

**NOTE: the first eight pages are the same for each of the student media. The individual handbooks are subject to revision by a vote of the membership of each medium, as any RSO would do with changes to its constitution.**

## **STUDENT MEDIA POLICIES**

These policies are primarily a summary of existing campus student policies. Members of the student media are expected to abide by these policies, the Student Media Bylaws <http://www.maconstate.edu/studentlife/studentmedia.aspx>, and the standards for each respective media organization.

### **The Student Media Center**

The Student Media Center is located on the first floor of the Student Life Center, room 120. The Center serves as the operations location for student media. The Center is open during regular college business hours. The Center is not normally open during weekends, holidays, and scheduled academic breaks. Students wishing to use the Center for official organization business must request access from the Student Media Coordinator or his designee. Due to the increased amount of equipment that is now in the Student Media Center and issues of missing equipment, it is now our policy not to issue keys to students. (The MSC-TV Production Coordinator, as a part-time College employee, is the only exception.)

All students have easy access during the day, and those students wishing to use the Student Media Center after hours should coordinate that usage with the Student Media Coordinator, who then will let Campus Security know. Students using the Media Center after hours will be responsible for the Lab and all equipment and should not allow any other students entry without letting the Student Media Coordinator know in their request. Building custodians are not authorized to admit staffers or visitors to the Center without permission of the Student Media Coordinator. The loaning of keys is not permitted and will result in a loss of key privileges.

### **Security & Safety**

For security reasons, staff members are discouraged from working in the Center after hours, even on production nights due to concern for personal safety and building security.

Students may reach security officers through the main switchboard at (478) 471-2700 from 8 a.m. to 9 p.m., Mondays through Thursdays, and from 8 a.m. to 4:30 p.m. on Fridays. After hours, on weekends and holidays, security officers may be reached by portable cell phone at (478) 747-0155. In case of a life-threatening emergency, call 911.

If a fire alarm is sounded or if a fire is evident, evacuate the area immediately. Evacuate the Center and the building at the nearest prescribed exit.

Copies of the Macon State College Emergency Response Plan and the Tornado Alert Procedures are posted in the Center. All students should familiarize themselves with these documents.

The last person to leave the Center should turn off the lights and the equipment as directed. Check the door to make sure it is locked.

### **Equipment & Supplies**

The Student Media Center offers a network of Apple Macintosh computers, hard-disk drives, and laser printers to typeset copy, design ads, create other graphics, and assist in video production. The system and the various programs available for student use offer considerable flexibility in the production process. Cameras and recorders and related equipment are available for use in assigned projects. These must be signed out from leaders or the Student Media Coordinator. Software and applications are the property of Macon State College student media.

Leaders are responsible for checking the needs for supplies, including printer paper, ink cartridges for the printers, and other supplies. The Student Media Coordinator should be made aware of supply shortages and is responsible for placing all orders for supplies and equipment service.

It is essential that students are properly trained on the use of equipment. Training sessions are available from student leaders and the Student Media Coordinator.

Under no circumstances should any person load any software or download any program to a Student Media Center computer without approval from the Student Media Coordinator. Loading software or programs without approval will result in termination or loss of privileges.

### **Priority Use**

Deadlines determine the priority use of the equipment. Use of the Student Media Center equipment is for official business only. In some limited cases, students may use the Student Media Center equipment for special media projects after obtaining permission from the Student Media Coordinator, but these projects do not take precedence over publication deadlines.

Computer equipment repair and maintenance questions should be directed to the Student Media Coordinator. Abuse of equipment privileges may result in removal as a staff member.

### **Press Passes & Credentials**

Individual press passes and credential letters are available from the Student Media Coordinator for student media staff in connection with official duties.

### **Personal Items**

Macon State College does not ensure the security of personal equipment, such as textbooks, library books, stereos, purses, book bags, or other personal belongings. These items should not be left unattended in the Student Media Center.

### **Appliances**

A microwave oven and a coffee maker in the Student Media Center are available for student use. If you make a mess, please clean it up.

## **Professionalism**

### **Student Code of Conduct**

The primary expectations of Macon State College students are integrity and civility. All students should read, understand, and abide by the Student Code available at

<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>

### **Office Communication**

Student media staff members are required to use the Macon State College student e-mail account and must share this address with the editor-in-chief, editor, managing director, production coordinator, and/or Student Media Coordinator. This account should be checked frequently.

### **Interviewing**

Interviewees should be treated with respect and professionalism. Student Media staff should always ask for an appointment for an interview in a timely manner and should always identify themselves as media staff members if information is being collected for student media purposes. Written or verbal consent of the interviewee or subject should be secured before conducting an interview, taking photos, or capturing video footage. Each person interviewed may receive an "Interview Evaluation" form following a Student Media interview from the Student Media Coordinator. The information received from the evaluations will be used to improve interviewing skills.

### **Telephone**

Answer telephones promptly and professionally, saying "Macon State Student Media Center, \_\_\_ speaking; may I help you?"

If the person requested is not present, take a message.

To place a local, off-campus call, press "9" to get an outside line and continue as a normal call. Long distance calls are for official use only. A fax for student media business is located within the Student Affairs Office. Abuse of telecommunication privileges may result in removal as a staff member.

### **Cleanliness**

Because the Student Media Center is visited frequently by students, faculty, staff, and advertising clients, it is essential that work areas present a professional image. The Student Media Center will be cleaned regularly by campus housekeeping staff; however, it is the responsibility of the student staff to help keep the Student Media Center clean.

Please do not eat or drink near the computers. Smoking is not permitted in any Macon State College building. The ban on smoking, drinking, and eating near the computer terminals will be enforced by leaders and/or the Student Media Coordinator.

Equipment malfunctions related to violations will cause further restrictions.

### **College Policies Applicable to All Students**

#### **Eligibility for Participation in Student Life Activities Policy,**

Student Handbook

<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>

Applications are accepted only from currently enrolled Macon State College students. Stipends are not to be considered as an employment contract, per the U.S. Department of Labor. Paid staff members must be enrolled students and maintain a 2.0 GPA and meet Macon State College's standards for "Eligibility for Participation in Student Life Activities Policy."

Macon State College takes great pride in having students participate in collegiate activities of both non-competitive and competitive natures. For this reason, any student seeking to participate in such activities (clubs, organizations, recreational/intramural tournaments, etc.) must comply with eligibility guidelines, including but not limited to:

- i. Unless a student is a first-semester freshman, the student must be currently matriculating with at least 3 credit hours and have successfully matriculated the previous semester (excluding summer semester) with at least 3 credit hours.
- ii. The student must be enrolled in the semester session for which the activity takes place.
- iii. The student must not be on academic probation or academic dismissal or have holds on his/her record.
- iv. The student must be eligible based on guidelines of the organization sponsoring the activity.
- v. The Dean of Students or his/her designee will review students representing Macon State College in such activities for eligibility and for fitness to represent the College.
- vi. Participation in activities (non-competitive and competitive) is not guaranteed.

#### **Guidelines for Officers for All Recognized Student Organizations,**

Recognized Student Organization Handbook

[http://www.maconstate.edu/studentlife/docs/rso\\_handbook.pdf](http://www.maconstate.edu/studentlife/docs/rso_handbook.pdf)

- i. A student who holds an elected or appointed position of leadership must maintain a 2.0 cumulative grade point average (GPA).
- ii. A student who holds an elected or appointed position of leadership must also be enrolled at Macon State College during the length of service and be enrolled for at least 4 credit hours.
- iii. A student who holds an elected or appointed position of leadership must have completed all Learning Support requirements.

**Computer and Network Usage Policy,**  
Student Handbook

<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>

Under no circumstances should any person load any software or download any program to a student media computer without approval from the Student Media Coordinator. Loading software or programs without approval will result in termination or loss of privileges.

**General Usage Policy**

1. Authorized users may use College computing facilities and resources, including transmission over the College network, for scholarly purposes, for official College business, and for personal purposes so long as such use:
  - a. Does not violate any law or College policy,
  - b. Does not involve significant use of College resources, direct costs, or substantial interference with the performance of College duties, work, or data communications networks,
  - c. Does not result in commercial gain or private profit, and
  - d. Is consistent with the campus network policy.
2. You may not allow any other person to use your password or to share your account. This does not include individuals authorized by the College to perform system and computer maintenance. It is your responsibility to protect your account from unauthorized use by following security procedures established by the Office of Technology Resources (OTR).
3. Any attempt by any person or group to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden. You may not use another person's computing account, attempt to forge an account, or use a false account or e-mail address.
4. Transferring copyrighted materials to or from any system or via the College network without express consent of the owner may be a violation of Federal Law and/or State Law.
5. It is forbidden to use electronic mail or other network communications facilities to harass, offend, or annoy other users, including impeding their computing systems, software, or data.
6. Each user of College resources is encouraged to report violations of College policies to College unit representatives on duty, appropriate faculty or staff, or OTR personnel. The main OTR telephone number is (478) 471-2720.
7. The use of the College's technology by students or visitors is governed by the Student Code of Conduct. Violation will result in disciplinary action.

