



ICM

Journalism & Media Studies

Course Handbook

Advanced Diploma (Level 6)



SETTING GLOBAL STANDARDS

For Business & Management Education

March 2016

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1 Introduction

The purpose of this Course Handbook is to provide you with general information about studying with the Institute of Commercial Management (ICM). This Handbook should be read in conjunction with other Guidelines available on the ICM website. The early pages of this Handbook provide general information about ICM and its programmes. Later sections give details about the equivalency of ICM Certificate (NQF* Level 4 qualifications), Diploma (NQF Level 5 qualifications), Advanced Diploma (NQF Level 6 qualifications), Graduate Diploma (NQF Level 6 qualifications) and Post Graduate Diploma Awards (NQF Level 7 qualifications). Please note that not all Levels are available for all programmes. The material in this Handbook is as accurate as possible at the time of production.

*NQF: the UK National Qualifications Framework

2 The Institute of Commercial Management (ICM)

Established in the early 1970s, the Institute of Commercial Management provides academic and vocational qualifications which are well recognised globally.

In its capacity as a course developer and an examining and certifying Board, the Institute offers a wide range of professional and vocational awards in Business, Management and related vocational areas.

ICM programmes are designed to address the personal development and training needs of those wishing to enter the commercial sector and to support the continued development and workplace flexibility of those already in employment.

ICM's global services include the design, development and certification of business education and training programmes for education providers; the development and certification of tailored education and training programmes for the corporate sector, emerging industries and the global workforce and the examination, assessment and certification of students undertaking business, management and related vocational education programmes.

An acknowledged specialist in the design and development of progressive, practical and multi-functional programmes of study, the Institute works with a range of public and private sector clients including universities, business schools, colleges, training providers, International Development Agencies, government agencies and local authorities.

ICM provides examinations in more than 200 subject areas ranging from accounting and finance to tourism and hospitality and from marketing and advertising to project management and examines and certifies candidates to an internationally consistent standard.

3 ICM Articulation Agreements with Universities

The Institute has formal partnership arrangements with universities in the UK and overseas. A full list of progression routes from ICM qualifications into Undergraduate and Post Graduate courses at UK Universities is available from the ICM website.

Established articulation arrangements provide direct access to the second and final years of a wide range of BA/BSc degrees for ICM Diploma qualifications (Level 5 Diploma) and

Advanced Diploma qualifications (Level 6 Diploma). Access to Masters programmes also exist for those with ICM Graduate Diplomas (Level 6) and ICM Post Graduate Diplomas (Level 7). In addition, ICM Certificate (Level 4 Diploma) holders may be eligible for entry to year 1 of appropriate degrees.

Subject to status and grades obtained, students holding ICM Diploma qualifications at levels 4, 5, 6 and 7 are accepted onto Undergraduate and Post Graduate degree programmes offered by institutions in continents across the globe.

Our strategic partners have agreed that students can enter their degree programmes with Advanced Standing, provided they possess the right Grade profile and are able to meet other admissions criteria, such as language competence. The stated grade and points requirements may be subject to local variations.

Entry to the First Year

Application for entry to the first year of a relevant degree programme will be considered for those students who hold a relevant ICM Certificate Level Award.

Entry to the Second Year

Application for entry to the second year of an Honours degree programme will be considered for students who have passed a relevant ICM Diploma (Level 5) programme and have met the following requirements:

- obtained at least 24 Points from 8 subjects leading to the qualification
- obtained at least a Grade C in all subjects in the Diploma

Entry to the Final Year

Students who have passed a relevant ICM Advanced Diploma (Level 6 Diploma) programme will be considered for final year entry if they have achieved the following:

- obtained at least 32 Points from 12 subjects leading to the Advanced Diploma
- obtained at least a Grade C in all subjects in the Advanced Diploma

Entry to the Post Graduate Year

Students who have passed a relevant ICM Graduate Diploma (Level 6 Diploma) programme will be considered for entry to Masters programmes if they have achieved the following:

- obtained at least 12 Points from the final 4 subjects leading to the qualification
- obtained at least a Grade C in all subjects in the Graduate Diploma

Converting ICM subject grades into points

The following rules apply in relation to converting ICM subject grades into points:

- an 'A' grade is awarded 6 points
- a 'B' grade is awarded 4 points
- a 'C' grade is awarded 2 points
- a 'D' grade is awarded 0 points

Progression Routes

Students wishing to progress to degree programmes should review the range of courses available at our partner Universities. Information on appropriate university courses can be obtained from our website.

