

TABLE OF CONTENTS

| | PAGE |
|--------------------------------------------------|------|
| SCHOOL PHILOSOPHY | 3 |
| HISTORY OF THE SCHOOL | 3 |
| GENERAL INFORMATION | 6 |
| STUDENT SERVICES | 7 |
| ADA STATEMENT/SECTION 504 REHABILITATION ACT | 7 |
| ADMISSIONS POLICIES | 11 |
| ADMINISTRATIVE POLICIES | 19 |
| STUDENT GENERAL COMPLAINT/GRIEVANCE | 28 |
| MULTIMEDIA PRODUCTION/BROADCASTING | 29 |
| BROADCASTING I | 31 |
| VIDEO PRODUCTION/ RECORDING AUDIO ENGINEERING | 33 |
| COURSE DESCRIPTIONS | 35 |
| FACILITIES AND EQUIPMENT | 42 |
| STATEMENT OF COMPLIANCE | 46 |

INTERNATIONAL COLLEGE OF BROADCASTING

(Established 1968)

CATALOG

J. Michael LeMaster
President



**6 South Smithville Road, Dayton, Ohio 45431
(937) 258-8251**

Ohio Registration #88-09-1179T

While this catalog is intended to be a fair summary of certain matters of interest to students, its readers should be aware this catalog is not intended to be a complete statement of all policies by which the college is operated, and that the college reserves the right to change contents, programs, procedures, fees or policies which may be contained in this catalog.

Published July 2018

SCHOOL PHILOSOPHY

The International College of Broadcasting offers an opportunity to enter the broadcasting media with the training and expertise associated with many years of experience. ICB's programs offer students the combination of classroom studies with "hands-on" training in fully-equipped studios.

ICB is one of the few colleges in the country offering a two-year intensive training program in Multimedia Production and Broadcasting as well as Video Production/Recording Audio Engineering. The industry counts on our graduates to fill ever-present positions in all areas of broadcasting and media production ranging from on-air talent to recording artists.

GENERAL EDUCATION MISSION STATEMENT

The International College of Broadcasting strives to create a community of learning by challenging students in its General Education component to develop skills in critical assessment, analysis, expression, aesthetics, and independent thinking. These skills contribute significantly to the overall college mission of preparing students for careers in the radio, television, and audio/ visual production fields.

HISTORY OF THE SCHOOL

The International College of Broadcasting was founded in 1968 and began as a trade and technical school offering short programs in basic radio and television. The Associate Degree program in Communications Arts in Television and Radio was instituted in 1985 and today has evolved to the Associate Degree Program of Applied Science in Multimedia Production and Broadcasting to provide academic balance as well as advanced technical training. The College underwent a change of ownership in 1988 and has remained under the same family ownership to the present day. The Video Production/Recording Audio Engineering Associate Degree program was implemented in 1995 to meet demands of these ever growing industries. Our objective is to provide outstanding and relevant, hands-on training to product knowledgeable and technically sound graduates.

ACCREDITATION AND APPROVALS

The **International College of Broadcasting** is accredited by the **Accrediting Commission of Career Schools and Colleges**. The college is authorized by the *Board of Career Colleges and Schools* to grant Associate Degrees and Diplomas. Through accreditation by the

Accrediting Commission of Career Schools and Colleges, the International College of Broadcasting has met established criteria and educational standards defined by *The United States Department of Education*.

International College of Broadcasting is approved by the Ohio State Department of Education to train students through the *Bureau of Vocational Rehabilitation*. The college is approved by the State Approving Agency to provide training for Veterans, Veteran's dependents, and others eligible to receive VA Educational Benefits.

For information regarding comparable programs related to tuition, fees, and program length, please consult your local library, high school guidance counselor, or the Accrediting Commission of Career Schools and Colleges at the address below:

ACCSC
2101 Wilson Boulevard, Ste. 302
Arlington, VA 22201
PH: (703) 247-4212

MEMBERSHIPS

- ❖ Ohio Council of Private Colleges and Schools
- ❖ Better Business Bureau of Metropolitan Dayton
- ❖ Broadcast Education Association (BEA)
- ❖ Ohio Association of Broadcasters
- ❖ Dayton Area Chamber of Commerce
- ❖ Dayton Credit Bureau
- ❖ Media Communications Association-International (MCA-I)
- ❖ National Association of Television Program Executives (NATPE)
- ❖ Career College Association (CCA)
- ❖ Fayette County Chamber of Commerce

DIVERSITY AND INCLUSION STATEMENT

International College of Broadcasting is committed to fostering a diverse and inclusive community in which members develop their abilities to live in a complex and interconnected world. Consistent with our educational mission, we recognize ourselves as a community that respects individual identities based on varying sociocultural characteristics, such as race, ethnicity, gender identity and expression, sexual orientation, national origin, first language, religious and spiritual tradition, age, ability, socioeconomic status, and learning style. We

strive to create a socially just world that honors the dignity and worth of each individual, and we seek to build a community centered on mutual respect and openness to ideas—one in which individuals value cultural and intellectual diversity and share the responsibility for creating a welcoming, safe, and inclusive environment. We recognize that our community is most inclusive when all members participate to their full capacity in the spirited, and sometimes challenging, conversations that are at the center of the College’s educational mission.

GENERAL INFORMATION

CLASS SCHEDULES

Morning Sessions: Monday through Friday 8:00 AM to 1:00 PM

Evening Sessions: Monday through Thursday 6:00 PM to 11:00 PM

Classes are in session during all months of the year. All classes are measured on a semester basis. Each individual student's class hours and days of attendance will vary, depending on the student's class schedule. The schedule will be posted one week prior to each semester.

HOLIDAY SCHEDULE

The following holidays for students are observed:

- ❖ **New Year's Day**
- ❖ **Martin Luther King Day**
- ❖ **President's Day**
- ❖ **Good Friday**
- ❖ **Memorial Day**
- ❖ **Independence Day**
- ❖ **Labor Day**
- ❖ **Columbus Day**
- ❖ **Veterans' Day**
- ❖ **Thanksgiving and the Day following**
- ❖ **Christmas Break**

Please see addendum for semester start and end dates, as well as scheduled class breaks for holidays, in-between semesters, etc.

DRUG-FREE AWARENESS PROGRAM (DFAP)

Each student, upon enrollment, must sign a form that outlines the institution's Drug-Free Awareness Program. ICB has a four-phase program designed to inform all students and staff of the dangers of drug abuse. The phases are listed below:

PHASE 1: Warning to all employees and students of the dangers of drug abuse in the workplace.

PHASE 2: Notice: The institution has a policy of maintaining a drug-free workplace.

PHASE 3: Penalties of Non-compliance with the terms of the institution's drug-free awareness program.

PHASE 4: Referral to a counseling, treatment or rehabilitation facility.

STUDENT SERVICES

CAREER PLACEMENT

The *Student Services Department* at the International College of Broadcasting can provide assistance to currently enrolled students and graduates. Services of the department include job placement assistance and guidance to students and graduates as they seek employment in the broadcasting field. **This is not a guarantee of employment or a minimum starting salary. No one is authorized by the school to make such guarantees.**

Students attending the International College of Broadcasting are responsible for the recommendation submitted to prospective employers. The student's academic and attendance records, as well as professional characteristics determine the school's evaluation.

Part-time job placement assistance is available to students currently attending classes. Students desiring this service should establish and maintain contact with the *Student Services Department*.

COMPLIANCE WITH AMERICAN DISABILITIES ACT STANDARDS

All students with verified disabilities must provide to the ADA Coordinator verification of and requested accommodations for their disabilities. This can be done at the time of admissions or at any time during the student's program when a disability is identified. Students who suspect they might have a disability should contact the ADA Coordinator for assistance. The college will allow for the implementation of reasonable and appropriate accommodations necessary for participation in the college's programs. Modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability, including non-learning disabilities will be made for students with verified disabilities. International College of Broadcasting is committed to the facilitation of learning for all students. International College of Broadcasting complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and supports the provision of reasonable and appropriate accommodations in order to foster student success.