## **Student Travel Policy**

from the Recognized Student Organization Handbook

[http://www.maconstate.edu/studentlife/docs/rso\\_handbook.pdf](http://www.maconstate.edu/studentlife/docs/rso_handbook.pdf)

a. Students should be aware that they are responsible for abiding by the Drug Free Campus Policy and that they may be held liable, both civilly and criminally, in the case that they are found in violation. When students travel, they should know that their point of destination is considered an extension of the campus. Violations occurring off campus will be treated the same as if the violations occurred on campus. All students participating in extracurricular travel are required to complete a Consent, Release, Waiver of Liability, and Covenant Not to Sue form. Students participating in overnight travel must also complete the following forms prior to departure:

- i. Overnight Travel Registration and Agreement Form
- ii. Student Travel Agreement
- iii. Macon State College Drug-Free Campus Policy

b. It is the practice of the Office of Student Life to accommodate students of the same gender in hotel rooms and to provide equity in room assignments and accommodations.

In addition, the following are Student Media policies for travel:

A deposit is required for travel where there is a registration fee or ticket and/or additional travel or lodging costs. This amount will not be refunded to students who cancel after the trip is booked and will be used to offset travel costs. Students, staff, and faculty who cancel travel plans after fees have been paid or tickets purchased will be required to reimburse the student media organization for additional costs or funds lost from the cancellation. The deposit amount and travel form deadline, as well as exemption from deposits and additional reimbursement will be determined by the Student Media Coordinator for each trip.

Mileage will be determined by the Student Media Coordinator based on the USG and Macon State policies. Distances will be verified by use of Mapquest and Google Maps. If transportation is provided by the College for the trip, mileage reimbursements will not be paid to those who choose to travel in personal vehicles.

## **Drug-Free Campus Policy Student Handbook**

<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>

### ***Macon State is an Alcohol and Other Drugs-Free Campus***

Macon State College recognizes and supports present local, state, and federal laws and policies of the Board of Regents, with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere.

### ***Standards of Conduct***

- State of Georgia Statutes declare that it is unlawful for any person less than 21 years of age to possess or consume alcoholic beverages.
- It is unlawful to sell, give, serve, or permit to be served alcoholic beverages to a person less than 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.
- It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law.
- Macon State College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the Macon State College campus or as any part of Macon State College's activities, whether on or off campus.
- To receive federal student aid, you must: Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study). <http://www.fafsa.ed.gov/faq003.htm>

### **Afterword**

Nobody could possibly memorize all these rules, policies and guidelines. Nobody does. But they will help you accomplish your real task: To publish a product that is open, fair, honest and fully reflective of the Macon State College community. You are never very far from help from editors/managers, faculty advisors, and the Student Media Coordinator. If you don't know how to handle a situation, if the rules sometimes seem fuzzy and unworkable, do what any professional journalist tends to do: ask and ask again. Strong people look for help and advice.

Rulebooks such as this try to cover every conceivable circumstance (and a few inconceivable ones). They never do. The toughest calls in journalism, just as in life, are the ones for which there are no rules.

Putting out a media product (newspaper, TV show, literary journal) is collaborative group work that brings together inquisitive, individualistic people. That's what makes journalism so tough. It is also its strength. Journalism combines the strength of the individual with the collective strength of the group. Use those strengths to the fullest. Use the rules. Use your own good sense.

*Paraphrased from Arnold Rosenfeld, Editor in Chief, Cox Newspapers (1994)*



## **THE MACON STATEMENT STAFF MANUAL**

### **Mission Statement**

The Macon Statement student newspaper provides the students of Macon State College with “all the news that is news” around campus. It is the expectation of the College that the student newspaper will be staffed with well-qualified and responsible editors and staff.

### **Staff Agreement**

All staff members must be registered for at least 3 credit hours and maintain a 2.0 GPA. Those in leadership positions must be registered for a minimum of 4 credit hours. In order to validate your application, it is necessary for the Student Media Coordinator to check your GPA and MSC Student ID number. For payment purposes, we must also have your Social Security number and a completed W-9 form. Competition of a staff application gives the Student Media Coordinator permission to review this information for business purposes only. Your Macon State student ID and Social Security numbers will not be shared with students.

You must also read and agree to abide by our Plagiarism Policy and Ethics Statement below. By signing and submitting this Staff Agreement, you signify that you have read and understand all these materials including Plagiarism Policy and Ethics Statement, as well as the Macon State College Student Handbook, Macon State College RSO Handbook and the Macon State College Student Media Bylaws. You may not work for or receive payment for the student newspaper until you have done so.

If you have any questions, comments or suggestions concerning the information within these documents or any aspect of Macon State Student Media, please get in touch with the Student Media Coordinator Ray Lightner, SLC-117, (478) 471-5333 or [ray.lightner@maconstate.edu](mailto:ray.lightner@maconstate.edu).

### **Plagiarism Policy**

Plagiarism at Macon State’s student media shall be defined as submitting another person's work, whether previously published or not, as your own, or taking portions of another person's work, whether published or not, and presenting them as your own in your work without properly attributing them to the person who created the work. In terms of the law, if the plagiarized work is then published in the newspaper, on the Web or broadcast, that is called copyright infringement. These rules apply to staff of the student newspaper, both the newsroom and advertising. Any person caught committing plagiarism and/or copyright infringement will face the following disciplinary action:

1. The employee will be immediately fired from the student media and will never be permitted to work for any Macon State student media again.
2. The editor in chief, or any other editor, or coordinator, may submit the student's name to the College's judicial system for adjudication and punishment.
3. A person who commits copyright infringement must pay all costs related to settling with any aggrieved party. For example, if the writer of a previously published piece demands payment, the student who committed the plagiarism must pay the requested price to the Student Media, which will then pay the person to whom payment is owed.

4. Any student refusing to fulfill the financial obligations incurred from copyright infringement will have his/her records and registration frozen by the College until the debt is settled.

### **Ethics Statement**

I, (YOUR NAME: \_\_\_\_\_) understand that as a staff member in the editorial department of the student newspaper, I must adhere to the following ethical principles in doing my work. I also acknowledge that I have reviewed all documents required in the application process and that I am responsible for adhering to the newspaper's Policy for Plagiarism and Copyright Infringement.

1. I will never submit plagiarized or fabricated material. Plagiarism shall be defined as submitting another person's work, whether previously published or not, as your own, or taking portions of another person's work, whether published or not, and presenting them as your own in your work without properly attributing them to the person who created the work. In terms of the law, if the plagiarized work is then published in the newspaper, that is called copyright infringement. Fabrication shall be defined as attributing to a fictional or incorrect source.

2. I will never submit work (story or photograph) about an organization, business, social group, or academic society to which I belong or to which I previously belonged without the approval of the editor. If an editor offers such a story to me, I will immediately disclose my conflict of interest and request another story.

3. I will not use a roommate, relative, employer, employee, professor or close friend as a source, including (but not limited to) someone in an organization to which I belong, or someone with whom I have an intimate or close personal relationship, or with whom I have an outside business or professional relationship. I will select, as sources for my story, informed people with whom I have had no prior personal or business relationship, or informed people whom I know only casually and with whom I do not socialize or work. In the event that I write a story that requires me to mention or interview a staff member of the student newspaper, or any of the above mentioned, I will make my editor aware of this fact and do so only with permission of the editor.

4. I will not promise anonymity to a source. Only my editor can promise anonymity to a source. If a source requests anonymity, I will tell the source that I can make no promises and can only honor the request if my editor agrees.

5. I will not print anything in the newspaper that is untrue, or that I have reason to believe is untrue. If I believe a source may not be telling the truth, I will not print what s/he says, and I will seek a more reliable and credible source. I will also point out any such suspicions to my editor.

6. I will not accept free gifts of any substantial value from a newsmaker or a source, nor will I accept free food while covering a news event, with the exception of a token offering, such as a non-alcoholic beverage.

7. When I cover a news event or interview a source, I will always dress appropriately and behave courteously. I will not get personally involved in any news event that I cover, nor will I take part in any activity that occurs at a news event, unless my editor has assigned me to write about the event from the point of view of a participant.

9. I will only claim to represent the student newspaper when doing an assignment for the newspaper. I will not speak on behalf of the newspaper, claim to represent the newspaper, or claim the identity of the newspaper (reserved for the Editor-in-Chief) in any personal or private matter, such as on a Web site or Internet chat room. I also will not claim to represent the student newspaper in any personal or private matter in an effort to get special favors or to persuade someone to act in my favor.

10. If I become involved in any political or social advocacy group, or any other student or community activity, I will notify my editor immediately. While I may pass on tips and information, I understand that involvement in such a group means I cannot report on or write about issues related to that group, and that if my advocacy becomes too public and I become a newsmaker, I may be asked to resign my position with student newspaper. I have read and understand the student newspaper staff manual, including the Student Media Bylaws. I am signifying I understand and will abide by all these materials including the GPA policy and Plagiarism Policy and Ethics Statement. I understand that I may not work for nor receive payment for the student newspaper until I have done so.

