TSP General Manager formulates the budget in March of each year, and the budget is administered in a fiscal year which runs Sept.1 to Aug. 31. Our budget is public record and copies of each year's budget can be obtained at the TSP Business Office.

Texas Student Television receives about \$70,000 of its funding from the Student Services Fees. However, we are still responsible for raising \$40,000 more of our budget each year.

The “gift account” (not part of our regular budget) is a savings account for the station. All of the money we raise during our pledge drive goes into this account. It does not transfer into TSP overhead charges at the end of each fiscal year, as the rest of our budget does.

V. TSP Affiliates

UT System and Administration

As far as the UT administration goes, TSTV has very little to do with and does not report to anyone in the tower directly. The UT Board of Regents holds our FCC license and provides us with space to work.

Texas Student Publications

The UT System Board of Regents entrusts TSP with the responsibility of the management of the assets and operations of all student media on campus, including:

The Daily Texan, Cactus yearbook, KVRX Student Radio, and Texas Student Television.

Texas Student Publications is run by a board composed of three students from the College of Communications, three students elected at-large, two professional journalists, two faculty from the College of Communications, and one faculty member from the Scholl of Business. The President of the University of Texas at Austin appoints all non-student members.

The Board is required by its Handbook to delegate the operations and management of student media units to (1) a central administrative staff within TSP and (2) the various student editor/managers of the media units and their student staffs.

TSP administration is run by the General Manager (Kathy Lawrence), who, with the advisors to each media unit and various accounting and other professional staffers, works with the student management to oversee the business operations of each unit.

Each year, the TSP Board appoints a Station Manager for TSTV. The Station Manager is responsible for managing TSTV's business and programming affairs.

The Broadcast Advisor

The TSTV Adviser counsels, trains and assists the student staff of Texas Student Television in all aspects of station operation. The adviser ensures the financial stability of the organization so that the experience can be offered in years to come.

The adviser's areas of responsibility generally fall into three areas:
Content, Business, and Liaison with TSP.

The adviser serves as a role model and mentor, guiding, training and advising students in all areas of programming, including FCC regulations, content critiques and maintenance of program quality.

The adviser understands principles of broadcast journalism and ethics, media law, writing and editing, production and station management. The adviser recognizes and respects students' right to control content of station broadcasts but is present to offer advice and counsel as requested and to be available to assist students as needed.

The adviser assists the staff as needed in determining equipment and staffing for assignments and projects and may be asked to attend evening shoots as appropriate.

The adviser oversees business management of the operation, assisting the station manager in the development and administration of the budget. The adviser signs off on purchases, seeking the advice of the TSP business office and/or general manager as appropriate.

The adviser monitors equipment needs and make recommendations about purchases and replacement, as well as make recommendations concerning space and staffing needs. The position will assist with inventory control and equipment repair.

The adviser also ensures that the staff recruits and trains an advertising staff and will pursue available agency and professional contacts to assist in efforts to maintain a balanced budget. The adviser works directly with the sales staff as needed or will see to it that the staff is actively pursuing revenue for the station.

The adviser serves as liaison between the staff and Director of Student Media and TSP board. All policy or purchase requests coming before the board should first have been reviewed by the adviser and general manager.

The adviser also works to develop relationships with the Department of Radio, Television and Film and with Broadcast Journalism in the College of Communication, as well as with area professional groups.

The adviser attends TSTV staff meetings and TSP professional staff meetings, along with TSP board meetings unless specifically excused.

VI. TSTV Management

TSTV Management and staff are made up solely of students. While it is not required or chartered to be so, Management is meant to be as democratic as possible. The entire staff makes TSTV what it is. Management and Staff execute together.

Special meetings are usually held on controversial station issues (business and indecency policies) so that the Station Manager can make informed decisions that best serve TSTV.

If you ever do not like what you see happening at the station or to certain areas of the station, speak up at a staff meeting or talk with the Station Manager or appropriate Director.

On the next page are some quick summaries of the management positions and their duties. More in-depth descriptions are provided at the end of each semester when the Station Manager begins accepting applications for the next semester's staff. The descriptions are also available from the Station Manager by request.

Positions

Stations Manager:

Provide leadership and encouragement to make Texas Student Television a place of higher education. He/She will serve as the acting voice of TSTV, establish a Program Schedule with Programming Director, create a promotional agenda with the Promotions Director, hire management staff, seek the best interest of TSTV and fight for it, and update and improve the quality of the equipment, production, and studio space for volunteers.