Requests for accommodations should be made in writing to:
Kenneth Pyles, ADA/Section 504 Coordinator
ICB 6 S Smithville Road Dayton, Ohio 45431

GRIEVANCE PROCEDURE/SECTION 504

The College has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, OH 44114-2611:

Step 1: A person who believes that he/she has been discriminated against by the College is encouraged, but is not required, to discuss the matter informally with Ronda Doster, Director of Education in the case of a student, or J. Michael LeMaster, President/School Director, in the case of an employee. If the Director of Education or the School Director is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the College Section 504 Coordinator, Kenneth Pyles. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the College Section 504 Coordinator who will investigate the complaint. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to Mr. J. Michael LeMaster, College President and School Director, who will appoint another administrator to conduct the investigation. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written

extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the College will take to prevent recurrence of any discrimination/harassment and to correct its discriminatory effects on the grievant and others, if appropriate. The Section 504 Coordinator will maintain the college's files and records relating to the complaint, investigation, and disposition.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to Mr. LeMaster within 10 business days after receipt of the written disposition. Mr. LeMaster, or his designee, shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The College hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the College ADA/Section 504 Coordinator:

Kenneth Pyles
ADA/Section 504 Coordinator
6 South Smithville Rd.
Dayton, Ohio 45431
937-258-8251

ADVISING

Advice and guidance are available to students through academic and administrative personnel. The *Faculty and Staff* of the International College of Broadcasting are professional men and women who are willing to devote the necessary time to students who seek individualized assistance. Each instructor is available to help students resolve academic problems which may be interfering with satisfactory progress. The *Financial Aid Officer* may be consulted with any questions or concerns pertaining to the financing of a student's education. The *Student Services Officer* can assist with all aspects of the job search through successful employment.

PARKING AND PERSONAL PROPERTY

Parking is available on the school's premises. The school assumes no responsibility whatsoever for loss or damage to a student's personal property or for any damage to any car, loss by theft of any of its contents on or adjacent to school property. **Please park only in designated areas. Do not park in any visitor or reserved areas.**

HOUSING

The International College of Broadcasting will assist any student desiring to find housing while attending the college. We have many students who relocate to the Dayton area to attend ICB. *Our goal is to assist students in finding clean, affordable, safe housing near the college.* If you need assistance with housing, finding a roommate, or ride sharing please contact the **Student Services Department**.

MISCELLANEOUS FEES

| | |
|-----------------------------------------------------------------------------|---------|
| Transcripts (one provided after graduation at no charge) each thereafter | \$10.00 |
| Replacement Fee for Lost ID | \$ 5.00 |
| Checks Returned by the Bank | \$25.00 |
| Duplicate Diplomas | \$25.00 |

ADMISSIONS POLICIES

ADMISSIONS REQUIREMENT

The International College of Broadcasting requires applicants for all programs offered at the college to provide **proof of graduation from High School, or its equivalent GED**, to gain admission. Other requirements of the applicant are as follows:

1. *Must have a personal interview with an admissions representative.*
2. *Must successfully pass an admissions test and have a sincere desire to learn and go to work in their chosen field of study.*

ADMISSIONS PROCEDURES

Admissions procedures for the International College of Broadcasting include:

1. *A personal interview with an authorized representative of the school,*
2. *A visit to the school,*
3. *Admissions testing, and*
4. *Payment of the registration fee and tuition deposit.*

ALL STUDENTS ARE REQUIRED TO VISIT THE INSTITUTION PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

A person may enroll at the school Monday through Thursday from 8:30 a.m. to 7:00 p.m., on Friday from 8:30 a.m. to 5:00 p.m. and on Saturday from 9:00 a.m. to 1:00 p.m., please schedule an appointment.

The International College of Broadcasting ensures the school neither denies admission nor discriminates against students enrolled at the school on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin.

OTHER ADMISSIONS REQUIREMENTS-FOUNDATIONS CLASSES

Through the school's entrance testing and evaluation program, some applicants with below-average scores will be required to enroll in foundations courses to review the fundamentals of English and/or Mathematics. Foundations classes are in addition to the course requirements for any program and, in some cases, extend a student's program beyond the average completion time. Foundations courses are awarded "S" (Satisfactory) and "U" (Unsatisfactory) grades that do not

affect a student's grade point average and do not fulfill program graduation requirements.

ACCUPLACER testing cut-off scores are as follows:

English Assessment

- ❖ Foundations English: WritePlacer score less than 4
- ❖ College English: WritePlacer score greater than or equal to 4

Math Assessment

- ❖ Foundations Math: Arithmetic score less than 85
- ❖ College Algebra: Arithmetic score greater than or equal to 85

All students will need to take the ACCUPLACER Test before having transcripts reviewed for transfer credit. Each student will have only one opportunity to take this assessment.

REMEDIAL WORK

Students who fail to meet the cutoff score from the ACCUPLACER will be required to take Foundations Math and/or English courses before taking College English and/or College Math.

HUM 001 Foundations English

A course to assist students in achieving a level of competence as writers that will prepare them to work successfully in advanced studies. Fundamentals of standard written English are developed and reinforced. Students whose score on the placement examination is below the minimum required must enroll in this course. This course does not apply toward the graduation requirements of any program, and the grade is not counted in the grade point average. **(3 semester credit hours)**

MTH 001 Foundations Math

A course to develop and improve the basic skills of working with numbers and fundamental math operations. The number system; addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents; integers, exponents, and one-step algebraic equations are covered. Students whose scores on the placement examination fall below the minimum required must enroll in this course. This course does not apply toward the graduation requirements of any program, and the final grade for this course is not counted in the grade point average. **(3 semester credit hours)**

TRANSFER PROCESSING

A student transferring from another school will be assessed at the current rate per semester or per credit hour for individual courses. **A student who has never attended the International College of Broadcasting must pay a registration fee and tuition deposit of \$195.00.**

TRANSFER OF CREDITS

The International College of Broadcasting does not guarantee the transferability of credits either to or from other institutions. *Credit transfer is the right of the receiving institution.* An articulation fee of \$100.00 will be charged for each class for which credit is granted. A maximum of 25% of a student's program can be accepted for transfer/test-out credit.

COURSE TEST-OUT

ACCUPLACER course test-out scores are as follows:

English Assessment

- ❖ College English: WritePlacer score greater than or equal to 7

Math Assessment

- ❖ College Algebra: Elementary Algebra score greater than or equal to 100

An articulation fee of \$100.00 and a test out of fee of \$100 (total of \$200) will be charged for each class for which credit is granted. A maximum of 25% of a student's program can be accepted for transfer/test-out credit.

CREDIT FOR PREVIOUS TRAINING

Students never having attended the International College of Broadcasting must present a transcript of records to be evaluated and considered for awarding of credit. The grade recorded on said transcript must be a **C (2.0) or above.** Transfer credits are awarded on a one-to-one basis per semester. Credit for course hours not earned within the past five years may be granted at the discretion of the Education Department.

Credit for previous training at the International College of Broadcasting will be awarded for **successfully completed semesters.** Tuition charges will be assessed for the remaining weeks of training left to complete the Diploma or Degree Programs. Payment of a student registration fee is required if the last date of attendance was not within the last twelve (12) months. The tuition will be pro-rated. Diploma Program graduates must complete the current requirements for the completion of the Associate

Degree Program.

ARTICULATION AGREEMENTS

The International College of Broadcasting does not have articulation agreements with any other institutions.

TUITION

Tuition is quoted on a PROGRAM BASIS. The college agrees that there will be no increase in tuition when the student remains in continuous training per terms of the enrollment. **Registration is not complete until payment is received or arrangements for payment have been completed. All paperwork required by the Financial Aid Office must be completed and filed.**

Tuition is due and payable by the first day of each semester. If previous arrangements have been made for a monthly payment plan, payment is due on the first day of the month. **Any payment not made within ten days of the due date will be assessed a \$10.00 late charge and result in a delinquent account status.** A student who has an account that is fifteen days delinquent will be allowed to continue classes only at the discretion of the President of the International College of Broadcasting.

Please refer to the ADDENDUM at the back of the catalog for tuition and fee charges for each program.