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MSC Student ID Number\*** \_\_\_\_\_

**Social Security Number\*** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Mailing Address (for mailing your stipend):**  
\_\_\_\_\_

\*(Your student ID number is only needed to confirm your status as a registered student. Your Social Security number is only needed for payment purposes. These numbers will not be shared with publication staff members or other students.)

**Student Media Coordinator:** \_\_\_\_\_

## **Job Descriptions**

### **All staff members:**

- Shall represent the student newspaper in a professional and positive manner;
- are at liberty to work with, or in, other club organizations on campus, as long as there is no conflict of interest (see ethics guidelines), nor conflicting work hours
- are encouraged to write columns, generate story ideas and editorial ideas.
- payment stipend for this position is a minimal sum for volunteer participation in student publications work that is not considered an employment relationship by the U.S. Department of Labor.

### **For managers and editors:**

1. Assist the editor-in-chief in all assigned duties
2. Create and facilitate an open and inviting atmosphere
3. Attend regularly scheduled meetings and training sessions
4. Be available and a resource for all staff
5. Meet regularly with the editor-in-chief to keep him/her updated on progress and any potential problems or concerns
6. Assist editor-in-chief in the recruitment of new staff members
7. In conjunction with the executive staff, assist in the determination of content and general layout of the newspaper
8. Act as a liaison between the newspaper and the College community
9. Take pride in and accountability for your area of responsibility.
10. Maintain a minimum (but announced) schedule of office hours in order to address all potential concerns of the staff and MSC community

## **Editor-in-Chief Application and Appointment Process**

The list of qualifications and the application process is designed to promote participation from all members of the student body and to secure the services of an individual who is motivated to provide positive leadership to the members of the staff

- Be enrolled at Macon State College for a minimum of 6 credit hours and have a cumulative grade point average (GPA) of 2.5.
  - \* Have successfully exited all Learning Support requirements.
  - \* Be willing to complete training as assigned, including the Macon State College Recognized Student Organization training session and mandatory student newspaper fundamentals training sessions.
  - \* Work with the Student Media Coordinator to schedule staff training sessions in the various aspects of newspaper production.
  - \* Have strong communication skills and ability to motivate staff.
  - \* Be computer literate and should be willing to learn more computer skills.
  - \* Maintain office hours (19.5 hours per week)
  - \* Be willing to work closely with the Student Media Coordinator and the Student Media Advisory Board.
  - \* Understand that Dean of Students will be asked to provide information related to the candidate's disciplinary history

**It is preferred that candidates:**

\* Have previous experience with the student newspaper or other newspaper (high school, college, or other)

**Application process:**

\* Candidates are required to submit three examples of previously published work. All writing samples should be submitted in hard copy. One sample should be a graded paper from a class.

\* Candidates must submit a statement describing his/her vision for the student newspaper.

\* Candidates must submit a current resume.

\* Resume, copies of previous work and vision statement must be delivered to the attention of Michael Stewart, Assistant Dean of Students, Student Life Center, Room 121, Macon Campus, by the deadline of Friday, April 2, at noon. (date changes yearly)

\* The chair of the Student Media Advisory Board will convene a meeting of the Board for review and selection of the successful candidate. The Student Media Coordinator will advise the successful candidate in writing of his/her appointment.

\* The successful applicant will receive a stipend roughly equivalent to the salary of a student assistant working 19.5 hours per week.

**Editor Statement of Understanding and Acceptance**

Let it be known that \_\_\_\_\_ has been appointed by the Student Media Advisory Board of Macon State College to the position of Editor of the student newspaper. The term of this appointment will be from \_\_\_\_\_ to \_\_\_\_\_. This position is directly advised by the Student Media Coordinator.

With the signing of this “Statement of Understanding and Acceptance” the person named above:

- Has read and agrees to abide by Macon State College Student Media Bylaws (<http://www.maconstate.edu/studentlife/studentmedia.aspx>) before the term of appointment begins.
- Has read and agrees to follow the position description for this position.
- Knows that attendance at board meetings, retreats, and/or training sessions may be required.
- Has read the established procedures for organizations receiving allocations from student activities fees.
- Will enforce all deadlines as established by staff and contracts.
- Understands that the payment for this position is a minimal sum for volunteer participation in student publications work that is not considered an employment relationship by the U.S. Department of Labor. The successful applicant will receive a stipend roughly equivalent to the salary of a student assistant working 19.5 hours per week. Commission payment for advertisements sold and for reimbursements is permitted

but the Editor cannot accept payment for doing the work designated for any other positions, whether filled or unfilled.

- Clearly understands that Macon State College publications are published for all students and other segments of the College and not just a small group.
- Is expected to have read and to abide by the laws of libel, right of privacy, obscenity, and similar existing laws, as well as the current staff manual and Student Media Bylaws.

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

### **Editor Position Description**

The Editor is responsible for the overall operations of the newspaper. The Editor oversees production of paper, develops and implements production schedule, determines and implements budget, recruits and trains staff; and selects, hires/fires editorial staff and must keep staff/managers/editor information confidential and secure according to the HIPPA act. The Editor may receive college credit for work, under internship guidelines. It is the editor's responsibility to ensure that all tasks, from planning to distribution, are completed. The editor must be familiar with and meet the requirements of the Student Media Bylaws, the application and appointment process and statement of understanding and acceptance.

The Editor is a Macon State College student leader and represents the student newspaper at any and all functions.

#### **Specific Duties:**

1. Motivate and maintain entire staff by assisting the other editors and managers in creating and facilitating an open and inviting atmosphere
2. Oversee the organization of the staff and the assignment of tasks so that the paper is published in an orderly manner and by deadline
3. Supervise all positions to ensure the fulfillment of job responsibilities; Explain and enforce all deadlines and policies with the staff
4. In conjunction with the executive staff, determine procedures for the submission of press releases
5. Hold regularly scheduled meetings for all staff and act as chair at these meetings
6. Meet regularly with the Student Media Coordinator to keep him updated on progress and any potential problems or concerns (i.e., legal, ethical, internal discipline, budgets, equipment needs, etc.) Provide a bi-annual report (or specifically a semester-by-semester report) of duties and send to Student Media Coordinator.
7. Maintain a minimum of 19.5 scheduled office hours per week in order to address all potential concerns of the staff and Macon State community and for the on-campus production of the newspaper
8. With the Student Media Coordinator, organize workshops for students, staff writers, editors and managers and organize campus and off-campus events for Macon Statement staff and recruits

9. Represent the newspaper at all Student Media Advisory Board meetings, or provide a substitute
10. In conjunction with the editorial board/executive staff, determine content and general layout of the newspaper
11. Employ techniques that ensure accuracy (fact checking/verification) and since this is a learning environment, meet with the Student Media Coordinator weekly to go over the previous week's issue

### **Layout/Design Editor**

The Layout/Design Editor for the student newspaper is responsible for all production functions and operations of the newspaper. It is the Layout Editor's responsibility to ensure that all tasks of the production assistants, from planning to deadlines, are completed. The layout editor is responsible for all layout and design responsibilities as defined by the editor-in-chief. While not involved in editorial/news value decisions, the layout editor may be asked for input by the editorial staff.

#### **Specific Duties:**

1. Consult and work with the Advertising Manager and Editor-in-Chief to determine space reservations for advertising and ensure that advertising commitments are accounted for. Based on advertising, determine the number of pages of the paper, in consultation with the Editor-in-Chief.
2. Motivate, train, and maintain production staff; create and facilitate an open and inviting atmosphere; supervise production positions to ensure the fulfillment of job responsibilities. Actively participates in layout and design workshops.
3. Oversee the photo cropping and placement and layout and paste-up of editorial and advertising copy so that the paper may be completed and published in an orderly manner and by deadline. Makes final decisions for story and picture layout with consultation from EIC and proofs pages for grammar, word usage and spelling according to the Associated Press Style Manual. Writes headlines. Makes corrections to proofed pages.
4. Maintain regular contact with Publishing Company. Ensure the newspaper is properly formatted and delivered to Publisher on time.
5. Collaborate with the Managing Editor in terms of receiving articles in a timely manner and general layout of content and graphics.
6. Meet regularly with the editor-in-chief to keep him/her updated on progress and any potential problems or concerns
7. Maintain a minimum schedule of office hours in order to address all potential concerns of the staff in production manager capacity
8. Act as a liaison between the editor-in-chief and production staff.
9. The Layout & Design Editor will be offered a monthly stipend of \$125. Bonuses/ additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

### **Managing Editor/Copy Editor:**

The Managing Editor oversees staff including photo editor/art director, section editors, writers and cartoonists. The Managing Editor works closely with Editor-in-Chief on

content, writes editorials, assist writers with feature stories, and makes story, beat and photo assignments.

The Managing Editor duties also include working with EIC, advisors and Student Media Coordinator in the training staff in the proper usage of grammar and AP style as used the newspaper; training staff in writing skills; assisting editor-in-chief and section editors in final copy review, editing, and alterations (to include AP style, grammar, spelling, correct titles and fact checking).

The Managing Editor shall attend at least one meeting a week and must notify the Editor-in-Chief by e-mail or phone if he/she cannot attend. The Managing Editor is required to write only two stories a month.

