

SCHOOL\_\_\_\_\_

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR\_\_\_\_\_ PHONE NUMBER\_\_\_\_\_

STUDENTS NAME:

ADDRESS:

TOWN: STATE: ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

CIP CODE: 09.0701 Radio Board Operator Announcers

GENERAL GOALS FOR THE STUDENT LEARNER: Announces Radio programs to audience: Memorizes script, reads, or ad-libs to identify station, introduce and close programs, and announce station breaks, commercials or public service information. Cues worker to transmit program from network central station or other pick-up points according to schedule. Reads news flashes to keep audience informed of important events. May rewrite news bulletin from wire service Teletype to fit specific time slot. May describe public events such as parades or conventions. May interview guest such as sport or other public personality, and moderate panel or discussion show to entertain audience. May keep daily program log. May operate control console (radio board). May perform additional duties in small stations, such as operating radio transmitter. May describe sporting event during game from direct observation or announce sports news received at station for radio broadcasting.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. Become a proficient board operator for radio stations.
2. Gain experience for a game announcer.
3. Work as a team member.
4. Learn all policies of the station.
5. Proper dress for the job.
6. Development of proper attitudes.
7. Successful completion of all training areas.(100 %)
8. Making proper log book entries.

SKILLS THE STUDENT SHOULD ACQUIRE DURING HIS, HER TRAINING PROGRAM:

1. Good organizational skills
2. Clerical Skills.
3. Manual dexterity
4. Phone skills.
5. Communication skills.
6. Verbal skills.
7. Computer skills.

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. FIRST AID KIT
2. FIRE EXTINGUISHERS/ location and proper use of
3. FIRE DOOR EXITS/ Fire drill plans for the evacuation of the building
4. HOW TO DIAL 911
5. EMERGENCY PHONE NUMBERS OF KEY PERSONNEL
6. FIRE BLANKET
7. SPRINKLER SYSTEM
8. Awareness of transmitter facilities and danger zones.
9. Knowledge of safety on the job.