MINIMUM CANCELLATION AND SETTLEMENT POLICY/REFUND POLICY

CANCELLATION POLICY

A full refund of all fees paid by the applicant (in excess of \$100) will be made within fourteen (14) days from written notification under the following conditions:

- 1. If the applicant's application for admission is rejected.*
- 2. If the applicant cannot attend classes because of an act of God.*
- 3. If the applicant is involuntarily inducted into the Armed Forces.*
- 4. If the applicant requests, in writing, a refund within five (5) business days after signing a contract, prior to the start of classes, and after having made an initial payment. An applicant may cancel their agreement by notifying, in writing, the Director of Admissions prior to the scheduled starting date of classes.*
- 5. If the applicant requests, in writing, a refund after five (5) days after signing an agreement, and prior to the start of classes, an*

applicant may cancel by notifying, in writing, the director and receive a refund of all fees paid in excess of \$100.00, Registration Fee.

6. *In rare instances, should an applicant enroll prior to visiting the school, the applicant will have the opportunity to withdraw without penalty within five (5) business days following a tour or following the regularly scheduled orientation.*

Note: It is the policy of the school that ALL applicants must visit/tour the facility prior to enrolling in the school.

STUDENT TERMINATION POLICY OR WITHDRAWAL REFUND POLICY

The approved refund policy for a registered school in the State of Ohio is as follows:

A. A student who starts class and withdraws during the first full calendar week of the semester shall be obligated for twenty-five percent (**25%**) of the tuition and refundable fees for that academic term plus the registration fee.

B. A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent (**50%**) of the tuition and refundable fees for that academic term plus the registration fee.

C. A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five percent (**75%**) of the tuition and refundable fees for that academic term plus the registration fee.

D. A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

All refunds will be calculated based on the last date of attendance. Any refunds due to the Federal Title IV Student Financial Assistance Programs, to the student, to the Ohio Board of Regents, etc. will be made within thirty (**30**) days from the institution's Date of Determination (DOD).

ICB is accredited by the *Accrediting Commission of Career Schools and Colleges (ACCSC)*. ACCSC does not have a refund policy. Only in the absence of State policy, does ACCSC require schools to follow its minimum cancellation and settlement policy. Therefore, ICB is required to use only the State and Institution policy.

FINANCIAL AID

International College of Broadcasting participates in the *Federal Student Financial Aid Programs* offered by the *United States Department of Education*. Federal Student Aid is awarded on the basis of need in the form of grants and loans. **Grants are awards and require no repayment. Loans are borrowed money that must be repaid with interest.**

The following programs are available to qualified applicants through the Office of Student Financial Aid at the International College of Broadcasting:

- ❖ Federal Pell Grants
- ❖ Federal Supplemental Educational Opportunity Grant
- ❖ Federal Perkins Loan
- ❖ Federal Family Education Loan Programs (FFEL) (Subsidized Stafford Loan, Unsubsidized Stafford Loan, & PLUS)
- ❖ William D. Ford Federal Direct Loan Program
- ❖ Ohio College Opportunity Grant
- ❖ National Guard Scholarship
- ❖ Bureau of Vocational Rehabilitation
- ❖ Veterans Administration Benefits

HIGH HONOR SCHOLARSHIP

The ***HIGH HONOR SCHOLARSHIP*** is available to any student at the International College of Broadcasting that meets the requirements listed below. *The purpose of this scholarship is to promote academic excellence at ICB.*

The requirements are as follows:

- 1. The student must have a cumulative grade point average of 3.8 or better for the first academic year.**
- 2. The student must not miss more than six days for the first academic year.**

The scholarship is for use toward the second and third year of the Associate Degree Program at ICB. ***The scholarship is not transferable to any other school or college.*** The amount of the scholarship is **\$1500.00**. Recipients of this scholarship will have their accounts credited for \$500.00 the third, fourth and fifth semesters.

RETURN TO TITLE IV (R2T4)

(Applies only to Students receiving Federal Student Financial Aid)
The Higher Education Amendments of 1998, as found in Section 484B

of the Higher Education Act of 1965, regulates the method institutions must use to determine the amount of Federal funds (**financial aid**) a student has earned to pay for his or her cost of education. Effective October 7, 2000, any student receiving financial aid and withdraws or is terminated from his/her classes, prior to completing sixty percent (**60%**) of the term, the institution must use the federal calculation to determine what percentage of aid the student has actually earned. These calculations apply only to those students receiving financial aid and do not complete **60%** of the term. After a financial aid recipient has completed **more than 60%**, no federal calculation is required.

Please note: The amount of money due to the institution is not relative to the amount of financial aid earned.

The amount of assistance you have earned is determined on a pro-rated basis. The percentage of time that has lapsed in the term is the percentage of Title IV Aid earned. For further information regarding Return to Title IV, please see the Financial Aid Department.

REFUND DISTRIBUTION POLICY

Once the refund liability for a particular student has been determined, the Department of Education requires the **FEDERAL** Portion of the refund be distributed in the following manner:

- 1. Federal Unsubsidized Stafford Loan**
- 2. Federal Subsidized Stafford Loan**
- 3. Federal PLUS Loan**
- 4. Federal Direct Stafford Loan**
- 5. Federal Direct PLUS Loan**
- 6. Federal Perkins Loan**
- 7. Federal Pell Grant**
- 8. Federal SEOG Aid**
- 9. Any other Title IV Program**
- 10. Other Federal, State, Private, or Institutional Student Financial Assistance to the Student.**

Refunds to all programs will be made within thirty (**30**) days from Date of Determination (DOD) of student withdrawal.

OFFICIAL WITHDRAWAL

The Financial Aid Office uses the last day of physical attendance once the school receives notice from the student he or she is withdrawing from school. The student's last day of attendance is used for refund purposes.

UNOFFICIAL WITHDRAWAL

The Financial Aid Office uses the last day of physical attendance after 14 calendar days of absences. The student's last day of attendance is used for refund purposes.

REPAYMENT POLICY

When a student has received funds for living expenses and it is determined that the student received more than the budget allows the student owes a repayment. We will bill the student for the amount of the overpayment, following our normal collections procedures in an attempt to collect the funds. The *International College of Broadcasting* is not liable for collection of such funds; the responsibility is between the student and the Department of Education.

ADMINISTRATIVE POLICIES

ATTENDANCE POLICY

The International College of Broadcasting assumes that when you register for a course, you accept responsibility for full participation in all classes and lab activities. YOU ARE THEREFORE, EXPECTED TO ATTEND ALL CLASSES.

TARDY POLICY

Students, who arrive up to 15 minutes after a 2-4 hour class starts, are counted as tardy. Students, who arrive up to 30 minutes after a 5 hour class starts, are counted as tardy. Five tardies becomes an absence. A student who is late after 15 or 30 minutes, the student is counted absent. It is the student's responsibility to notify the instructor of their arrival in order to turn in any assignments to participate in class.

ABSENCE POLICY

Any student having seven (7) absences in a semester is considered to have excessive absences, and is required to meet with the director for consultation, as well as to be placed on attendance probation. Attendance probation will be in effect until the end of the current semester for which the student has been placed on probation. If absenteeism continues, termination could result at any point after the seven absences. If you have a medical or family emergency which requires you to be absent after being placed on probation, contact the director immediately to inform him of your situation, and to make arrangements concerning your additional absences. Remember tardies also accumulate into absences and are calculated into your attendance record.

Class attendance is a vital consideration when course grades are figured. Each student is responsible for satisfactory completion of all work assigned during an absence. **Students will work with the instructor on an individual basis to complete all make up assignments.**

The attendance record is part of each student's permanent record and is included in information requested by prospective employers following graduation. **Students are expected to report to class on time and to remain in class until the scheduled dismissal time.**

ATTENDANCE EXCEPTIONS/LEAVE OF ABSENCE

Due to the nature of training, the institution does not offer a Leave of Absence. Instead students are withdrawn based on the last date of attendance and are eligible for reenrollment at the next scheduled start date. In the case of a military commitment, students may notify the director for interruption in training. The above procedure is applicable.

In the case of military reserve commitment, the student may make prior arrangements to accommodate any missed assignments or projects. Should a short-term (2 week) commitment lengthen the time of the absence, the school will use the last day of attendance to withdraw the student and calculate any refunds due.