The managing editor serves on the editorial board and acts as Editor-in-Chief, when Editor-in-Chief is not present. The Managing Editor is paid a monthly stipend of \$100. Bonuses/ additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

### **Art Director/Photo Editor:**

Duties of the Art Director/Photo Editor include supervising and ensuring completion of photo assignments for the newspaper. He/she is responsible for The Macon Statement photo equipment; training photo personnel; processing digital photos through applicable software; creating and maintaining photo files.

Art Director/Photo Editor and Photographers will receive e-mails from the Managing Editor and/or Editor-in-Chief regarding assignments. Story ideas are welcome and photographers are encouraged to attend meetings, workshops and off-campus events and activities.

Art Director/Photo Editor is paid a monthly stipend of \$100. Bonuses/ additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

### **Section Editors/Copy Editors:**

Assist Editor-in-Chief in determining story coverage; supervise, train, and motivate section writers; actively and aggressively seek and assign stories for respective section; enforce and meet deadlines; format and design assigned section; review, edit, proof, and take responsibility for all copy in assigned section. Attend staff meetings including virtual meetings. Let managing editor or Editor-in-Chief know if you cannot attend. Each editor is paid a monthly stipend of \$70. Bonuses/additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

### **Webmaster**

The Webmaster is responsible for updating the student newspaper Web site and placement of all Web content. The Webmaster will also assist as needed with other aspects of newspaper production as needed, including graphics, building ads and other duties as determined by the Editor-in-Chief.

#### **Specific Duties:**

1. Oversees production and maintenance of newspaper's website
2. Makes sure all stories and images are posted in a timely fashion

3. Helps to establish online-only content, including contests, multimedia presentations, surveys and other appropriate components; and spearheads all website endeavors.
4. Ensures that important breaking news stories are updated between editions
5. Responds to e-mail related to the newspaper's website
6. Serves as a member of the editorial board, assisting in developing opinions and researching editorials, and attends all editorial staff meetings
7. Keeps in consistent contact with the editor in chief, informing the editor of changes implemented to the website

The Webmaster is paid a monthly stipend of \$100. Bonuses/additional pay is at the discretion of the EIC, with consultation and approval from the Student Media Coordinator.

**AP Stylebook Policy for all editors:**

All editors will be given an AP Stylebook, have to sign for it and are expected to return it at the end of the school year or once no longer an editor. The books are property of the Macon State College student newspaper and are for use by editors and staff.

Editors may purchase their books for \$10 at any time, and staffers may purchase any remaining books at the same price, with the money going to the purchase of new AP Stylebooks.

Additional copies will be available for use by student newspaper staffers, who also have to sign the books out and be given the option to purchase. At least one copy should remain in the office at all times. There also are older volumes available as reference materials in the office as well.

Those who sign out, but do not return the books will be fined \$20 and all stipends/reimbursements will be held and/or garnished to recoup the fine. A hold will also be placed on academic records until the fine is paid or the book is returned.

**Staff Reporters:**

Cover beats regularly, providing ongoing story ideas and stories on a regular basis by deadline. Shall be responsible for improving the quality and content of all stories, as directed by supervising editors. Reporters are paid a stipend of \$7 per on-time story (no cap). All staff reporters report regularly on campus news, on assigned beat (department/division/office) and meet regularly assigned department/division/office chairs and/or directors.

All staff writers must generate story ideas, attend one meeting a week or notify editor why not; participate in workshops and training provided by the student newspaper and Student Media Coordinator; participate with collaborating media organizations.

Senior Staff Writers work closely with Managing Editor; work closely with Junior Staff Writers; and act as a mentor for assigned Junior Staff Writer. This includes providing feedback to Managing Editor regarding mentorship; Senior Staff Writers participate in aiding Managing Editor and Student Media Coordinator with writing workshops.

**Cartoonists**

Cartoonists shall contribute both ideas and art for the publication. Cartoonists shall consult with the Editorial Board. Pay is \$7 per cartoon published. Cartoonists may submit

work for any publication and as often as possible however, there is NO guarantee that the work will be published, unless otherwise stated. Content is at the discretion of the Editor-in-Chief and Managing Editor.

### **Photographers**

Photographers shall contribute both ideas and art for the publication. Photographers shall consult with the Editor, Managing Editor and Photo Editor as well as writers for assignments. Pay is \$7 stipend per photo assignment published .Photographers may submit work for any publication and as often as possible however, there is NO guarantee that the work will be published, unless otherwise stated. Content is at the discretion of the Editor-in-Chief and Managing Editor.

### **Marketing/Advertising Manager**

The Advertising Manager of The Macon Statement student newspaper is responsible for the advertising operations of the newspaper. It is the Advertising Manager's responsibility to ensure that all advertising tasks, from sales to placement to collections, are completed. This position, unlike editorial positions, is directly supervised by the Student Media Coordinator

#### **Specific Duties:**

1. Developing advertising/marketing projects for the newspaper. Target businesses within the community and generate revenue for the newspaper in a professional manner. Work closely with the Student Media Coordinator and Editor-in-Chief to ensure advertising revenue is collected
2. Train, motivate and maintain entire advertising staff in creating and facilitating an open and inviting atmosphere. Oversee the organization of the advertising staff and the assignment of tasks and clients so that the paper is published in an orderly manner and by deadline
3. Supervise all advertising positions to ensure the fulfillment of job responsibilities, explain, enforce, and meet all deadlines and policies with the staff
4. Proof all advertisements placed to insure accuracy in placement and production
5. Regularly check message box and follow-up
6. Know and instruct all advertisers of all newspaper and Macon State College policies and procedures. In conjunction with the publications coordinator and the editor in chief, determine advertising procedures. Meet regularly with the production coordinator and the editor-in-chief to keep them updated on progress and any potential problems or concerns
7. Hold regularly scheduled meetings for advertising staff and act as chair at these meetings.
8. Marketing/Advertising manager and staff are paid 30 percent commission for advertisements sold and published. Payments are issued after advertising is published.

### **Circulation Manager**

Supervise and ensure the timely distribution of the newspaper; distribute marketing materials as directed; perform/assist in strategy formulations as deemed necessary. This

position, unlike editorial positions, is directly supervised by the Student Media Coordinator.

The Circulation Manager collaborates with Student Media Coordinator, Marketing Manager, and/or Editor-in-Chief regarding distribution routes. The circulation manager is responsible for distributing newspapers on Macon and Warner Robins Campus and/or within community (as agreed upon between Student Media Coordinator, Editor-in-Chief and Circulation Manager); replacing old publications with new publications; returning old publications to the newspaper office; and providing reports on circulation and readership (number of papers taken from each box/stand location). The Circulation Manager shall represent the student newspaper in a professional and positive manner, to include not driving on campus walkways. The Circulation Manager will receive a stipend of \$25 per issue for distributing papers to the Macon Campus and other destinations as assigned. Additional duties may be required as the year progresses.

**Office Manager (hourly student assistant)**

Administrative and receptionist duties; answer telephone and route messages in a courteous manner; aid interested readers, staff applicants, walk-ins, and advertising clients with correct and courteous information; organize and route mail and messages; inventory supplies on a weekly basis and initiate orders when necessary; update and maintain staff files and wall calendars; clean and organize office. This position, unlike editorial positions, is directly supervised by the Student Media Coordinator

**Non-Competition:**

As an educational institution, the Macon State College student newspaper encourages staff members to express themselves and to work to further their journalistic goals. This can include publication in national magazines, interviews in local or national news sources or other publications. It is not appropriate, however, for any Macon State College student newspaper staff member to work or volunteer for an organization that may be seen as or actually is a competitor. It is also improper for any staff member to publish materials in such publications. The Student Media Coordinator will define competitor. Internships at professional news organizations not considered competitors are acceptable and are encouraged. A Macon State College student newspaper staff member's primary responsibility and obligation is with the Macon State College student newspaper; however, opportunities for staffers to work freelance or full time for other media (and make better money) do arise. Approval to work for an off-campus medium and/or any freelance work off- or on-campus (External Affairs), must be sought from the Student Media Coordinator and Editor-in-Chief in advance of the commitment. It is permissible only in noncompetitive media, on a staffer's own time and should not conflict with the staffer's obligations to the Macon State College student newspaper.

Students who work or intern at other on- or off-campus news organizations must distinguish between whom they are working for on each individual story. They cannot cover one event or issue for more than one organization. MSC-TV is the only exception. Staff can write, photograph, edit or perform any other duties for MSC-TV, as long as there is no conflict of interest and you identify yourself as working for both or the likelihood the story may appear in both media.

**Ownership of Work:**

Regardless if a staffer is paid or is a volunteer, the student newspaper, as represented by the Student Media Advisory Board “owns” the published and unpublished work done by the staffers, if the work was done as a staff assignment. All published work is copyrighted by the student newspaper. Ownership of unpublished work may revert to the staffer upon petition to and approval of the Editor-in-Chief and the Student Media Coordinator. The student newspaper has unlimited use of the work. The act of voluntarily joining a publication staff indicates approval of this policy.