News Director

Provide leadership and encouragement to make KVR NEWS 9 a reliable source of information. He/She will serve as the acting voice of KVR NEWS 9 and will help recruit new journalists for the News Department.

Sports Director

Provide leadership and encouragement to make TSTV Sports a professional working environment. He/She will serve as the acting voice of TSTV Sports and will help recruit new journalists for the Sports Department.

Live Sports Director

Provide leadership and encouragement to make TSTV Live Sports a professional working environment. He/She will serve as the acting voice of TSTV Live Sports and will help recruit new volunteers for Live Sports Events.

Operations Director

In charge of all equipment at Texas Student Television and insures that all equipment is kept in working order. He/She incorporates any new equipment to the station so that all volunteers have ways to access it.

Program Director

Comes up with the programming schedule for the semester and is responsible for creating, updating, and enforcing rules and regulations regarding current TSTV programming.

Production Director

Manages all personnel for productions. He/She is in charge of creating commercials, infomercials, promos, etc. for clients. He/She incorporates any new editing equipment to the station so that all volunteers have ways to access it.

Staff Director

Manages TSTV's listserv and sends out weekly emails to let volunteers know what is going on at Texas Student Television. He/She also helps by organizing meetings, working tables, attending summer orientation sessions, and speaking to classes about TSTV.

Promotions Director

Creates a promotional strategy for the semester and organizes all promotional events. He/She manages the promotional budget and creates material to promote Texas Student Television and its programming.

Studio Supervisor

Maintains the TSTV studio during live programming. He/She will assist TSTV shows in executing a live television broadcast and is responsible for equipment to be maintained at all times in the studio.

Archive Manager

Digitizes all TSTV programming from the main TV server and onto DVD format. He/She will keep a record of all programming that is taken off the TV Server and archived to the DVD library.

Webmaster

Maintains and Updates the Texas Student Television website. He/She will also be in charge of the TSTV forums as well as posting information given by the Promotions Director, Staff Director, or Station Manager.

Each position can be assigned one or more assistants. The goal of an assistant is to learn and be trained in the procedure of their assigned job. This ensures that when someone resigns or graduates from a position, an individual with experience can be considered for the open position.

VII. RULES & REGULATIONS: TSTV POLICIES

Regular Staff Meetings are to be scheduled at the start of every semester and attendance is required of all TSTV staff. A lot of things go on at the station; this is our best chance to keep everyone informed.

“I find four great classes of students: The dumb who stay dumb. The dumb who become wise. The wise who go dumb. The wise who remain wise.”

~Martin H. Fischer

Required Hours

Volunteers with **Producer** positions must work at least 6 hours a month in an off-air capacity. People that want to just do their TV show and leave will only drain the television station of its resources and ruin it for the rest of us. On-air work is only the beginning of what goes on at the TV station.

Volunteer Hours

Volunteers can work in both off-air and on-air capacities. They may either assist current taped or live shows with their content or can assist with office procedures around the station.

The backbone of this station is students who volunteer their time and talent, the people who are committed and have a professional work ethic, and the people who accept the tedious and mundane work along with the glamour and fame of airtime.

We need people around to help us if we are going to ensure the survival of Texas Student Television. Speak with the Staff Director or Station Manager about what you can do to help TSTV. We always have plenty to do, so there's no excuse for slacking off.

Volunteers who dedicate their time can be awarded a free Texas Student Television T-shirt, a production class fee waived, and be eligible for many awards at the end of the school year including **“Volunteer of the Year”**.

At the start of each year, the Station Manager and Staff Director will announce the prerequisites of how many hours must be worked in order to qualify for these awards.

“As not what your country can do for you, but what you can do for your country.”

~John F. Kennedy

COMPUTERS

DO NOT SAVE PERSONAL FILES ON THE HARD DRIVE, DO NOT ADD ANYTHING TO OR DELETE ANYTHING FROM THE HARD DRIVES. DO NOT PRINT YOUR CLASS HANDOUTS WITH OUR PRINTER.

DO NOT STEAL

Theft of station property is the most heinous crime you can commit at TSTV. If you are caught stealing, there are no warnings, no suspensions – only immediate termination and prosecution. We are talking police, court, fines, and jail time.