VA REPORTING

The school has the responsibility and the capability of reporting to the VA, within thirty **(30)** days, status changes such as dropping and adding courses, failure of the student to maintain continuous attendance, or withdrawal from the school. The effective date of withdrawal will be the last date of attendance.

For students enrolled in the *Diploma Program*, the VA shall be notified of student's termination when the absences reach in excess of seven **(7)** days or equivalent in a semester. Extenuating circumstances may be appealed within fifteen **(15)** days of the seven absences to the director.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

The purpose of training is to prepare a student for immediate employment in the broadcast field upon graduation. Because of this, grading is administered to correlate the student's level of achievement on test and studio projects, mid-terms, and final exams. The student is furnished a progress report at the end of each semester.

SATISFACTORY ACADEMIC PROGRESS POLICY

To maintain satisfactory academic progress and qualify for Title IV federal financial aid, a student must (1) satisfy the academic requirements and specific program requirements, and (2) make satisfactory academic progress, as required by federal law. Satisfactory Academic Progress (SAP) is measured using qualitative and

quantitative standards, including periods during which federal financial aid was not received. Qualitative progress is measured by cumulative grade point average. Quantitative progress is measured by completion rate and maximum time frame.

CUMULATIVE GRADE POINT AVERAGE

- A student must maintain a minimum cumulative grade point (CGPA) of 2.0 or higher. If a student is enrolled in an educational program of more than two academic years, the student must have a CGPA of a 2.0 or higher at the end of the second academic year.
- Satisfactory (S), Unsatisfactory (U), and Withdrawal (W) grades are not used in calculating CGPA. Credits earned by examination or transferred from another institution are also not used in calculating CGPA.
- When a student repeats a course, the highest grade achieved in that course is used in calculating CGPA.

Completion Rate

- In addition to maintaining a minimum CGPA, a student must successfully complete 60 percent of all credit hours attempted, including those attempted in remedial courses.
- Remedial courses are not included in the calculation in the CGPA.
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating completion rate.
- The grades of A,B,C, D and S indicate successful course completion for purposes of this policy. The grades of F, W and U indicate a lack of successful course completion.

MAXIMUM TIMEFRAME

- A student must complete his/her academic program within a maximum of 150 percent of the published length of the education program as measured in credit hours. For example, a student completing a program requiring 72 credit hours may attempt 108 credit hours to complete that degree. ($72 \times 1.5 = 108$).
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating maximum timeframe.

SATISFACTORY ACADEMIC PROGRESS STATUS

The satisfactory academic progress of each student is evaluated for the purpose of determining federal financial aid eligibility. SAP is evaluated at the end of each semester. Students who have received an incomplete grade will be reevaluated for SAP after expiration of the incomplete grade period and the determination of a final grade.

Good Standing - A student is in good standing status if the student has: (1) successfully completed a minimum of 60 percent of the credit hours attempted; (2) maintained at least the minimum CGPA of 2.0; and (3) not exceeded the maximum time frame.

Academic Probation - A student will be placed on academic probation status if the student's CGPA falls below the minimum of 2.0 or the student fails to successfully complete at least 60 percent of the credit hours attempted. A student in academic probation status will be given one semester to return to good standing status. A student who does not return to good standing status within such time period will be placed on academic suspension status. Federal financial aid is available to eligible students in academic probation status.

Academic Suspension - A student who does not return to good standing status after one semester on academic probation, or who exceeds the maximum time frame, will be placed in academic suspension status. A student in academic suspension status is not eligible to receive federal financial aid. This status continues during periods of non-enrollment. A student may re-establish eligibility for federal financial aid as set forth in the following section.

RE-ESTABLISHING FEDERAL FA RESPONSIBILITY

A student in suspension status may re-establish eligibility for federal financial aid if:

- The student continues to attend classes and improves his/her CGPA and/or completion rate to minimum standards without federal financial aid, or
- The student appeals the suspension and demonstrates that extenuating circumstances caused the student to be unable to make satisfactory academic progress, such as the death of a relative, serious injury or illness of the student, or other special circumstances. The student must also explain what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

- The student must submit in writing to the Director of Education.
- A student may appeal no more than 3 times.

A student who has exceeded maximum time frame cannot re-establish eligibility for federal financial aid.

GRADE SCALE

A – 4 points (100% - 90%) Indicates superior grasp of material, earned through excellent performance on all assignments and examinations and is a very strong indication of career success.

B – 3 points (89% - 80%) Indicates a good level of proficiency and is a strong indication of career success.

C – 2 points (79% - 70%) Indicates a satisfactory level of achievement to enable successful employment or completion of further course work.

D – 1 point (69% - 60%) Indicates probationary grade and a marginal level of achievement. Students earning this grade are expected to seek extra help to correct deficiencies or may be asked to repeat the semester. Conferences with the student, instructor, and the director will determine the best course of action to take to promote academic success.

F – 0 points (59%-0%) Indicates an insufficient comprehension of material to permit promotion to the next semester. Student must consult the Director of Education for further guidance concerning the repetition of the course.

I – Incomplete A student has two (2) weeks after the end of the semester to complete incomplete work. After this has been completed within the two-week time frame, the “*F*” will be changed to the earned letter grade.

K – Transfer Credit by examination or transfer from another school.

S – Satisfactory 0 points (100%-60%) Indicates sufficient comprehension of material of a foundations course. A foundations course does not apply toward the graduation requirements of any program and the final grade for this course is not counted in the grade point average.

U – Unsatisfactory 0 points (59%-0%) Indicates insufficient comprehension of material of a foundations course and the course must be retaken. A foundations course does not apply toward the graduation requirements of any program and the final grade for this course is not counted in the grade point average.

W - Withdrawal from class.

INCOMPLETE, WITHDRAWALS, AND REPETITION

Students with course *Incompletes, Withdrawals, and Repetitions* are eligible to continue receiving financial aid if the following conditions are met:

- 1. The student is otherwise making satisfactory progress.**
- 2. The time needed to make up and complete course work is within the program maximum time frame.**

FINANCIAL AID WARNING (FAW)

If a student was in good Satisfactory Academic Progress standing and fails to meet the CGPA of 2.0 or 60% completion rate, the student is placed on Financial Aid Warning (FAW).

FAW students who improve performance at the conclusion of the semesters are again meeting SAP standards will be placed in good standing and may continue to receive financial aid if otherwise eligible.

FAW students who fail to meet SAP at the conclusion of the next semester of enrollment will be placed on Financial Aid Termination (FAT).

FINANCIAL AID TERMINATION (FAT)

Students with FAW status who fail to meet the CGPA and/or completion rate as well as any student who earns a 0.0 GPA for the semester will be placed on Financial Aid Termination (FAT), which cancels the student's financial aid.

FINANCIAL AID PROBATION (FAP)

Students who successfully appeal their Financial Aid Termination (FAT) will have their financial aid eligibility reinstated and will be placed on Financial Aid Probation (FAP). During the probationary period, students must make progress toward satisfactory CGPA and completion rate. Students who fail to meet the CGPA and/or completion will be placed back on Financial Aid Termination (FAT).

APPEAL PROCESS

A student may appeal the determination of satisfactory progress, the termination of financial aid and termination from the college to the director based upon extenuating circumstances. In such cases the director may determine that the student is making satisfactory progress towards the diploma or degree despite the failure to conform within the normal time frame or minimum grade averages.

GRADUATION REQUIREMENTS

Students in the Multimedia Production and Broadcasting and Video Production/Recording Audio Engineering Associate Degree programs must meet attendance requirements and successfully complete sixty-nine **(69)** semester credit hours in the school with a grade point average of **2.0 (C) or better** to graduate.

Students in the Diploma Broadcasting I program must successfully complete thirty-eight **(38)** semester credit hours and a grade point average of **2.0 (C) or better** to meet graduation requirements. Students in the Diploma program must meet attendance requirements.

Upon the successful completion of the Diploma Broadcasting I program, a diploma will be awarded to the student. Upon successful completion of the degree programs, an Associate Degree of Applied Science in Multimedia Production and Broadcasting or an Associate Degree of Applied Science in Video Production/Recording Audio Engineering will be awarded to the student.