The Institute's qualifications are also recognised by leading professional examining bodies for either subject exemption or registration purposes. Further details can be obtained from the appropriate examination bodies.

4 Learning, Teaching and Assessment Strategy

Tuition in preparation for the Institute's examinations takes place on a number of levels, including lectures, seminars, class discussion and problem review and analysis.

Formal lectures provide a foundation of information, which students build on through directed learning and self-managed study outside the classroom.

Students are actively encouraged to form study groups to discuss course material, fostering a greater depth of learning experience.

4.1 Assessment

Assessment for the majority of programmes is based on final examinations. The Institute has a traditional approach to assessment. Formative assessment is provided by ICM Teaching Centres as and when appropriate and may include; essays, in-class tests, role play exercises, presentations and projects. However, in terms of gaining a professional qualification, and in order to maintain standards, ICM believes that students should be formally assessed on the body of knowledge covered during the course and be examined as individuals on the required learning outcomes.

4.2 Student Workload

In accordance with nationally accepted codes of practice in the UK, each 20 credit unit represents a total of approximately 200 hours of learning. Typically, each ICM award at undergraduate level comprises four units of 20 credits each. Students must complete four units at each level leading to the awards of Certificate (Level 4 Diploma), Diploma (Level 5 Diploma), Advanced Diploma (Level 6 Diploma) and Graduate Diploma (Level 6 Diploma). Thus, for example, in order to gain an ICM Advanced Diploma, a student must have completed the Certificate, Diploma and Advanced Diploma stages. The Post Graduate Diploma (Level 7 Diploma) consists of 120 credits divided into six units.

The learning hours for each unit are subdivided into appropriate categories of learning opportunities, such as lectures, seminars, preparation time, directed study, time spent on assessment items and exam preparation. At least one quarter of this time is usually devoted to formal contact time.

A further one quarter of this time is related to directed learning. The balance of workload is comprised of individual, self-managed student learning and revision.

Note that for a unit delivered in standard mode, the ICM examinations calendar accommodates a teaching year of approximately 2 x 20 teaching weeks, and four weeks of revision/end of year assessment.

Furthermore, each unit is assigned to a particular 'Level', with each Level corresponding to the group of subjects contained within the programmes leading to the award of a Certificate (Level 4 Diploma), Diploma (Level 5 Diploma), Advanced Diploma (Level 6 Diploma), Graduate Diploma (Level 6 Diploma) or Post Graduate Diploma (Level 7 Diploma).

5 ICM Qualifications and Progression

Understanding your qualification is important and the following guidelines outline how ICM qualifications fit within the UK National Qualifications Framework and support vocational learning.

ICM has benchmarked its qualifications against the UK National Qualifications Framework (NQF). In recognition of the NQF levels and with reference to appropriate National Occupational Standards, the Institute has produced the following level descriptors which should be read in conjunction with the table provided in section 5.6.

5.1 ICM Certificates (equivalent to NQF Level 4 Diplomas)

ICM Certificates are awarded to those who have passed Part 1 (the first four or five subjects, depending on the course) of an ICM Diploma programme. See below for ICM Diploma Entry Requirements. ICM Certificates represent a level of qualification that recognises the ability to gain, and where relevant apply a range of knowledge, skills and understanding.

ICM Certificate holders should be able to display competence in the application of knowledge in the performance of a range of work activities, some of which may be routine and predictable with some being complex or non-routine.

Learning at this level involves gaining knowledge and skills appropriate for individuals working semi-independently, or receiving basic supervision and training from others in their field of work.

Students should begin to develop a degree of individual responsibility or autonomy in their study as well as the ability to collaborate with others, for example through participation in work groups or teams.

Successful completion of the ICM Certificate enables entry to the first year of appropriate degree programmes at a range of Universities. For a complete list of progression routes please refer to the website.

5.2 ICM Diplomas (equivalent to NQF Level 5 Diplomas)

Entry to an ICM Diploma programme requires completion of secondary education or an equivalent and recognised programme of study.

ICM Diplomas represent a level of qualification which recognises the ability to gain, and where relevant apply a range of knowledge, skills and understanding.

ICM Diploma holders should be able to display competence in the application of knowledge in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine.

Learning at this level involves obtaining detailed knowledge and skills appropriate for people working independently, or providing basic supervision and training of others in their field of work and people wishing to go to University.

Progression is available from the ICM Diploma to the second year of relevant degree programmes at a range of Universities. For a complete list of progression routes please refer to the website.