OFFICE ETIQUETTE

- 1) The Main Line: (512) 471-7899. If you're in the office, answer the phone.
- 2) If you answer the phone and someone asks for a certain person or department and they are not present, take a message.
- 3) The Master Control Line: (512) 471-3190. The Master Control Operator, Programming Director, or Station Manager will answer this line.
- 4) Phone etiquette: While you are in the TSTV offices, do NOT answer the phone in the following manners: "What?", "Yeah", "Hello". Try to maintain a sense of professionalism, i.e. "Texas Student Television. May I help you?". Try to make the caller feel important no matter who they may be. Be helpful to callers. If you don't know the answer to their question, refer them to someone who might be able to help them.
- 5) Messages: If a caller asks for someone who is not around, offer to take a message. Get the caller's name and number, and then fill out the message pad completely. It is annoying to receive an incomplete, illegible, or otherwise screwed-up message. Give the message to the appropriate staff member.
- 6) Home/Cell Phones: Don't give these out to anyone.
- 7) Mailing Address: 2500 Whitis Ave, Austin TX, 78712.
- 8) No drinking or drug use on the job. Alcohol and drugs are, as you know, expressly prohibited on University property. If this is a problem, talk with your manager, an adviser or a University counselor.

Employment Policy

- Each open position is announced on the TSTV listserv, The Cage News Letter, Liberal Arts On-line Services, ACCESS UT, and The Daily Texan.
- All candidates will be interviewed by the Station Manager. The Station Manager will decide whom to employ at Texas Student Television with the advice and review of the Broadcast adviser.
- The Station Manager is approved by the TSTV staff and appointed by the TSP Board to a one-year term beginning June 1 of each year.
- Each semester, the Station Manager defines the management structure. He or she also defines the job descriptions for each position and determines the management payroll.
- All Directors and Assistant Directors are hired for semester long terms by the Station Manager.
- If you are applying for a management position, you give consent for your name to be known to all staff members as an applicant.
- With respect to hiring of paid or volunteer staff, TSTV does not discriminate on the basis of race, color, religion, sex, national origin, handicap, age, citizenship status, veteran's status, or sexual preference. In all situations, the most qualified candidate will be hired.
- Volunteers are eligible to work at TSTV as Producers and/or on management up until one semester after they stop paying tuition and fees to the University of Texas.
- The maximum amount of time a volunteer can hold a management slot is four years elapsed time, beginning from the start of the first semester he or she holds a working position.

ALL APPLICATIONS ARE KEPT ON FILE!

SAFTEY

Please use common sense and prudence in taking care of yourself, your property, our property and your co-worker while working at KVR.

Park in well-lighted areas and be cautious when coming to or leaving the building, especially after dark. Most of the people you encounter on campus are friendly; occasionally they may not be.

A few F75 spaces are available for some staff members to use at two-hour intervals during the day and for longer periods at night. Some student spaces also are available for purchase in the University parking garage at 25th and San Antonio, which is well lighted and regularly patrolled.

You may wish to purchase pepper spray or another device for your own peace of mind. But overall, use prudence in making decisions about parking, walking and evening activity.

When inside the building after hours, make sure you lock doors behind you, and do not leave outside doors unlocked or propped open. If you find anything amiss, notify University police immediately. Do not take chances or risks, and do not create risks for others.

Thefts have been rare but have occurred occasionally. You may avail yourselves of the lockers in the Texan newsroom. If you have any concerns in this area, please discuss them with your director or an adviser.

PARKING POLICIES

Texas Student Publications has 12 F75 spots which we “rent” annually from UT for \$400 each. These are in the perimeter of the building and are designed for students who must come and go regularly in pursuit of stories, photos or sales calls. We probably have 75 people who are issued F75 permits in any given semester. That means if you arrive early and park all day and a few of your friends do the same, there is no parking for others who truly need to come in, grab an assignment, head out for an interview, come back in, grab another assignment, go to class, then come back in later to write or make phone calls.

Unfair? Certainly. As are the parking dilemmas faced by many others on campus everyday. We’re fortunate to have the F75 spots and ask only that you consider others in your use of them. Sometimes the police actively ticket; sometimes they don’t.

And, if you do park in an F75 space, make sure you don’t park in the alley behind our building after 8 p.m. on Tuesday nights. That’s when newsprint typically is delivered; signs generally are posted the day before to let you know. If you are parked there when the delivery truck arrives, you will hold up delivery sometimes for hours, which in turn makes the newspaper late. Plus, you’ll stir the ire of several folks in the operations area, not to mention UT police. **Just don’t do it....**

If possible, purchase a paid spot in the parking garage at 25th and San Antonio. (Sometimes they are available for students, sometimes not.) Yes, it costs a little money, but not much if you are one of those who get lots of parking tickets. And it’s in a safe location, is well lighted and is regularly patrolled. And, we’ve never heard of anyone finding the lot full.