REPEATING COURSES

A student shall repeat any subject in which he/she receives a final grade of **“F”** during the semester. The student will be charged the full tuition for the course that is to be repeated.

WITHDRAWALS

A student desiring to withdraw from the college should contact the Director of Education immediately. All withdrawals from a course or from the school must be in written form and approved by the director.

READMISSION

A student may petition for re-entrance to the school, and if accepted, will follow the usual customary admission procedures. A previously

paid registration fee to the International College of Broadcasting will be credited for up to one (*I*) year.

Any student desiring re-entry must be cleared through the Financial Aid Department, Education Department, and the Admissions Department. Students desiring re-entry beyond six months following the last date of attendance or failing to re-enter with the next available class will forfeit all monies paid, except the registration fee for previous training.

A student who desires re-entry will be assessed at the current rate per semester, or per credit hour for individual courses.

A student who was previously enrolled and paid the registration fee and tuition deposit, and has not been given a pro-rata refund of \$195.00 will not be required to pay another fee of \$195.00 for the new course of study.

PERSONAL APPEARANCE/DISCIPLINE

Students must remain in designated areas before, during, and after class and should not roam unnecessarily through the building. This also applies during term breaks, make-up or studio sessions, etc. Smoking, eating, or drinking is not allowed in classrooms or any other non-designated areas at anytime during class hours. Eating and drinking is allowed in the break area before class, during scheduled breaks, and after class. **THIS IS A NON-SMOKING FACILITY.**

Each student is expected to maintain a presentable appearance at all times on school property. Shorts, bare feet, thongs, tank tops, and halter tops, etc., are not considered professional dress and are not allowed! First impressions made to school visitors, *who many times are potential employers,* are lasting ones.

STUDENT DISMISSAL POLICY

The school reserves the right to dismiss, *at any time,* any students whom it deems “**Unsatisfactory**” for any reason. Students are expected to act with decorum, to obey the regulations of the school and to pay due respect to its officers, instructors, and other students. “**Unethical**” or “**Undesirable Conduct,**” which is inconsistent with general good order whenever it may occur, is held to be sufficient grounds for dismissal. This includes any attempt by a student to present as his/her own work anything he/she has not honestly performed, or any attempt to pass an exam by improper means. A student is expected to conduct themselves properly outside the school area. Alcohol and drugs will not be permitted and/or used in the school, the parking lot, or in vehicles

parked in the school parking lot. **PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS ARE SUBJECT TO IMMEDIATE DISMISSAL.**

The school may dismiss any student who fails to maintain passing grades, engages in improper or unlawful conduct, conducts themselves in such a manner that discredits the school, demonstrates disruptive classroom behavior, or maliciously destroys or damages school property. The student will be held liable for repair/or replacement of the damaged property.

LIBRARY/MEDIA CENTER

Library facilities are available to students during regularly scheduled class hours under the supervision of an instructor. Books, periodicals, and reference material can be used on school property as well as checked out for use outside of the institution by completing required forms, located at the front desk. The library also houses desktop computers with the most commonly used programs and Internet access is available on most units.

WEATHER EMERGENCIES

The college reserves the right to close during weather emergencies or other emergencies. The news media will be utilized to broadcast school closings. Students will not be considered absent under the existing attendance policy.

ADDITIONAL DISCLOSURES

There are additional disclosures available at <http://icb.edu/consumer-information>.

These include:

- Copyright infringement
- Acceptable use agreement for electronic information
- FERPA general guidance for students
- Sexual Misconduct Policy

STUDENT GENERAL COMPLAINT/GRIEVANCE PROCEDURE

The college is committed to helping each student achieve their individual goals and objectives. The college is responsive to issues of concern raised by its students. Any student wishing to express a grievance or complaint should direct such to **J. Michael LeMaster, College President/School Director**, or **Ronda Doster, Director of Education** preferably presented in person, with the complaint in written form. Issues remaining unresolved at the school level may be directed to the *State Board of Career Colleges and Schools at the address listed below*:

**State Board of Career Colleges & Schools
30 East Broad Street, Suite 2481
Columbus, OH 43215
(614) 466-2752**

Schools accredited by the *Accrediting Commission of Career Schools and Colleges* must have a procedure and operational plan for handling student complaints or concerns, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the Plaintiff(s) for the Commission to forward a copy of the complaint to the school for a response. The Plaintiff(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquires to the address below:

**Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Ste. #302
Arlington, VA 22201
Phone: (703) 247-4212**

www.accsc.org

A copy of the Commission's Complaint form is available at the school and may be obtained by contacting **J. Michael LeMaster, College President**.

ASSOCIATE DEGREE PROGRAM OF APPLIED SCIENCE IN MULTIMEDIA PRODUCTION AND BROADCASTING

EDUCATIONAL OBJECTIVES

The Associate Degree Program includes courses designed to give the student a full understanding of Multimedia Production and Broadcasting, as well as to prepare him/her for employment in the expanding area of Social Media Communications. Content of the program has been developed to enrich each student's overall concept of business and technology. Basic and general educational courses enhance the technical education and enable students to advance toward career objectives. Graduates from this program would be qualified for entry level positions in small and medium broadcast markets, positions include, but not limited to:

| | |
|----------------------------|-----------------------------|
| <i>Disc Jockey</i> | <i>Radio/TV Sales Rep</i> |
| <i>Promotion Director</i> | <i>Floor Director</i> |
| <i>Traffic Coordinator</i> | <i>Copyright</i> |
| <i>Master Control Tech</i> | <i>Video Editor</i> |
| <i>Camera Operator</i> | <i>Production Assistant</i> |
| <i>Music Director</i> | <i>Social Media Manager</i> |

Course titles and credits are listed on the following pages. The program is sixty-nine (69) semester credit hours. Both day and evening classes are offered. The program takes five fifteen (15) week semesters to complete as a full-time student. The program is also available on a part-time basis, the length of time to complete the program on a part-time basis, is dependent on each individual student's class load for each semester. The total length of time normally required for completion is seventy-five (75) weeks for students. The maximum number of students for the program is twenty-eight (28) students, while the average class size is fifteen (15) students.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN MULTIMEDIA PRODUCTION AND BROADCASTING

| <u>COURSE #</u> | <u>TITLE</u> | <u>SEMESTER CREDIT</u> |
|------------------------------------|------------------------------------|----------------------------|
| RAD 1016 | Introduction to Radio | 4 |
| RAD 1017 | Radio News & Production | 4 |
| RAD 1018 | Advanced Radio and Sales | 4 |
| RAD 1020 | Multimedia/Broadcasting Internship | 1 |
| | | |
| VID 1020 | Introduction to Video | 4 |
| VID 1021 | Video Production II | 4 |
| VID 1022 | Video Production III | 4 |
| VID 1023 | Video Production IV | 4 |
| HUM 105 | Business Management | 3 |
| HUM 110 | Communications and Public Speaking | 3 |
| HUM 115 | College English | 3 |
| HUM 120 | Environmental Science | 3 |
| HUM 125 | Political Science | 3 |
| HUM 130 | Psychology | 3 |
| HUM 203 | Broadcast Writing | 2 |
| HUM 204 | Mass Media | 2 |
| HUM 207 | Journalism | 2 |
| HUM 210 | Career Development | 2 |
| REC 1220 | Audio Engineering Basics | 3 |
| MTH 105 | College Algebra | 3 |
| SM 1010 | Social Media I | 4 |
| SM 1011 | Social Media II | 4 |
| | | |
| TOTAL CREDIT HOURS REQUIRED | | 69 |

DIPLOMA PROGRAM BROADCASTING I

EDUCATIONAL OBJECTIVES

The Diploma Broadcasting I program includes courses designed to give the student the basic elementary skills to work in radio and television stations. The student is able to select an emphasis in either Radio or Television to give themselves additional experience in and exposure to the area of particular interest to the student. Students who complete the Broadcasting I program will be qualified for positions such as, but not limited to:

Radio On-Air Personality
Camera Operator
Television Lighting Tech
Board Operator
Other Entry Level Positions
Social Media Manager

The program is ideal for students already holding four-year degrees who wish to take the Radio/Television Program, but for whom an Associate Degree is not of utmost importance. All courses offered in this program are also found in the Associate Degree at ICB. The Diploma Program is designed for the individual who is not interested in pursuing the management, programming, or advanced levels of broadcasting. The Diploma Program is thirty-eight **(38)** semester credit hours. The program requires three **(3)** fifteen-week semesters to complete. Classes are offered in both the day and evening.