**Photo Resale Rights:**

The Student Media Coordinator is authorized to permit reselling of a single copy of published or unpublished staff-created photographs.

Requests for multiple copies of published or unpublished staff-created photographs must be approved by the Student Media Coordinator with the advice of the photo editor and Editor-in-Chief. In all cases, copyright of reproduced published or unpublished photographs remains with the student newspaper. Only the Student Media Coordinator is authorized to sell or otherwise transfer copyrighted material.

**Editorial Policy**

Editorial policies are reviewed every term of office by the incoming Editor-in-Chief, but the following general policies apply, unless amended by the Editor-in-Chief.

The student newspaper subscribes to the Code of Ethics of the Society of Professional Journalists, which was adopted in 1926 and revised 1973, 1984 and 1987, and the Associated Collegiate Press Model Code of Ethics for Collegiate Journalists, 1992.

Although these codes generally will be enforced, the Editor-in-Chief, in consultation with the Student Media Coordinator may decide in certain instances to vary from the code.

**Training & Workshops**

The student newspaper requires attendance at yearly orientation sessions and quarterly/monthly training updates provided by the Student Media Coordinator. The purpose of these meetings is to provide essential, fundamental training in the skills required of newspaper management, ethics, writing, computer production, layout and design, photography and advertising. This training also permits clear discussion of policies, goals, and social activities.

Training may be called by the Editor-in-Chief and/or Student Media Coordinator as needed. Students join the publication with the understanding that these staff workshops are required.

**Editorial Board**

The Student Newspaper Editorial Board is an eight-member\* board which consists of the Editor-in-Chief, Layout Editor, Managing Editor, Copy Editor, section editors, Webmaster and Photo Editor/Art Director. Two staff members to represent general staff and reporters may be chosen by the staff at the discretion of the Editor-in-Chief.

The board will meet once a week to discuss issues and the stand the newspaper will take on these issues, news value, and future stories. Topic(s) will be selected each week, with one person writing for the majority opinion on a particular issue (not unlike the Supreme Court). These editorials will be the newspaper's official stand on the issues considered by the board.

For that reason, representatives to the board must be representative of the entire staff. Representatives are expected to spend extra time each week working with the board. At least one more than one half of the members of the editorial board must be present each week to warrant an editorial decision. A simple majority vote is need for the board to write a specific opinion or make a decision.

\* Actual editorial board size is determined by executive positions filled or utilized.

### **Opinion/Viewpoints Policy**

The opinion section of a newspaper is, in its purest sense, an open forum for the community that the paper serves. More so than any other section of the paper, the opinion section belongs to the readers, and except for the unsigned staff editorial, should stay objective – or at least fair – and allow readers to present their viewpoints. The section editor is responsible for actively seeking guest columnists and expert opinion.

### **Letters to the Editor**

Letters Policy: The student newspaper will try to print all letters received. Letters should be, at maximum, 250 to 300 words long. The writer must include full name, professional title, if an Macon State College employee, Georgia resident, or year and major, if a student. An address and phone number are required with all letters sent, but will not be published. The student newspaper reserves the right to edit letters for style, possible libel, or length. The newspaper will not withhold names under any circumstance. Please address all correspondence to Letter to the Editor at **statement@maconstate.edu**. Priority will be given to those letters written by students, faculty and staff of the College on current events. Staff members should not inform writers as to whether the letter will run or when.

The Editor-in-Chief and staff members should not use the letters sections as a forum for rebuttal, although concise clarifications or correction of erroneous material can be made if absolutely necessary. All student newspaper staff members are strongly discouraged from using the letter to the editor forum.

### **Staff Editorials**

The unsigned staff editorial of the student newspaper is the responsibility of the Editor-in-Chief, who will supervise the writing of all editorials, commentaries and opinion columns. Unless unusual circumstances are involved, reporters will not write editorials concerning their beats but will advise the Editor-in-Chief about facts not readily apparent in a story.

A reporter may write a column about a story on his/her beat, but said columns should only give insight into the news gathering process and should not be used to print what the reporter suspects but cannot prove. Reporters and editors will be expected to meet the same standards of accuracy and proof in columns and editorials that must be met in news

stories.

An editorial is defined as an article that discusses a situation or event but does not suggest a course of action. In questionable cases, the editor makes the decision on whether an article should be designated as a column or an editorial.

Working with the Editorial Board, the Editor will determine which editorial will be printed. If there is strong disagreement on a particular topic, the Editor may authorize a column in the same issue to defend the opposite point of view. The student newspaper does not run guest editorials, but in some instances, the student newspaper will print editorials from other professional or collegiate newspapers if the topic merits attention in the Macon State community. In that case, the editorials will be attributed to the appropriate publication.

### **Disclaimer**

Required to be published on a regular basis:

“The Macon Statement is the registered student newspaper of Macon State College and is published biweekly (Mondays) during fall and spring semesters. Opinions and ideas expressed in (the student newspaper) are those of the individual artists, authors, or student editors, and are not those of Macon State College, its Board of Regents, the student body or the advertisers. The Macon Statement is paid for, in part, through student activity fees.”

### **Correction Policy**

The Macon Statement student newspaper never knowingly publishes inaccuracies. If any error is found, the student newspaper is obligated to correct the error as soon as possible, regardless of the source of the error. A consistent location, signature and style for corrections will be used.

### **Manipulation of archives**

The Macon Statement and its website, [www.maconstatement.com](http://www.maconstatement.com), strive to report the truth as accurately as possible on news events of the day. Online archives are a part of the institutional memory of the newspaper and a historical record of our community. As such, we will not remove nor attempt to hide from commercial search engines any material in our online archives – news stories, story comments, editorials, opinion columns, photographs or graphic illustrations. If an error in our archived content is brought to our attention and documented to our satisfaction, we will append the original article with an editor’s note acknowledging the change made to the original archive. That decision is solely at the discretion of the current student editorial management.

To make a complaint that archived content is inaccurate, contact the editor-in-chief in writing by letter or e-mail with the following information:

- Name, telephone number and e-mail address,
- The URL address of the content in question, and

- The specific content that is inaccurate and an explanation of how the information is inaccurate.

In the case of content published more than one year ago, the complainant must provide reasonable proof to the editor-in-chief that the content in question is no longer accurate. For example, a copy of expungement papers should be provided in case any criminal charges are dropped. If published more than a year ago, contested quotes are highly unlikely to be amended without written or audio documentation.

If the contested content was published less than a year ago, normal internal procedures for checking the material's accuracy will apply, and you may be asked to provide written documentation. Updates or corrections may be added if the material is factually inaccurate, but nothing will be removed. In the event of a correction, a note detailing the date and time of the change will be included.

The request will be reviewed and checked by the editor and if the editor determines it to be valid, an update or correction will be posted.

## **COMPLAINTS BROUGHT AGAINST STUDENT NEWSPAPER LEADERS**

### **Editor-in-Chief**

#### *Charge*

When a charge is brought against the Editor-in-Chief, the Student Media Coordinator will investigate the charge and determine if reasonable grounds exist to warrant a sanction. If so, the Student Media Coordinator will provide the Editor-in-Chief a written sanction.

#### *Appeal*

The editor-in-chief may file a written appeal of the Student Media Coordinator's decision to the chair of the Student Media Advisory Board within two College business days following the date of the decision.

The chair of the Student Media Advisory Board will schedule a hearing with the voting members of the committee or designees.

The decision of the Student Media Advisory Board in this matter will be considered final.

### **Student newspaper staff**

#### *Charge*

When a charge is brought against any other member of the student newspaper staff, the Student Media Coordinator will meet with the Editor-in-Chief and the staff member to determine if reasonable grounds exist to warrant a sanction. If so, the Editor-in-Chief will provide the staff member a written sanction.

#### *Appeal*

With the exception of a written warning, the staff member may file a written appeal of the Editor-in-Chief's decision to the Student Media Coordinator within two College business days following the date of the decision.

The Student Media Coordinator will arrange a meeting between the Editor-in-Chief and the staff member to discuss the Editor-in-Chief's actions, and seek to mediate any disagreement.

Subsequently, the Student Media Coordinator will issue a written opinion regarding the sanction.

The staff member may file a written appeal of the Student Media Coordinator's decision to the chair of the Student Media Advisory Board within two College business days following the date of the decision.

The chair of the Student Media Advisory Board will schedule a hearing with the voting members of the committee or its designee.

The decision of the Student Media Advisory Board in this matter will be considered final.

### **The Macon State Student Newspaper Equipment Checkout Agreement**

#### ***Student Information***

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

MSC Student ID: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

MSC E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### ***Equipment Information***

Date Equipment Checked-Out: \_\_\_\_\_ Time Checked Out: \_\_\_\_\_

Date for Return: \_\_\_\_\_ Expected Time of Return: \_\_\_\_\_

Project: \_\_\_\_\_ On Campus or Off Campus

Equipment Number: \_\_\_\_\_ Equipment Make/Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Retail Value of Unit \$ \_\_\_\_\_

Accessories: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Initial each block when checking out equipment:**

- I understand that I must return this equipment on time, according to the date and time listed.