And, if your job is such that you don’t need a vehicle and can avoid driving and parking, please do so. We realize that’s rarely possible, but we simply don’t have enough spaces to go around...and never will.

SEXUAL MISCONDUCT

Section I. General Policy Guidelines

A. Policy Statement

It is the policy of The University of Texas at Austin to provide an educational and working environment for students, faculty, staff and visitors that is free from sexual misconduct. The University encourages students, faculty, staff and visitors to promptly report incidents of sexual misconduct and will respond appropriately, including taking disciplinary action when warranted, in response to sexual misconduct by its students, faculty, staff, visitors and contractors.

B. Definitions

Sexual misconduct is behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and working environment.

Behaviors that may constitute sexual misconduct include but are not limited to:

- Repeatedly engaging in sexually oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office or classroom, even if such conduct is not objected to by those present.
- Gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course or meeting even if not objected to by those present.
- Failure to observe the appropriate boundaries of the supervisor/subordinate or faculty/student relationship, including the participation of a supervisor, teacher, advisor or coach in an unreported consensual romantic or sexual relationship with a subordinate employee or student.

Section II. Procedures for Reporting and Responding to Sexual Misconduct

There are a number of ways in which concerns or complaints related to sexual misconduct can be addressed; however, no student, faculty, staff member, or visitor is required to report or allege a violation of the sexual misconduct policy to the person who is the subject of the complaint. Concerns will be kept confidential to the extent permitted under the law.

A. Reporting to Equal Opportunity Services

Faculty, staff, students and visitors who wish to complain about sexual misconduct may raise their concerns directly with Equal Opportunity Services (EOS). Incidents should be reported as soon as possible after the time of their occurrence, preferably within 90 days. EOS will work with affected University units to resolve the concern. If the complainant is a student, EOS will work with the Dean of Students Office to determine how the complaint will be handled.

B. Reporting to the Office of the Dean of Students

Students may also complain of sexual misconduct directly to the Office of Dean of the Students, which will work with Equal Opportunity Services to determine how the complaint will be handled. Incidents should be reported as soon as possible after the time of their occurrence, preferably within 90 days. Allegations of sexual misconduct that concern another student will be handled through Student Judicial Services, in accordance with Chapter 11 of the Institutional Rules on Student Services and Activities.

C. Reporting to a Supervisor, Administrator, or University Official

University faculty and staff members may also bring an allegation of sexual misconduct to their immediate supervisor or to another University administrator or official in their supervisory chain. The reports should be made as soon after the incident as possible, preferably within 90 days. Supervisors, administrators, and University officials are responsible for promptly contacting Equal Opportunity Services to discuss incidents of sexual misconduct prior to taking action in response to them.

Supervisors, administrators and University officials who become aware of possible sexual misconduct on the part of faculty, staff or students do not need to wait for a complaint to respond to it; however, they need to consult with the Office of Equal Opportunity Services about the matter before taking action.

Section III. Miscellaneous

A. Documentation

Equal Opportunity Services will document the existence and resolution of incidents of sexual misconduct. It will maintain the confidentiality of those documents to the extent permitted by law.

B. Grievance of a Disciplinary Action

A faculty or staff member receiving discipline as a result of this policy may file a grievance/appeal through the use of the appropriate grievance/appeal procedure.

Any student receiving discipline as a result of this policy may file an appeal through the use of the appeal process outline in Subchapter 11-600 of the Institutional Rules on Student Services and Activities.

For Assistance: Students with questions regarding this policy are directed to the Office of the Dean of Students. All other questions may be addressed to Equal Opportunity Services.

Source: BOR I.III.4.8;

NONSMOKING POLICY

A. Policy Statement

In order to promote a healthy, safe, and aesthetically pleasing work, educational, and living environment, smoking will not be permitted in any University-owned or leased buildings or vehicles, indoor facility, or indoor site at The University of Texas at Austin except in areas permitted below. (See Section 1. General Rules, B. Areas and Circumstances in which Smoking is Permitted.)

B. Scope

This policy applies to all faculty, staff, students, and visitors of The University of Texas at Austin.

C. Definitions

Responsible Authority is the person(s) designated by the Vice President for Employee and Campus Services to implement this policy.

Section I. General Rules

A. Prohibited Areas for Smoking

Smoking is not permitted in any University-owned or leased buildings or vehicles. This includes hallways, classrooms, offices, restrooms, meeting rooms, indoor or open-air athletic facilities (including Darrell K Royal - Texas Memorial Stadium, Disch-Falk Field, and the Frank C. Erwin Center), performance halls, and all other spaces in University-owned or leased buildings or vehicles.