The length of time normally required to complete this program is **(45)** forty five weeks. The maximum size is **(28)** twenty eight students, while the average class size is **(15)** fifteen students.

DIPLOMA PROGRAM BROADCASTING I

| <u>COURSE #</u> | <u>TITLE</u> | <u>SEMESTER CREDIT</u> |
|------------------------------------|------------------------------------|------------------------|
| RAD 1016 | Introduction to Radio | 4 |
| RAD 1017 | Radio Production & News | 4 |
| RAD 1020 | Multimedia/Broadcasting Internship | 1 |
| VID 1020 | Introduction to Video | 4 |
| VID 1021 | Video Production II | 4 |
| HUM 110 | Communications and Public Speaking | 3 |
| HUM 203 | Broadcast Writing | 2 |
| HUM 207 | Journalism | 2 |
| HUM 210 | Career Development | 2 |
| SM 1010 | Social Media I | 4 |
| RAD 1018 | Advanced Radio and Sales | 4 |
| <i>and</i> | | |
| SM 1011 | Social Media II | 4 |
| <i>or</i> | | |
| VID 1022 | Video Production III | 4 |
| <i>and</i> | | |
| VID 1023 | Video Production IV | 4 |
| TOTAL CREDIT HOURS REQUIRED | | 38 |

ASSOCIATE DEGREE OF APPLIED SCIENCE IN VIDEO PRODUCTION/ RECORDING AUDIO ENGINEERING

EDUCATIONAL OBJECTIVES

The Associate Degree Program in Video Production/Recording Audio Engineering includes courses designed to give the student a full understanding of Video Production and Recording/Audio Engineering, both as separate disciplines and in a marriage of the two. Audio, which used to be an afterthought in most dominant presentations, is now more of a quality concern than in the past. The ability to work in both the visual and audio is increasingly important. The program concentrates on the audio art as it relates to the traditional music recording industry and its new partnership with video. Basic and general education courses enhance the technical education and enable students to advance toward career objectives. Students who complete the Recording/Video Production Degree Program will be qualified for positions such as but not limited to:

Sound Technician

Graphic Artist

Audio Recording Engineer

Cable Television Video Editor

Video Tape Librarian

Audio Producer

Music Director/Producer

The emergence of new technologies and program forms, such as music videos bring the need for well-rounded, versatile professionals, trained in both video and audio. The program achieves this through a combination of lecture and in-studio experience, with the emphasis placed on “hands-on” training. Students will learn to take projects from their initial concepts to finished production.

This program is designed to prepare graduates for entry level positions in the recording/audio engineering field, video production and positions requiring knowledge and experience in both. Course titles and credits are listed on the following pages. The program is sixty-nine (69) semester credit hours. Both day and evening classes are offered. The program takes five fifteen (15) week semesters to complete as a full-time student. The total length of time normally required for completion is seventy-five (75) weeks for students. The maximum class size is fifteen (15) students, while the average class size is twelve (12) students.

**ASSOCIATE DEGREE OF
APPLIED SCIENCE IN
VIDEO PRODUCTION/RECORDING
AUDIO ENGINEERING**

| <u>COURSE #</u> | <u>TITLE</u> | <u>SEMESTER CREDIT</u> |
|------------------------------------|--------------------------------------|----------------------------|
| AUD 201 | Music Theory | 2 |
| AUD 203 | Studio Maintenance | 2 |
| AUD 205 | Music Industry and History | 3 |
| AUD 220 | Career Exploration & Development | 2 |
| REC 1221 | Recording/Audio Engineering Ia | 4 |
| REC 1222 | Recording/Audio Engineering Ib | 4 |
| REC 1223 | Recording/Audio Engineering IIa | 4 |
| REC 1224 | Recording/Audio Engineering IIb | 4 |
| REC 1226 | Recording/Audio Engineering III | 3 |
| REC 1225 | Recording Audio and Video Internship | 1 |
| RAD 1016 | Introduction to Radio | 4 |
| VID 1020 | Introduction to Video | 4 |
| VID 1021 | Video Production II | 4 |
| VID 1022 | Video Production III | 4 |
| VID 1023 | Video Production IV | 4 |
| HUM 105 | Business Management | 3 |
| HUM 110 | Communications and Public Speaking | 3 |
| HUM 115 | College English | 3 |
| HUM 120 | Environmental Science | 3 |
| HUM 130 | Psychology | 3 |
| HUM 204 | Mass Media | 2 |
| MTH 105 | College Algebra | 3 |
| TOTAL CREDIT HOURS REQUIRED | | 69 |

ASSOCIATE DEGREE & DIPLOMA PROGRAMS COURSE DESCRIPTIONS

AUD 201 Music Theory

As applied to a recording, a thorough investigation of terminology used harmonies, chords, and other musical structures such as the hook, the beat, rhythms, orchestration, arrangements and composition. **(2 semester credit hours)**

AUD 203 Studio Maintenance

Studio Maintenance is designed to give the student a basic knowledge of trouble shooting problems, and maintaining the studio's technical functions, for repairing cables to servicing a multi-track recorder. Analog tape editing is another task that is taught during this course. This course will give the student the ability to ensure that a recording studio's equipment is properly maintained and operating to its fullest potential. **(2 semester credit hours)**

AUD 205 Music Industry and History

This course will track the advancement of technology from the early discs and drums to today's digital audio technology. Students will also discuss the process a song travels, from "creation to stardom." **(3 semester credit hours)**

AUD 220 Career Exploration & Development

This class is designed to give all recording students a professional engineer's portfolio to assist them in the job market. There are several projects that the student must complete that will be included in the portfolio. The class also assists the student with resume preparation and interviewing skills. **(2 semester credit hours)**

HUM 105 Business Management

A survey of management theory and practices defined in various environments (business, industry, and education) and viewed from different perspectives (manager, employee, and stockholder). **(3 semester credit hours)**

HUM 110 Communications & Public Speaking

This course focuses on enhancing students' ability to receive, define, analyze, interpret, and evaluate the ideas and meanings, and feeling available in the environment. An emphasis is also placed on the development of speaking skills through concentrating on various aspects of planning, delivering, and critiquing speeches. **(3 semester credit hours)**

HUM 115 College English

This course is designed to assist the student in mastering the five-part writing process: pre-writing, drafting, revising, editing, and writing final paper. Students will use effective paragraph development, demonstrate variety in sentence structure, and use proofreading techniques to prepare the final product of research writing assignments. Development of basic skills in research and documentation techniques is also included. **(3 semester credit hours)**

HUM 120 Environmental Science

This course will serve as an introduction to and will cover broad aspects of environmental science and environmental studies. For all cases, the resulting environmental impacts will be studied in detail. Specifically, this course will examine the risks associated with growth in the developing world, environmental impact of population growth on natural resources, mineral and resource extraction, uses of water resources, and renewable and non-renewable source for power generation. **(3 semester credit hours)**

HUM 125 Political Science

This course describes, investigates, and compares political systems and the impact on various environments. **(3 semester credit hours)**

HUM 130 Psychology

This course is an introduction to the history, practices, and research in the field of Psychology. **(3 semester credit hours)**

HUM 203 Broadcast Writing

This course is a continuation of the basic writing courses with a particular emphasis on refining writing style as well as learning the basics of broadcast writing. **(2 semester credit hours)**

HUM 204 Mass Media

This course takes an in-depth look at the ways in which technology has been applied to human communication through radio, TV, and publishing. **(2 semester credit hours)**

HUM 207 Journalism

This course provides an in-depth look into the process involved in the translation of events into broadcast reporting. **(2 semester credit hours)**

HUM 210 Career Development

Examines a structured process which focuses on students' career goals, preparation of cover letters, resumes and interviewing techniques. **(2 semester credit hours)**