5.3 ICM Advanced Diplomas (equivalent to NQF Level 6 Diplomas)

Entry to an ICM Advanced Diploma programme requires completion of the ICM Certificate and Diploma in the selected programme. Students holding other relevant and equivalent qualifications which contain ICM Diploma subjects could qualify for entry as well as subject and Level exemptions.

ICM Advanced Diplomas represent a level of qualification which involves specialist learning and detailed analysis of a high level of information, knowledge and skills in a specified area of work or study.

Students undertaking an ICM Advanced Diploma should demonstrate the depth of knowledge and understanding of an area of work or study to enable them to formulate solutions and responses to complex problems and situations.

ICM Advanced Diplomas are appropriate for people working in positions such as Senior Supervisors, Professionals or Managers. These individuals need to demonstrate significant levels of knowledge, a high level of work expertise in job roles and competence in managing and training others. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others.

The ICM Advanced Diploma is equivalent to NQF Level 6 and in terms of level and credit value these qualifications are comparable to UK Intermediate Higher Education qualifications such as HNDs, Diplomas of Higher Education and Foundation Degrees.

Progression is available from ICM Advanced Diplomas to the final year of relevant degree programmes at a range of Universities. For a complete list of progression routes please refer to the website.

5.4 ICM Graduate Diplomas (equivalent to NQF Level 6 Diplomas)

Entry to an ICM Graduate Diploma programme requires prior completion of the ICM Diploma and Advanced Diploma in the selected programme.

Advanced Standing and Exemptions: Students holding relevant degrees and equivalent qualifications which contain ICM Certificate, Diploma and Advanced Diploma subjects could qualify for entry as well as subject and Level exemptions.

Students at this level study highly developed and complex levels of knowledge enabling the development of in-depth and original responses to complicated and unpredictable problems and situations.

Learning at the Graduate Diploma level involves the demonstration of high level specialist professional knowledge appropriate for senior professionals and managers. Indicative competencies involve the application of a range of fundamental principles across a wide and often unpredictable variety of contexts as well as the ability to perform technical or professional work activities in a variety of contexts with a substantial degree of personal responsibility and autonomy.

A qualification at this level is appropriate for people working as knowledge-based professionals or in professional management positions. This qualification is equivalent to a Bachelors degree, and progression is available from the ICM Graduate Diploma to Post Graduate programmes such as Masters degrees.

5.5 ICM Post Graduate Diplomas (equivalent to NQF Level 7 Diplomas)

Entry to an ICM Post Graduate Diploma programme requires completion of an ICM Graduate Diploma, another Level 6 award, or a degree level qualification in an appropriate discipline.

Refer to Section 6 for Advanced Standing arrangements for mature candidates.

Students at this level of study should display a mastery of high level knowledge and skills and have professional and research-based skills.

This qualification is equivalent to two thirds of a Masters degree (MBA or MA) and advanced standing can be given onto a range of Masters degrees. For a complete list of progression routes please refer to the website.

5.6 Relative Positioning of ICM Qualifications

The following table gives an indication of the relative positioning of ICM awards, compared with other types of qualifications and levels. Reference is made to levels in the UK National Qualifications Framework and example qualifications at each level. In addition, the final column in the table (FHEQ) shows the 'equivalent' qualifications commonly being developed and delivered in the University sector. For example, these indicate that the ICM Advanced Diploma equates to an intermediate level award (in terms of credit accumulation this ICM qualification equates to a Higher National Diploma). Furthermore, the ICM Graduate Diploma equates to a Bachelors degree level qualification and the ICM Post Graduate Diploma equates to a Masters degree level qualification.

Relative Positioning of ICM Qualifications

| National Qualifications Framework (Levels and example vocational qualifications) | Framework for ICM Levels | Framework for Higher Education Qualification Levels (FHEQ) |
|--|---|---|
| Level 7 Professional Diploma in Translation | ICM Post Graduate Diploma (Level 7 Diploma) | M (masters) , Masters degrees, Post Graduate certificates and diplomas |
| Level 6 Diploma in Management | ICM Graduate Diploma (Level 6 Diploma) | H (honours) Bachelors degrees (BSc/BA) |
| | ICM Advanced Diploma (Level 6 Diploma) | I (intermediate) Diplomas of higher education, foundation degrees, Higher National Diplomas |
| Level 5 BTEC Higher National Diploma in 3D Design | ICM Diploma (Level 5 Diploma) | C (certificate) Certificates of higher education |
| Level 4 Certificate in Early Years Practice | ICM Diploma (Level 5 Diploma) | |
| Level 3 Certificate in Small Animal Care NVQ in Aeronautical Engineering A levels | | |
| Level 2 Diploma for Beauty Specialists NVQ in Agricultural Crop Production GCSEs Grades A*-C | | |
| Level 1 Certificate in Motor Vehicle Studies NVQ in Bakery GCSEs Grades D-G | | |
| Entry – e.g. Entry Level Certificate in Adult Literacy | | |

6 Student Registration & Course/Level Entry Requirements

6.1 Student Registration

In order to undertake any ICM examination candidates must be Registered ICM Student Members.