B. Areas and Circumstances in which Smoking is permitted

Smoking areas are permitted outside University facilities provided that these areas are located far enough away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities. In general, this is at least 20 feet from any gate, entryway, arch, doorway, and common path of travel, air intake or open window. (Smokers are reminded that improper disposal of smoking materials is a fire hazard and considered litter.)

Smoking is permitted under this policy as follows:

1. In designated smoking areas of outdoor stadiums. Designated smoking zones have been created in well-ventilated areas outside the seating areas.
2. By artists or actors who participate in authorized performances that require smoking as a part of the artistic production.

3. In laboratories conducting sponsored research on the effects of smoking upon the approval of the Executive Vice President and Provost. Designated laboratories must be well posted and have adequate ventilation and separation from non-smokers. The designs for designated laboratories must be approved by Office of Environmental Health and Safety (EH& S) (www.utexas.edu/safety/ehs)

Section II. Designation of Responsible Authority

The Vice President for Employee and Campus Services shall designate a responsible authority for each building, facility, and site at the institution.

The Office of the Vice President for Employee and Campus Services shall maintain a listing of responsible authorities.

Section III. Compliance and Enforcement of Policy

A. Compliance

All members of the University community shall be responsible for compliance with this policy. It is expected that smokers will voluntarily comply with the spirit and intent of this policy.

B. Enforcement of Policy

Violations of this policy by University faculty, staff, students, or visitors shall be referred to the responsible authority. If the responsible authority chooses not to investigate and resolve any policy-related disputes or complaints, or if agreement cannot be reached, the violation should be reported to the Vice President for Employee and Campus Services.

C. Resolution of Disputes with Environmental Health and Safety (EH & S)

Any disputes regarding the recommendations of EH & S shall be referred to the Vice President for Employee and Campus Services for resolution.

Section IV. Miscellaneous

A. Smoking Cessation Assistance

Information and help to stop smoking is available through the UT Employee Assistance Program (EAP). EAP can be reached at 471-3366 or via their website at www.utexas.edu/hr/eap/.

For assistance: Questions regarding the Nonsmoking Policy should be directed to the director of EH & S.

PROHIBITION OF CAMPUS VIOLENCE

The University of Texas at Austin is committed to creating and maintaining an environment that is free from threatening and violent behavior. Such behavior while on University owned or controlled property, or while engaged in official University business, will not be tolerated. The University encourages students, faculty, staff, visitors and contractors to promptly report any emergency or crime to University Police (UTPD). The University will respond promptly, positively, and aggressively to deal with threatening and violent behavior.

Section I. General Policy Guidelines

A. Scope

This policy applies to the conduct of any person on University premises or at University sponsored activities, including faculty, students, staff, visitors or contractors while on University owned or controlled property, or while engaged in official University business.

B. Definitions

Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to another person and/or damage to property.

Threatening behavior includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as intent to harm another person or damage property belonging to another. Threats may be oral, written, or communicated through conventional mail, electronic, fax, or telephonic means and may be direct or implied.

Campus violence encompasses threatening and violent behavior. Campus violence can include, but is not limited, to the following:

- Physically assaulting a person, including slapping, hitting, punching, pushing, poking or kicking; or physical threats to inflict physical harm;
- Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects;
- Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto University owned or controlled property; or using a weapon to harm someone;
- Using greater physical size/strength to intimidate another; intimidating or threatening gestures, bullying or hazing;
- Intimidating, threatening, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that person and leads a reasonable person to expect that violent behavior may occur;
- Stalking another person.

C. Campus Violence Prohibited

Any person who engages in campus violence while on University owned or controlled property, or while engaged in official University business, may be removed and/or barred from the premises pending the outcome of an investigation.

Section II. Procedures

A. Reporting Immediate Emergencies or Crimes

Any individual who experiences, is aware of, or witnesses campus violence, or who has reason to suspect that campus violence is occurring, that may be of a criminal nature, or poses clear and present danger should immediately contact:

University of Texas Police Department at 911

B. Reporting Less Immediate Threats

Every supervisor, administrator and university official is responsible for responding promptly and thoroughly to allegations of campus violence and reporting such behavior through normal lines of administrative responsibility or the incident may be reported directly to one of the appropriate following offices.

Incidents involving staff shall be directed to:

- The Associate Vice President for Human Resources

The Associate Vice President for Human Resources will contact the appropriate officials and department personnel to address the potential campus violence.