MTH 105 College Algebra

This course examines real numbers, linear equations, polynomials, order of operations, and word problems. Focus on these topics is the development of problem solving skills and critical thinking. **(3 semester credit hours)**

RAD 1016 Introduction to Radio

This introduction course explores the history of the radio industry from its humble beginnings to becoming one of the fastest growing industries today. Students produce their own radio stations and formats, including music, newscasts, commercials, music playlists, program logs, etc. Lecture and classroom discussion prepares the student to “go on the air.” Students organize their stations in both a group and individual effort, and back-timing into network program is emphasized. **(4 semester credit hours)**

RAD 1017 Radio Production & News

Students learn through classroom instruction that radio is “**show business**”, and the “**business**” end is discussed at length. Students also learn to write and produce commercial image production campaigns. Editing techniques are introduced as well. Building upon the skills acquired, the principles of radio news are incorporated from the perspective of writing five minute newscasts and news features through classroom instruction and practical applications. **(4 semester credit hours)**

RAD 1018 Advanced Radio and Sales

This segment of the curriculum prepares the student for professional employment. Using all the knowledge garnered to this point, the student creates and produces an “**audition**” or “**air check**” tape. Prior to that, radio production, news, and sales are recapped. The student will also go on their own actual sales consultation call, and will be versed in the proper ways to organize not only their audition tape, but also resume, cover letter and interview skills. Radio sales, from the standpoint of proposals, rate cards, and actual presentations to the class are also conducted. **(4 semester credit hours)**

RAD 1020 Multimedia Production and Broadcasting Internship

The initial experience is designed to combine classroom theory with practical application through supervised job-related experiences. Students are actively involved with the radio and/or television field with a work focus, which relates to their academic training and career objectives. **(1 semester credit hour)**

REC 1220 Audio Engineering Basics

The concept of this class is to introduce students to the basics of audio as well as how and why audio is impacted in different environments. The crucial role audio plays in defining how audiences from all forms of the entertainment industry rely on to make music, speech, and dialogue sound professional through and advanced understanding of audio and its equipment.

REC 1221 Recording/Audio Engineering Ia

This course will allow students to become proficient in the beginning operations of recording and audio equipment through lecture and in-class labs, providing actual “**hands-on**” training. The focus will be on basic recording equipment operations and audio terminology with emphasis on basic signal flow, studio set-up and 4-track recording. This course is a prerequisite to Recording/Audio Engineering Ib. **(4 semester credit hours)**

REC 1222 Recording/Audio Engineering Ib

This course focuses on more sophisticated audio equipment and recording techniques. Students will learn the operation of a 32-channel mixing console, the 16-track recorder, signal processors and studio procedures. This course is a prerequisite to Recording/Audio Engineering IIa. **(4 semester credit hours)**

REC 1223 Recording/Audio Engineering IIa

Students will be introduced to digital recording, focusing on digital work stations, digital multi-track recording and editing, the Digital Audio Tape (DAT) mix-down procedures. Students will also have the opportunity to work with many different styles of music, engineering area musicians, as well as their own personal projects. This course is a prerequisite to Recording/Audio Engineering IIb. **(4 semester credit hours)**

REC 1224 Recording/Audio Engineering IIb

This course will focus on sophisticated recordings, combining digital and analog technology. Students will also learn the basics of live sound reinforcement, commercials/jingles production, album production and digital mastering. **(4 semester credit hours)**

REC 1225 Recording Audio and Video Internship

The initial experience is designed to combine classroom theory with practical application through supervised job-related experiences. Students are actively involved with the recording audio and/or video field with a work focus, which relates to their academic training and career objectives. **(1 semester credit hour)**

REC 1226 Recording/Audio Engineering III

This course will focus on advanced understanding of mastering and mixing techniques of audio production. Students will also continue to apply these techniques to a wide genre of music styles and other audio production. **(3 semester credit hours)**

SM 1010 Social Media I

This course will introduce students to the context and forms of social media including who uses them, who gains from them, and how they are transforming the media. There will be discussions on the etiquette, norms, and law and ethics associated with this ever changing medium. Students will become familiar with a range of social media tools,

analyze and discuss their uses and implications. **(4 semester credit hours)**

SM 1011 Social Media II

This course is a continuation of Social Media I where students will develop and produce social media outreach and engagement through broadcasting. Students will determine the best approaches to report live events using social media and explain the importance of social media to journalism. Guidelines will also be developed for appropriate use of user generated content for a media organization. **(4 semester credit hours)**

VID 1020 Introduction to Video Production

Students will learn the basics of video production during this course. This includes explanation of the various jobs associated with video production and the responsibilities that come with those jobs, the terminology used in the field, and the proper operation of the equipment, in our studio and some techniques that can be used to develop skills on the equipment. The course objectives will be met through in-class lectures, reading assignments from the text, hands-on practice on the equipment, and in-class projects. This course is a prerequisite to Video Production II. **(4 semester credit hours)**

VID 1021 Video Production II

Emphasis is on basic editing skills, increasing technical proficiency with production equipment, broadcast promotions and television programming. In-class projects include several live directing projects and two promotional announcements. Class lectures and discussions include topics such as editing strategies, programming topics audience research, ratings, copyright, network erosion, the impact of cable, regulation and self-regulation, pressure groups and censorship and programming in the “**public interest**”. Students will also examine the impact of new technologies and how they may affect programming and video production in the future. This course is a prerequisite to Video Production III. **(4 semester credit hours)**

VID 1022 Video Production III

Writing for television will be emphasized with students preparing scripts and storyboards for several commercials and public service announcements. News production and writing will also be introduced. Lectures will cover writing formats for short-form scripts and news, terminology associated with news and script writing, and how to put

together a package for news. Students will sharpen their editing, videography, and production skills through a variety of projects including editing a commercial or PSA and shooting and editing a feature story, music video or on-air promotional video. This course is a prerequisite to Video Production IV. **(4 semester credit hours)**

VID 1023 Video Production IV

The emphasis is on taking an idea from its initial concept through to a finished product. Students will learn all aspects of production including writing a proposal, setting up budgets and schedules, writing the script, lining up talent and crew, shooting, editing, graphics, audio, and then putting it all together. Students will also put together a 30-minute newscast or similar type of program complete with tape roll-ins and scheduled commercial breaks. Students are encouraged to work in those crew positions in which they have the strongest interest and abilities. Emphasis is on teamwork, timing, and proficiency in the job each student has been assigned. **(4 semester credit hours)**

FACILITIES

The International College of Broadcasting is located at 6 South Smithville Road, in Dayton, Ohio. The college provides a comfortable learning atmosphere in a modern building. Within the main level of the building there are seven (7) fully equipped radio training studios, a fully equipped TV studio and control room, Four (4) editing suites, as well as lecture classrooms, library and all administrative offices. A modern recording studio and classroom is located in the lower level of the building. A second recording studio is located one-quarter of a mile from the main building.

The college is located on the public bus transportation route (RTA) with a stop located directly in front of the college. The college is easily accessible from all major highways leading into the Dayton area.