- I understand that I may be held financially responsible for any loss or damage to the equipment, other than normal wear and tear.
- This equipment has been shown to me in good working order upon checkout.
- I understand that the equipment will be powered and checked upon return.
- I agree that this equipment will be used for *Macon Statement* business only. I will not use the equipment for personal use.
- I understand that any and all DVDs, media storage, tapes, etc., must be returned whether used or not. Any pictures, interviews, or film footage I record with this equipment is subject to review by student newspaper personnel.
- I understand that I must call student newspaper personnel and/or the Student Media Coordinator if I encounter any problems with this camera while it is in my possession.

Newspaper Office: (478) 757-3605

Student Media Coordinator Ray Lightner office: (478) 471-5333, cell (678) 231-2490

### **The Macon Statement Student Newspaper Equipment Checkout Agreement**

I understand that my signature constitutes agreement to all terms and conditions of the Student Newspaper Equipment Policy, a copy of which has been signed and received. It is also my understanding that failure to return the unit in good condition with all components and attachments per the initial checkout will result in the initiation of legal/collection efforts to recover the property owned by Macon State College, a unit of the University System of Georgia, to the full extent of the law of the State of Georgia. It is further understood that I am responsible for any and all cost incurred by Macon State College in the enforcement of this agreement and the recovery of the property, along with allowable interest charges. Failure to return the camera as per the return date indicated above will constitute default and subject to further action.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Title: \_\_\_\_\_

### **Camera Return Check-in**

Date Returned: \_\_\_\_\_ Time Returned: \_\_\_\_\_

- Camera checked for proper operation and performance
- All accessories and attachments returned

Personnel Performing Check-in

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

Title: \_\_\_\_\_

## **MSC-TV HANDBOOK**

### **Mission**

**MSC-TV** provides the student body with timely and pertinent information concerning the campus community and the events thereof via closed-circuit television network and provides students with the opportunity to develop skills in the television medium and experience firsthand the technological advances being made in the medium, as they relate to New Media.

### **Overview History...**

The concept of MSC-TV was a Student Life Office proposal to the First Year Experience committee in 1998. The opening of the Student Life Center in fall of 2000 offered an opportunity for the implementation of the system. Student Life staff, in conjunction with faculty members from the Division of Humanities, sought and were granted funding from the Student Activities budget and began working towards realization of the system. From the beginning, MSC-TV was seen as a student-operated, closed-circuit television system designed to enhance and expedite communication with the student body, as well as offering a training ground for students in the Communications and Information Technology program, in much the same way as the student newspaper allows Journalism and Mass Communications students' hands-on experience with a newspaper. Phase I of MSC-TV was implemented in Spring Semester of 2001, with the installation of the editing suite in the Student Life Center. Phase II, the development of the first student staff for MSC-TV and Phase III, the installation of the campus-wide video distribution network proceeded through Summer Semester 2001.

### **Program Overview...**

MSC-TV is a program of the Office of Student Life, and is funded with Student Activities Fee funds.

MSC-TV is a student-operated closed-circuit television lab. It is advised by a faculty adviser(s) and by the Student Media Coordinator.

### **Staff and Position Descriptions Faculty/Staff Support Team...**

MSC-TV shall be supported by a team of faculty and staff members who will act as advisors of MSC-TV.

- The Student Media Coordinator will serve at all times as a member of the Faculty/Staff Support Team. The Student Media Coordinator will be responsible for final approval for all purchases made in the name of MSC-TV. The Student Media Coordinator approves all content after production and before broadcast.
- The Faculty Advisers are members of the faculty who act as instructors and as advisers to the directorial staff of MSC-TV. They work with the Program

Coordinator and Student Media Coordinator to draft a budget, which the Student Media Coordinator submits to the Student Affairs Committee for recommendation to the President of the College.

- From time to time, the school may see fit to hire a person to serve as MSC-TV Coordinator/Trainer. This person shall serve as an instructor in the matter of the technical issues behind MSC-TV, shall serve as a Managing Director in the absence of a student MD, and shall be responsible working with the Student Media Coordinator in acquiring equipment for MSC-TV.

Should the C/T be required to take on the position of Managing Director, he/she shall immediately begin training a qualified student to take over the position as soon as possible.

When and if the part-time employee position of MSC-TV Coordinator/Trainer is left unfilled, the Managing Director will then become the sole paid position and the Managing Director will be paid as a student assistant working 19.5 hours per week. The following are **Managing Director requirements:**

- Be enrolled at Macon State College for a minimum of 6 credit hours and have a cumulative grade point average (GPA) of 2.5.
- Have successfully exited all Learning Support requirements.
- Be willing to complete training as assigned, including the Macon State College Recognized Student Organization training session, Partners training and any other required of student workers
- Work with the Student Media Coordinator to schedule staff training sessions in the various aspects of TV production.
- Have strong communication skills and ability to motivate and train staff.
- Be computer literate and should be willing to learn more computer skills.
- Maintain office hours (19.5 hours per week)
- Be willing to work closely with the Student Media Coordinator and the advisers.
- Understand that Dean of Students will be asked to provide information related to the candidate's disciplinary history

### **Student Directorial Team**

The Student Directorial Team shall be composed of qualified students who are ultimately responsible for the content and the production of MSC-TV programs. These students are the leaders of the staff, and as such, shall be called upon to sit upon the Student Life Leadership Council.

- The highest-ranking student member of the MSC-TV staff, the Managing Director is responsible for all content presented to the Student Media Coordinator for broadcast on the MSC-TV network and/or the MSC-TV Web site. The MD is responsible for assigning projects to the various producers, for checking pre-

production materials for policy violations, and for overseeing the production of segments. Further, the MD is responsible for the Program Director, and for the general concept and appearance of each assembled program; as well as the Technical Director and all equipment operated by MSC-TV staffers. All staff members report ultimately to the MD.

- The Program Director is responsible for the assembly of all segments into a coherent program. The PD is primarily responsible for maintaining a consistent look between segments and for producing any segue segments deemed necessary by the MD. In order to maintain consistency between segments, the PD is responsible for coordinating all graphics and other aspects of the segments with the individual segment Producers. If this position is not filled, the responsibilities shall be divided between the Managing Director and the Coordinator/Trainer.
- The Technical Director is responsible for the maintenance of equipment for MSC-TV. If this position is not filled, the responsibilities shall be divided between the Managing Director and the Coordinator/Trainer.

### **Student Production Team...**

The staffers who produce the content for MSC-TV are the Student Production Team

- The Producers are responsible for all aspects of production of the individual segments that make up an MSC-TV program. These duties include but are not limited to:
  - 1 Establishing contact with news sources
  - 2 Developing segment concepts
  - 3 Establishing times for interviews
  - 4 Scripting segments
  - 5 Reserving camera and editing bay times
  - 6 Reserving a Videographer or operating a camera
  - 7 Editing footage
  - 8 Working with the PD on graphics or segment look/feel. The Producer will be credited in the opening titles of any segment on which they were considerably involved.
- The Videographers are the primary camera operators for MSC-TV. The duties of a Videographer include but are not limited to:
  - 1 Working with a Producer to produce any footage necessary for a segment
  - 2 Working independently of a Producer for the production of short news segments or acting on-scene as a "video journalist"
  - 3 Working with the PD to produce segue segments for a program.Videographers will be credited for any full sequence for which they were the chief contributor, and for any short segment for which they acted as a newsgathering agent.

### **General Content Policy**

1. All productions shall maintain high standards for video production and broadcast. The producers and directors shall establish policies to encourage contributions from all segments of the campus community.
2. After approval by the Managing Director and before broadcast on the MSC-TV network, all content shall be reviewed and approved by the Student Media Coordinator.
3. No content shall be offensive in nature on the grounds of gender, race, religion, sexual orientation, or other personal characteristic.

### **News Content Policy**

1. All news productions shall avoid slander, undocumented allegation, attacks on personal integrity, harassment and/or innuendo, and all other forms of personal opinion and bias.
2. All news claims shall be attributed.
3. All persons appearing on news productions shall be identified with a title bar during at least their first appearance in the production.
4. Interviews shall not be edited in such a way as to change the general idea of the interviewee's statements.
5. Any footage used from outside sources shall be properly attributed with a title on the upper part of the screen.

### **Entertainment Content Policy**

1. All entertainment programs shall avoid content of an offensive nature, to be evaluated and determined by the Managing Director and Student Media Coordinator.
2. No entertainment program shall utilize similar graphical designs or videographical style (with the exception of the MSC-TV logo) as MSC-TV news productions.