Incidents involving students shall be directed to:

- The Office of the Dean of Students

The Dean of Students Office will contact the appropriate officials and department personnel to address the potential campus violence.

Incidents involving faculty should be directed to:

- The Office of the Executive Vice President and Provost

The Provost's Office will contact the appropriate officials and department personnel to address the potential campus violence.

C. Protective or Restraining Orders

Any member of the University community who takes out a protective or restraining order against another person, or receives a protective or restraining order which lists University owned or leased premises as a protected area, shall provide their supervisor and The University of Texas at Austin Police Department with a copy of such order along with a photograph of the person against whom the order has been issued when possible.

D. Sanctions

Individuals who violate this policy may be removed from campus, arrested and be subject to legal action. University employees and students who violate this policy may also be subject to disciplinary action up to and including dismissal.

E. Filing of False Reports

Any person who knowingly and intentionally files a false report shall be subject to disciplinary action that may include dismissal, expulsion, and/or legal action.

F. Documentation and Confidentiality

The University shall document the report and the investigation. Such documentation shall be retained by The University of Texas at Austin Police Department or the appropriate office listed in II.B. above. Subject to the provisions of the Texas Public Information Act, Chapter 552, Texas Government Code, the University will maintain the confidentiality of the report and the identity of the reporting person during the investigation. The identity of the reporter and perpetrator may become apparent, or disclosed, as a result of the actions taken to resolve the investigation.

G. Retaliation Prohibited

A faculty, student, or staff member who retaliates in any way against an individual who has brought a complaint in good faith pursuant to this policy or participated in good faith in an investigation of such a complaint, is subject to disciplinary action, including dismissal.

For assistance: Questions regarding campus violence should be directed to Human Resources Services or the Dean of Students Office

Equipment Policies

Texas Student Television provides several types of camera equipment for its volunteers. By signing a check form, you ensure that you have fully read our terms of agreement and will take full responsibility for the equipment you use.

A. By applying for equipment, you verify that you are a volunteer of TSTV, have taken the necessary production classes, and are producing programming for TSTV.

- 1) In order to check out equipment from TSTV, you must have taken Production I and/or Production II classes that are offered here at TSTV. You cannot check out equipment that you are not qualified to use.
- 2) Our equipment is to be used only for TSTV programming and nothing else. You cannot check out equipment for a class assignment.

B. You accept financial responsibility for ALL equipment that you checkout.

- 1) When you sign a check out form for equipment, you claim to have read our terms of agreement.
- 2) The equipment that is checked out must be returned in working condition. If there is something wrong with the equipment, please notify the Operation Director or Closet Personnel about the problem. Otherwise, the equipment failure will be your responsibility.

C. You will only check out and check in equipment during our allotted closet work hours.

- 1) Our Closet Personnel only work during the designated by the set closet hours. You cannot check out or check in equipment if there is no one on duty.
- 2) If you cannot return the equipment at the time you requested because of a class/work conflict, please notify the Operation Director or Station Manager and they will assist you.
- 3) If you are going to be late in turning in your equipment, please call the Closet Personnel at 471-3190 to arrange at time.

D. You have thoroughly inspected and tested each piece of equipment before checkout. You will call to attention to staff if you find any defects, dents, missing parts, etc.

- 1) As mentioned before, equipment may not be in working order and is it your responsibility to bring up any issues with the equipment to the Operation Director and Station Manager.
- 2) If you find a problem with the equipment before you check it out, please notify closet personnel, the Operation Director, or the Station Manager. We will make a note of it and you will not be held responsible for the equipment troubles.
- 3) If you do not check your equipment, it is assumed to be in working condition. Whatever problems the equipment has will be your responsibility.

E. You will return equipment on time and the way it was received. All cords must be coiled correctly, batteries must be taken off the camera, tripod plates must be on the tripods at all times, etc.

- 1) You will return the equipment you checked out at the requested time in its proper working order.
- 2) XLR cords must be coiled and taken off the camera. Batteries must not be left on the camera and tripod head plates must be on the tripod at all times.

F. You will not tamper with the equipment.

- 1) If the camera is malfunctioning, do not attempt to fix it yourself.
- 2) Do not run a cleaner tape in the camera.
- 3) Only use SONY miniDV tapes with our camera equipment. Using another brand of miniDV is considered tampering with the equipment.

G. Failure to report lost or damaged equipment will be construed as an attempt to conceal the loss or damage to the equipment and could result in being barred from checking out equipment.