FACILITIES AND EQUIPMENT RADIO DEPARTMENT

- 6 Radio Performance Production Studios
- 1 FM/Internet On-Air Studio
- 3 Henry brand Six Mix Radio Consoles
- 1 Arrakis brand 500-SCT-85 Series 8-channel Console with Rotary Pots
- 1 Arrakis brand 1200-5S 5-channel Console with Slide Pots
- 1 Arrakis brand ARC-10 Series 10-Channel Digital Plug-n-Play Console
- 1 Arrakis brand ARC-8 Series 8-Channel Digital Plug-n-Play Console
- 10 Yamaha brand MS101III Series Studio Monitor Speakers
- 4-M Audio brand AV40 Series Studio Monitor Speakers
- 2 Teac brand CD-P1100 Series CD Players
- 3 Technics SL-PG100 CD Players
- 1 Sony brand CDP-C265 CD Players
- 1 Onkyo DX-1400 CD Player
- 2 Denon brand DN-1800F Dual Rack Pro-Grade CD Players
- 2 Denon brand DN-951FA Broadcast CD Players
- 1 Aiwa XC-37M CD Player
- 9 Dell brand Computers
- Software
 - 1. Microsoft Office
 - 2. Adobe Audition brand CS6 Cloud-Based Audio Editing Software

3. Adobe Audition brand 1.5 Audio Editing Software
 4. Station Play-List brand Studio Pro - Music Scheduling Software
- 1 Heil PR40 Studio Microphone
 10 Heil brand PR781 Studio Microphones
 2 Harman DBX brand 286S Series Microphone Preamp/Processors
 13 Stagg brand SHP-2300 Studio Headphones
 4 Digital Production & Music Bed Libraries
 1 Media General Digital Music/Sound Effects Library

FACILITIES AND EQUIPMENT TV DEPARTMENT

- 2 MAC 24" Serial No# W88080AGX89 Computers
 2 MAC 27" Model No# A1312 Computers
 2 PC Hewlett Packard XW 4400 Work Station
 1 PC Dell used for the VTECH digital control room
 1 PC ComPaq
 Final Cut Pro Studio Software 6
1. Final Cut 6
 2. Soundtrack Pro
 3. Live Type
 4. Motion
 5. Cinema Tools
 6. Compressor
- Adobe Premiere Production Suite 5
1. Adobe Premier Pro CS5.5
 2. Adobe After Effects CS5.5
 3. Adobe Photoshop CS5 Extended
 4. Adobe Audition CS5.5
 5. Adobe Flash Catalyst CS5.5
 6. Adobe Flash Catalyst CS5.5
 7. Adobe Flash Professional CS5.5
 8. Adobe Illustrator CS5
 9. Adobe OnLocation CS5
 10. Adobe Encore CS5
 11. Adobe Story
- Celtix software
 1 Canon xl
 5 AudioTechnica wireless microphones
 5 AudioTechnica hand held microphones
 1 teleprompter system
 4 LP-Micro Kits Light Panels for Camera Hot Shot
 1 XML USB studio microphone
 4 external 1 terabyte hard drives

News desk for reporting and anchoring simulations
 Set props and flats
 20' x 15' chroma key wall
 Two light grids in the studio/classroom flood lights, key light and back light fixtures to fill on set at a time

- A. 9 Lee Colortran Fresnel Lights
- B. 8 Lee Colortran Scoop Lights
- C. 1 Lee Colortran Broad Light

 1 Phillips and 1 Vizio monitors for lecture and assignment instruction
 Ddigital control room with telecaster

- PackMaster
- ColorTran Lighting Board
- 4 XLR studio microphone plug-ins

 3 Panasonic Studio Camera Model No# WV-F565

- CCD Unit Panasonic 700A Remote Control Units

 5 Panasonic FullHD AVCHD sdxs 35.8mm wide angle lens cameras
 3 canon 60D cameras with three 18-135mm prime lenses
 2 standard definition Panasonic cameras
 192 Pack Lee Colotran International Power Grid
 2 Studio Ladders
 4 Manfrotto tripods screw plate
 4 Manfrotto tripods quick release plates
 2 Fancier Professional Quarts Lights soft-box light
 OrtaCom Headset System
 250feet of coaxial and XLR cable

Miscellaneous Equipment

- Microphone Stands
- Cables
- Patch Cables
- Power Strips
- Line Transformer
- Adapters
- Transcend and PNY SD cards
- DVD's single and dual layer burn capability

**FACILITIES AND EQUIPMENT RECORDING/
 AUDIO ENGINEERING PROGRAM**

Studio A

Focusrite Control 24 studio control surface
 Focusrite Octepre preamp/interface

Mac Pro G5 with Protools LE
Yamaha HS 80 studio monitors
Mackie HR 624 studio monitors
1 Digidesign 003 rack interface
Furman headphone distribution center
Yamaha NS-10 studio monitors
M audio midi controllers
Extensive mic cabinet including Rode, Neumann, Sennheiser, Shure,
Audix, AKG, Electrovoice, MXL, etc.
Headphones from AKG, Beyerdynamic, Vic Firth, Sony, etc.
Instruments from Martin, Fender, Charvel, Tama, etc.
Processors and outboard gear from BBE, Exicon, Aphex, Chameleon
Labs, Universal Audio, Yamaha, DBX, Joe Meek, etc.
Furman and Monster Power Conditioners
Assorted snakes, cables, couplers, and stands

Studio B

Focusrite Control 24 studio control surface
Digidesign 192 I/O audio interface
Digidesign 96i audio interface
Focusrite Octepre preamp/interface
Mac Pro 2.3 Intel Xeon with Protools HD
Tascam 32 1/4 inch tape machine
Tascam TMD 8000 console
5 IMac's with Protools LE 10
4 Mbox interfaces
1 Digidesign 002 mixer/interface
1 Digidesign 003 rack interface
Furman headphone distribution center
Rolls 6 channel headphone amplifier
Yamaha NS-10 studio monitors
Event 20/20 studio monitors
M audio midi controllers
Extensive microphone cabinet including Rode, Neumann, Sennheiser,
Shure, Audix, AKG, Electrovoice, MXL, etc.
Headphones from AKG, Beyerdynamic, Vic Firth, Sony, etc.
Instruments from Martin, Fender, Charvel, Tama, etc.
Processors and outboard gear from BBE, Lexicon, Aphex, Chameleon
Labs, Universal Audio, Yamaha, DBX, Joe Meek, etc.
Furman and Monster Power Conditioners
Assorted snakes, cables, couplers, and stands

STATEMENT OF COMPLIANCE

Under the authority of the *Family Educational Rights and Privacy Act of 1974*, a student has the right to examine certain files, records, or documents maintained by the college which pertains to them. The college must permit a student to examine such records, upon payment of the cost of reproduction. There will be a minimum charge of **\$5.00** for up to three (3) copies. Additional copies will cost \$1.00 each.

A student may request that the college amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. In the event that the college refuses to so amend the records, a student may follow the college's grievance procedure. A copy of this procedure is available upon request.

The following items are exempt from the Act:

- ❖ Parent's Confidential Statement, Financial Need Analysis Report, and the Pell Grant Student Eligibility Report.
- ❖ Confidential Letters of Recommendation received by the college prior to January 1, 1975. As to such letters received after 1974, the Act permits a student to waive his right of access if the letters are related to admissions, honors, or employment.
- ❖ Records about a student made by a teacher or administrator which are maintained by the college and are accessible only to him/her.
- ❖ School Security Records.
- ❖ Employment Records for college employees who are not also current students.
- ❖ Records compiled or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in such capacity, for treatment purpose, and which are available only to persons providing the treatments.

It is the policy of the college to monitor education records to ensure that they do not contain information which is misleading, inaccurate, or otherwise inappropriate. The college has the right to destroy records which are no longer useful or pertinent to the student's circumstances.

Directory information is that information that may be unconditionally released without the consent of the student unless the student has

specifically requested that the information not be released. The college requires each student to sign a *Statement of Preference* within fifteen (15) days after the student starts class. Directory information includes the following:

| | |
|----------------------------|--------------------------------|
| <i>Name & Address</i> | <i>Course of Study</i> |
| <i>Phone Number</i> | <i>Last School Attended</i> |
| <i>Date of Birth</i> | <i>Postgraduate Employment</i> |
| <i>Social Security No.</i> | <i>Job Title</i> |
| | <i>Date of Attendance</i> |

The college may release student information, without written consent of the student to:

- ❖ Other school officials who have legitimate interests.
- ❖ Other schools when student have applied for admission. In this case, the student may be required to sign a form giving permission for the records to be sent, and may request a copy or an opportunity to review and challenge the records.
- ❖ Authorized representatives of the Department of Health, Education, and Welfare or the Comptroller of the United States.
- ❖ State and Local authorities where required.
- ❖ Accrediting agencies.
- ❖ Parents of a student who is a dependent for purposes of the Internal Revenue Code. However the college is not required to release such records.
- ❖ In connection with student applications for or receipt of financial aid.
- ❖ To comply with a court or subpoena, provided that the student is notified prior to compliance.
- ❖ In the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the college shall obtain the written consent of the Student prior to releasing such information to any person or organization.