### **Equipment Policy**

#### **General Equipment Usage Policies...**

1. MSC-TV Equipment may be used by any member of the MSC-TV staff who has been trained by the Managing Director or can prove proficiency
2. MSC-TV Equipment may be used only for projects that have been approved by the Managing Director and/or Student Media Coordinator.
3. MSC-TV Equipment may not be used in a manner that violates the Content Policy or the Macon State College Network Usage Policy.
4. MSC-TV Equipment may be reserved in advance, in the appropriate Scheduling Log.
5. No equipment may be removed from the MSC-TV studio or Student Media Center without approval from the Managing Director of the Student Media Coordinator

**Camera Usage Policy...**

1. MSC-TV Cameras must be reserved in the Camera Scheduling Log for before removing them from the MSC-TV studio or Student Media Center.
2. MSC-TV Cameras must be signed for in the Log upon removal, and a Camera Checkout Form must be completed and signed by the Managing Director or Student Media Coordinator.
3. All camera operators must follow the policies listed on the Camera Checkout Form. Failure to follow checkout policy may result in a staff member's camera usage privileges being revoked permanently.
4. Any person using an MSC-TV Camera is responsible for any secondary equipment (battery, microphone, tripod, tapes, mics, etc.) that are checked out and listed on the Camera Checkout Form.

**Editing Suite Usage Policy...**

1. Time on the MSC-TV Editing Suite (our Macs) may be reserved in advance in the Editing Suite Scheduling Log.
2. Any projects saved on the Editing Suite (the Macs) are the responsibility of either the project's producer.
3. Staffers are responsible for deleting their projects upon completion and removing any unnecessary files from the computer.
4. No person may install software on the Editing Suite (Macs) without the approval of the Managing Director and/or Student Media Coordinator.

## MSC-TV Camera Checkout Form

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

MSCID#: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Camera Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Accessories: \_\_\_\_\_

Date/Time Out: \_\_\_\_\_ Due for return: \_\_\_\_\_

Project: \_\_\_\_\_ On or off campus \_\_\_\_\_

MSC-TV Personnel Performing Checkout: \_\_\_\_\_

**Please initial each:**

- I understand that I must return this camera on time, according to the date and time listed above.
- I understand that I may be held financially responsible for any loss of or damage to the camera, other than normal wear and tear.
- This camera has been shown to me to be in good working order upon checkout.
- I understand that the camera will be powered up and checked upon return.
- I understand that I have signed a copy of the MSC-TV Policy Manual and that my use of this camera will be in accordance with this policy.
- I understand that any and all cassettes I check out with this camera must be returned, whether used or not. Any footage I record with this camera is subject to review by MSC-TV personnel.
- I understand that I must call MSC-TV personnel if I encounter any problems with this camera while it is in my possession.

**MSC-TV Office: (478) 757-3677**

**Student Media Coordinator Ray Lightner: (478) 471-5333**

**MSC-TV Managing Director Meaghan Smith**

## **Macon State College *MSC-TV* Equipment Checkout Agreement**

I understand that my signature constitutes agreement to all terms and conditions of the *MSC-TV* Equipment Policy, a copy of which has been signed and received. It is also my understanding that failure to return the unit in good condition with all components and attachments per the initial checkout will result in the initiation of legal/collection efforts to recover the property owned by Macon State College, a unit of the University System of Georgia, to the full extent of the law of the State of Georgia. It is further understood that I am responsible for any and all cost incurred by Macon State College in the enforcement of this agreement and the recovery of the property, along with allowable interest charges. Failure to return the camera as per the return date indicated above will constitute default and subject to further action.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*MSC-TV* Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*MSC-TV* Authorizing Title: \_\_\_\_\_

### **Camera Return Check-in**

Date Returned: \_\_\_\_\_ Time Returned: \_\_\_\_\_

- Camera checked for proper operation and performance
- All accessories and attachments returned

*MSC-TV* Personnel Performing Check-in

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

Title: \_\_\_\_\_

Each student media organization has its own policies and forms in addition to the aforementioned.

## **THE FALL LINE REVIEW HANDBOOK**

### **Mission**

*The Fall Line Review* is a literature and arts journal featuring the creative and collective consciousness of Macon State students, also including fine arts, photography, and (on the Web site) digital arts.

### **Disclaimer to be printed in the front pages of each issue of the journal:**

*The Fall Line Review* Art & Literary Magazine of Macon State College is published annually in print format. The online edition is ongoing. The publication is funded through student activity fees and is free to all members of the Macon State College campus community.

All literary, artwork, and digital work are self-expressions of those who created them and are not intended to represent the ideas or views of *The Fall Line Review* staff or its advisers. They do not reflect the views of the Macon State College faculty, staff, administration, student body, or the Board of Regents of the University System of Georgia.

Artwork contained in the magazine or on the Web site is not intended to illustrate specifically any literary work or vice versa but may have been placed according to content.

*The Fall Line Review* is a literary arts journal featuring the creative and collective consciousness of Macon State College students. Submissions are accepted, reviewed and selected by the editors using the blind selection policy and reviewer rating system.

### **The Fall Line Review Staff**

The journal has two official editorial positions: Content Editor and Layout Editor. The duties of the editors include working with the magazine's faculty advisors to accomplish the following: coordinating a staff to create the upcoming annual issue; publicizing the submission deadline; soliciting submissions; reviewing, selecting, and editing submissions per college guidelines; publicizing the arrival of the magazine; and organizing poetry reading(s) to showcase work from the magazine.

**The Content Editor** should have strong English and grammar skills, strong creative writing ability in fiction or poetry, a dedication to literature, a willingness to work with faculty advisors, a commitment to deadlines, leadership skills, and (preferably) prior experience working with a student publication at the high school or college level.

**The Layout Editor** should be proficient with Adobe Illustrator, Photoshop and InDesign and be responsible for laying out the magazine, helping create or select the cover design, reviewing and correcting proofs, producing and publishing all publicity for the magazine, building and maintaining the Fall Line Review Web site content.

Additional editors may be selected by the Content Editor as s/he desires. This may range from Art Editors to specific content editors such as a Fiction Editor or Poetry Editor. These additional editors will assist the editorial staff with the Fall Line Review production and publicity.

**Requirements for the paid editors include:**

- Be enrolled at Macon State College for a minimum of 6 credit hours each semester (fall and spring)
- Maintain a cumulative grade point average (GPA) of 2.5.
- Have successfully exited all Learning Support requirements.
- Be willing to complete training as assigned, including the Macon State College Recognized Student Organization training session.
- Have strong communication skills and ability to motivate staff.
- Be computer literate and should be willing to learn more computer skills.
- Be willing to work closely with the faculty advisors and the Student Media Coordinator.

Editors should plan on being students at Macon State College from Fall to Spring semesters for the year of publication and can receive internship credit for their work with the journal.

- Understand that Dean of Students will be asked to provide information related to the candidate's disciplinary history

These two editors are chosen each year from applicants in a three-way decision between the two advisers and the current editor. The Assistant Editor is often selected as the next content editor, a practice which keeps a consistency of knowledge about how the journal works and rewards commitment, but anyone can apply for editorial positions through The Fall Line Review advisers or Student Media Coordinator. Letters of application for Editors outlining the candidates' strengths, especially as they relate to the list above, should be sent to The Fall Line Review advisers at: [thefallinereview@gmail.com](mailto:thefallinereview@gmail.com), [kelly.whiddon@maconstate.edu](mailto:kelly.whiddon@maconstate.edu), [heather.braun@maconstate.edu](mailto:heather.braun@maconstate.edu), or to the Student Media Coordinator [ray.lightner@maconstate.edu](mailto:ray.lightner@maconstate.edu)

Those applying for Content Editor should submit a cover letter indicating the editorship that the student is applying for as well as briefly outlining some of the student's best qualifications, a resume, and writing sample of either two poems and/or no more than five pages of a prose piece. Any additional photographic or artistic work is a plus. Those applying for Layout Editor should submit a resume and portfolio of artistic and graphic work. Please send to [thefallinereview@gmail.com](mailto:thefallinereview@gmail.com) by Aug. 30 at 9 p.m.

All incoming editors must fill out the Editor's Statement of Understanding and Acceptance.

**Editor's Statement of Understanding and Acceptance**

Let it be known that \_\_\_\_\_ has been selected by *The Fall Line Review* faculty advisers the position of Content/Layout Editor of *The Fall Line Review*. The term of this appointment is from \_\_\_\_\_ to \_\_\_\_\_.

This position is advised in tandem with the Student Media Coordinator and the Faculty Advisers from the Humanities Division.

With the signing of this “Statement of Understanding and Acceptance,” the person named above:

- Has read and agrees to abide by Macon State College Student Media Bylaws (<http://www.maconstate.edu/studentlife/studentmedia.aspx>) before the term of appointment begins.
- Has read and agrees to follow the position description for this position.
- Knows that attendance at meetings, retreats or training sessions may be required.
- Has read the established procedures for organizations receiving allocations from student activities fees.
- Will enforce all deadlines as established by faculty, staff and contracts.
- Clearly understands that Macon State College publications are published for all students and other segments of the College and not just a small group. Understands that this position may come with a small stipend for volunteer participation in a student publication and is not considered an employment relationship by the U.S. Department of Labor. The successful applicant will receive a stipend of \$400, and cannot accept payment for doing the work designated for any other positions, whether filled or unfilled, without the prior consent of the Student Media Coordinator.
- Is expected to have read and to abide by the laws of libel, right of privacy, obscenity, and similar existing laws, as well as the current staff manual and Student Media Bylaws.