- 1) If you find something wrong with the equipment you checked out, please notify the Closet Personnel, Operation Director, or the Station Manager ASAP.
- 2) If you try to hide the fact that you broke something and did not report it to the proper personnel, you will be held liable for the broken equipment.
- 3) If you violate this rule, it can result in a fine, suspension or barring from checking out TSTV equipment.

H. You will not take equipment out of the Austin Metro Area without prior approval from either the Operations Director or Station Manager.

- 1) If you need to go out of town for news, sports, or entertainment shows, please check with the Operation Director or Station Manager for approval.
- 2) If you are not approved for taking equipment out of the Austin area, you will be fined and suspended from using TSTV equipment.

I. You will only check out equipment that you are certified to use. Attempts at dishonesty will result in suspension.

- 1) Do not attempt to check out equipment that you have not been trained to use. We offer production classes in order to teach you how to handle and maintain the equipment.
- 2) If you try to get check out equipment that you are not qualified to handle, it will result in a fine and suspension from the using our equipment.

J. You will not check out or transfer equipment to an un-certified person. The equipment responsibility is under your name so you are responsible for what happens to the equipment.

- 1) Do not, under any circumstances, transfer your equipment to another person; even if they are: a TSTV volunteer, production certified, or crew for your TV show.
- 2) You and you alone are responsible for the equipment. No one but you can check in the equipment. If someone else from your crew is going to check the equipment in for you, please notify Closet Personnel of this change. You will however, still be held liable for any damaged equipment.

K. You will not leave your equipment unattended at any time.

- 1) Do not leave the equipment you checked out unattended anywhere in the TV station.
- 2) Do not leave it in what you think to be a “hidden” area around the station because it doesn’t exist.
- 3) If any unattended equipment is found in the TV station, it will result in a fine, suspension or barring from using our equipment.

Editing Policies

At Texas Student Television, we offer volunteers a means of editing for their TV shows. Ranging from News, Sports, and Entertainment packages to editing an entire taped show can be achieved with the use of our editing facilities.

A. By using our editing facilities, you verify that you are a volunteer of TSTV, have taken the necessary editing classes, and are producing programming for TSTV.

- 1) In order to use our editing facilities, you must have taken Editing I and/or Editing II.
- 2) Editing facilities will only be used to edit content for TSTV shows. No other outside projects can be editing our computers.

B. You will sign in when you want to use our facilities and will also sign out when you are finished.

- 1) You must sign in before using our editing computers.
- 2) Your name, EID, the show you are involved with, and log time in & time out will be required.

C. Only use the external hard-drives. If you save any data on the main drive, it will be deleted.

- 1) The main hard-drive is not to be used for any project. This includes the Desktop. If any projects are found on the desktop, they will be deleted.
- 2) A student may bring their own external hard drive to work on their projects but are not allowed to take any of the external hard drives that belong to Texas Student Television.

D. When you are finished editing your project, please make a DV copy of it and then delete it off the server.

- 1) TV shows need hard drive space, whether they are taped or live. In order to make sure that the editing computers do not run out of room, you are to delete your projects when you have finished with them.
- 2) If you want a copy of your edited project, please make a miniDV backup of it to ensure it is not lost or deleted.

E. Hard-drives will be cleaned out every semester, so remember to make back ups of your packages and shows.

- 1) People tend to forget to delete their projects. As a result, the hard drives become full and no one can edit anything new. All hard drives will be deleted at the end of the semester.
- 2) In order to ensure that your project does not get deleted, please make a miniDV backup of it.

F. Turn off all equipment when you are finished using it.

- 1) Log-off the computer.
- 2) Turn off the DV Deck and Monitor.
- 3) Conserve energy.

G. No food or drink is allowed in the Editing Room.

- 1) A student is not allowed to eat or drink anything in the Editing Room. Failure to comply with this will result in a fine.
- 2) If a student is found with food or drink, tell them to take it out of the room and give a verbal warning. For a second violation, a fine will be issued.
- 3) If trash is found, the editing log will be checked and the last person to use the computers will be fined. To avoid this, keep the editing room clean at all times.

Studio Policies

Texas Student Television provides a television studio for its volunteers. Before using our television studio, you ensure that you have fully read our terms of agreement and will take full responsibility for what you do in the studio.

A. The Studio must be returned to its clean “default” state after every use.

- 1) If you use a set for your show, do not leave it in the studio. The studio is not to be used for storage.
- 2) If you leave the studio a mess or not in good condition, the Studio Supervisor, Operations Director, or Station Manager will fine you.

B. Existing equipment must be respected.

- 1) Any damage done to items will result in a fine.
- 2) If the fine is not paid, a financial bar will be placed on your record and your TV show will be suspended.
- 3) If you are found abusing the studio, you will be fined and suspended from the station.

C. You must sign up for a time to use our television studio.

- 1) Please consult the Studio Supervisor, Operations Director, or Station Manager about setting up time for production.
- 2) The studio can be reserved for either live or taped shows.

D. All producers and their crew must be Studio Certified before production of their television show can begin.

- 1) All crew working in the Studio or Master Control during a live show must be certified through our studio course.
- 2) If the crew is not studio certified, the responsibility of all equipment will be placed on the Producer of the show.
- 3) Fines will be issued to the producer of the show.

If you find any equipment that is broken when you receive it, please report it to the Studio Supervisor, Operations Director, or Station Manager. By doing this, we can figure out who is responsible for the damage so you are not held liable for it.

Master Control Policies

Texas Student Television provides a television master control station for its volunteers. Before using master control, you ensure that you have fully read our terms of agreement and will take full responsibility for what you do in master control.

A. Master Control must be returned to its clean “default” state after every use.

- 1) Do not leave scripts in the Master Control. Master Control is not to be used for storage.
- 2) If you leave Master Control a mess or not in good condition, the Studio Supervisor, Operations Director, or Station Manager will fine you.

B. Existing equipment must be respected.

- 1) Any damage done to items will result in a fine.
- 2) If the fine is not paid, a financial bar will be placed on your record and your TV show will be suspended.
- 3) If you are found abusing Master Control, you will be fined and suspended from the station.

C. You must sign up for a time to use Master Control.

- 1) Please consult the Studio Supervisor, Operations Director, or Station Manager about setting up time for production.
- 2) The master control can be reserved for live or taped shows.

D. All producers and their crew must be Studio Certified before production of their television show can begin.

- 1) All crew working in the Studio or Master Control during a live show must be certified through our studio course.
- 2) If the crew is not certified, the responsibility of all equipment will be placed on the Producer of the show.
- 3) Fines will be issued to the producer of the show.

If you find any equipment that is broken, please report it to the Studio Supervisor, Operations Director, or Station Manager. By doing this, we can figure out who is responsible for the damage so you are not held liable for it.

Outstanding Fines

- A. Failure to comply with the terms of agreement will result in a fine.**
- B. If you damage anything in Studio, Master Control, Editing Room, News Room, and War Room, you will be fined.**
- C. No food or drink is allowed in Studio, Master Control, or Editing Room.**

- 1) A student is not allowed to eat or drink anything in any one of these rooms at any time. Failure to comply with this will result in a fine.
- 2) If a student is found with food or drink, tell them to take it out of the room and give a verbal warning. For a second violation, a fine will be issued.

- D. If you leave trash in the Studio, Master Control, Editing Room, News Room, and War Room, there will be fine.**

- 1) Live TV shows run every night, therefore, these areas must be clean for other shows to use. This includes scripts, rundowns, or meetings in general. Fines will be given to the show's producers.
- 2) If you have a meeting in the News or War Rooms, do not leave props, clothes, or trash anywhere. Failure to comply will result in a fine. Fines will be given to the show's producers.

- E. Studio cameras, equipment, and props must all be returned to their proper locations.**

- 1) After a live show, the set must be taken down and put away. Failure to do this will result in a fine. Fines will be given to the show's producers.
- 2) After a live show, all equipment must be returned to the closet, Failure to do this will result in a fine. Fines will be given to the show's producers.
- 3) After a live show, the show's crew will clean the studio. Failure to do this will result in a fine. Fines will be given to the show's producers.

- F. If you have a pending fine, you will have a bar put on your UT record. This will prevent you from registering for classes and graduation.**

VIII. CONCLUSION

Texas Student Television is not just college television. We are one of the more highly respected stations in the nation. We are innovators in the world of management and production. In our years of life, TSTV has managed to garner much special recognition.

To continue the tradition, remember this – you could get by with an OK television show, newscast, talk show, etc. But if you are going to do all of that, why not put in the effort and become EXCELLENT? Why not go beyond how it was done before and what people expect you to do? More than any job you might later have in the real world, you have any incredible impact on the final product.

TSTV is one of the biggest cultural forces to attract young journalists, producers, and directors. Challenging people, bringing down barriers, and using methods of innovations is a huge responsibility for all volunteers and staff.

This is *YOUR* television station.

Lead by Example!

Carlos Corral

**Texas Student Television
Station Manager 2006-2007**