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

### **Advisers**

Advisers for *The Fall Line Review* are chosen ad hoc from the Macon State College Humanities faculty and must be willing to undertake the responsibility of guiding the editor to produce a journal that represents the best of Macon State College student creativity and that is published on time and within the allotted budget. Their contributions to the project include but are not limited to:

- 1) Assist current editors to select next year’s Content Editor and Layout Editor;
- 2) Assist Content Editor in managing meetings with editorial staff;
- 3) Arrange for *The Fall Line Review* deadlines with current content editor;
- 4) Assist current editor in production and distribution of publicity advertising these deadlines;
- 5) Assist current editor to arrange for a Club Fair presence on both campuses;
- 6) Assist current editor to maintain *The Fall Line Review* listserv and website to keep students updated on *Fall Line* events;
- 7) Assist current editor and Student Media Coordinator in publication and distribution of *The Fall Line Review*;

- 8) Assist current editor and notify Student Media Coordinator with the details of release party dates, publicity, and arrangements;
- 9) Coordinate between student editors and Student Media Coordinator when necessary;
- 10) Be available to answer specific questions about poetic conventions and ethical concerns;
- 11) Be on hand for consultation regarding journal layout;
- 12) Assist with final editorial suggestions once selections have been made.

### **Budget and Expenditures**

All budgetary items and expenditures will be authenticated, verified, and okayed by the Media Coordinator. All such expenditures must either be made by said coordinator or authorized by the Coordinator and receipts submitted for repayment with complete payment information. No contracts can be entered into or receipts paid without the express permission of the Student Media Coordinator.

### ***The Fall Line Review* accepts the following media:**

**Poetry:** blank verse, free verse, sonnets, dramatic monologues, haiku, tanka, and cinquains, etc. Please single-space poetry; however, if you have special formatting or errors that may get caught in the editing program, please indicate that with the words STET at the top of the copy.

**Fiction:** Due to space restraints, please limit stories to 2,000 words. All works must be typed and double-spaced, with a word-count included with submission.

**Art:** Formats include: digital photography, still photography, sculpture, sketches, water colors. We do accept pen, pencil, or ink drawings, however, please note that quality is sometimes lost in the reproduction of these pieces. We will not compromise the quality of the journal with pieces that do not print well. We are most interested in traditional media, generally being, but are not limited to, oils, acrylics, pen and ink, colored pencils, graphite, pastels, charcoal, watercolors, airbrush, and other non-electronic media. We will accept computer art and anime that is of outstanding caliber and will weigh it on its merits. We will accept Digital Art, Art colored or altered in Photoshop, or any other art program.

**Vector Art:** Line art created mostly in Illustrator. **3D Art:** Art created using a 3D rendering program such as Maya, Lightwave or 3D Studio Max. However, digital art will be scrutinized with extra care for obvious reasons.

**Multi-media:** Digital storytelling, original music, Flash animation, film – which due to their very nature cannot be included in the print version. Selected submissions will be included in the online version.

### **Submitting work**

- Any student who has been enrolled at Macon State College in the current or previous two semesters is eligible to submit work. Student status will be verified before work is run. Faculty advisers will work with the Student Media Coordinator to confirm eligibility.
- There is no payment for those whose work is accepted for *The Fall Line Review*.

- All submissions should be submitted electronically to *thefalllinereview@gmail.com*. Submissions should be typed, double-spaced, with the author's name and title of the work at the top right of every page. Multi-paged work should also be numbered. Only submissions in English will be accepted.
- Please remember that it takes dedication to our journal to keep *The Fall Line Review* a viable part of the continuation of free speech and creativity at Macon State College. We will not censor, but material that is offensive to the race, religion, sexual orientation, or gender of others will not be published.
- We expect that the work submitted is fully edited, free from mistakes, and in its final version. No revisions will be accepted except those initiated by the Content Editor.
- Two submissions in each medium per reading period are accepted. Please submit all work in one e-mail with the following form for the subject line: *The Fall Line Review* poetry submission: [your name] at: *thefalllinereview@gmail.com*. OR paper submissions of poetry or prose may be turned into the mailbox of either Dr. Heather Braun or Dr. Kelly Whiddon; please place the submission in an envelope, and on the outside of the envelope, write your name, contact number, e-mail address, and the date. Please seal the envelope.
- All artwork and photographs need to be shot at 300 resolution. Please send files as JPEG, GIFs, or PNGs. Your file size should not be over 500kb, and anything over 1mb in size will be deleted automatically due to internal systems settings. Please note that we may resize your artwork to fit our space constraints or print a color work in black and white due to cost constraints.
- Please contact *The Fall Line Review* staff to assist with the shooting of your artwork. Submissions should include the following: Artist's Name, Artwork Title, Medium, and Brief Description of Artwork. If you have a Web site displaying your art or photography and wish to have it considered for publication, please send a link in an e-mail with the following subject line: *The Fall Line Review* art submission. Please indicate by title which work(s) you would like for us to consider. Unsolicited attachments of artwork or photography will be deleted. *The Fall Line Review* accepts drawings, paintings, collages, black and white photographs, color photographs, digital photographs, photo-collages, and photographs of sculpture, ceramics, or pottery. Applicants in these formats may have to bring the actual artwork for reshooting if that is required. Due to printing problems with low-resolution work, please do not submit photographs taken via cell phone.
- **Also accepted Multi-media:** Digital storytelling, original music, Flash animation, film – which due to their very nature cannot be included in the print version. Selected submissions will be included in the online version. These also have to follow the same guidelines.
- Submissions are anonymous for review. The entire *Fall Line Review* Editorial Board rates each piece. NO SINGLE INDIVIDUAL HAS VETO POWER ON THE BOARD. The pieces with the highest rankings/scores per reviewer are gathered and re-ranked by the Board. This process takes place several times until the desired number of submissions for printing specifications occurs.

Manuscripts not accepted for publication will not be returned. We are not responsible for lost or damaged submissions (please do not send originals). All of the acquisitions, editing, and production work will be done by members of *The Fall Line Review* Editorial Board, with some reviewing assistance, when requested, from faculty advisers.

### **Notice of publication**

Applicants will be notified via e-mail prior to the release parties if a submission has been accepted or rejected. There is no payment for those whose work is accepted for *The Fall Line Review*, but each writer, artist, and staff member receives a complimentary copy and is free to take additional copies (maximum of five per person). A release party will be held near the end of the spring semester. Advance copies are not available.

### **Rights & Privileges**

By submitting your work, you affirm that you are the SOLE author or artist, and you maintain ALL rights for your work. If your work is accepted for publication, *The Fall Line Review* Literary Journal retains an exclusive use of electronic rights (the right to publish and reproduce your material online) for a period of time equal to one publication cycle or at the discretion of the Editorial Board. *The Fall Line Review* also retains electronic archival rights (the entire issue in which your work appears will be stored in electronic form for public inspection after original publication), and the (non-exclusive) right to reprint the piece once in print or electronic format (CD), should we produce a print or CD anthology in the future.

We also retain the right to re-size the images selected to fit design format. You will also retain copyright and the right to be acknowledged as the moral author or artist of your work. By submitting material to *The Fall Line Review*, you affirm that you have read and agree to all our submission guidelines. Guidelines and rights are subject to change without notice. *The Fall Line Review* reserves the right to discard without notice those submissions that do not follow our guidelines.

Authors/artists assert the works are their own original works when submitted to *The Fall Line Review*. In the case of previously published work, authors/artists agree that they own reprint rights to the work (including following any time lengths specified by the original publication; for example, if the original publication asks for exclusive rights for six months, do not submit previously published work before then). Authors/artists agree that if work is subsequently determined to be the copyrighted work of another individual or a derivative of copyrighted work by another individual, then the author/artist in violation of copyright will be liable for any and all penalties under law and/or copyright convention; authors/artists agree that *The Fall Line Review*, anyone on the staff of *The Fall Line Review*, and the Web host of *The Fall Line Review* will not be held liable.

*The Fall Line Review*

**Submission Guidelines and Form**

All submissions should include name and title of piece, be typed and spell-checked using good grammar.

Please submit only two (2) pieces of poetry, prose, or fiction. Please submit only two (2) pieces of artwork per genre. Note: One student could submit a combination of works in different genres not to exceed four (4).

If you are submitting a hard (paper) copy to the journal, please include a digital version on disk. MSWord is the preferred format.

Submit artwork on CD or DVD, or arrange with the advisers for an appointment to photograph the work.

Submit to Kelly Whiddon, or Heather Braun in the Humanities Department. If you are submitting via e-mail, send submissions to: [thefallinereview@gmail.com](mailto:thefallinereview@gmail.com)

Name: \_\_\_\_\_

Title(s) of Work(s): \_\_\_\_\_

Address, City, State, Zip Code: \_\_\_\_\_

Phone Number (indicate Home, Work, or Mobile): \_\_\_\_\_

E-mail (Macon State address only): \_\_\_\_\_

MSCID# (For Office Use Only): \_\_\_\_\_

Editors' use only:

Log Number \_\_\_\_\_

*Note: We reserve the right to edit for spelling, punctuation, grammatical correctness, and any other mechanics of standard written English unless editorial notes are made by the artist.*