Student Membership can be obtained by completing the appropriate Student Registration Application form and returning the form and the Student Registration Fee to the Institute. Details of Student Registration Fees can be found on the ICM website.

The Student Registration fee is valid for one year and can be renewed annually.

Important Note: All students wishing to register for any ICM Advanced Diploma programme or above, MUST complete and attach an Academic History form to their Student Registration form. Copies of all qualifications and Awards obtained by the student must also accompany the Academic History form.

The Academic History form is used to ensure that students are qualified to commence their studies at the Level they have selected.

6.2 Student Registration Fees

Student Registration fees for standard ICM Awards and programmes are based on the country in which you will undertake your examinations. The current fees levels are as follows:

Group 1: If you are based in Europe, and EU Member State, North America, a Gulf State, India, the Middle East, Australasia, Singapore, South Africa, China, Hong Kong or Malaysia your Registration Fee will be £50.00.

Group 2: If you are based in sub-Saharan Africa, Central or South America, Pakistan, Bangladesh, the Caribbean or North Africa your Registration Fee will be £25.00.

Group 3: A special rate exists for students in countries which have (a) emerged from conflict (b) countries in which the general population is subject to great poverty and (c) countries in which the UN acknowledge that the level of economic activity and national per capita income is unacceptably low.

6.3 Course/Level Entry Requirements

ICM professional programmes are structured in 'Levels'. These Levels are designed to provide a structured and progressive level of knowledge.

All students are required to commence their studies at the Diploma Level of all programmes unless they are able to claim subject-for-subject or Level exemptions.

Subject-for-subject exemptions can be applied for if the student has (a) been examined, in the subject, by another recognised Awarding body and (b) has passed the examination/s set by the alternate body.

The Institute operates an 'Open Entry' policy in respect of most of its Diploma Level vocational programmes, subject to appropriate work experience, but prospective students should note that the following qualifications are recommended for those wishing to undertake ICM Diploma Level programmes:

Entry to an ICM Diploma Level Programme (NQF Level 5)

Entry to an ICM Diploma programme requires completion of secondary education or equivalent. For example:

- One GCE A-level plus three GCSEs (or equivalents) or 5 GCSEs
- A suitable BTEC National Award
- Any qualification equivalent to one or more of the above

The minimum age for registration for the majority of programmes is 18. Applicants over the age of 20 who do not hold one of the recommended entry qualifications may also register for some Diploma Level programmes providing they have been in full-time employment for a minimum of two years and can produce a letter from their employer to confirm this.

Entry to an ICM Advanced Diploma Programme (NQF Level 6)

Entry to an ICM Advanced Diploma programme requires completion of the ICM Diploma Level of the selected programme.

Entry to an ICM Graduate Diploma Programme (NQF Level 6)

Entry to an ICM Graduate Diploma requires completion of the ICM Diploma and Advanced Diploma in the selected programme.

Entry to an ICM Post Graduate Diploma Programme (NQF Level 7)

Registration for an ICM Post Graduate Diploma is accepted from those:

- who have completed an ICM Graduate Diploma
- who hold any Level 6 business or management Award
- holders of business and management degree level qualifications.

Mature Candidates. Applications from those over the age of 25 who do not meet the standard Entry Requirements will also be considered providing they:

- Are over the age of 25
- Have been in employment for 5 years – a letter of support is required from the applicant's employer; and
- Hold a management or senior supervisory position.

7 Examinations and Results

7.1 Examinations

In order to achieve a consistent global standard the Institute sets all examination papers and all candidate scripts are returned to the Institute for marking.

Invigilation of examinations is undertaken either by external Invigilators who are appointed by the Institute or by the British Council. Examinations are held in March, June, September and December and the Examination Timetable can be found on the ICM website.

Candidates must be registered and paid-up Student Members of the Institute at the time they undertake their examinations. Examination papers are securely distributed to ICM Approved Centres and scripts are assessed and moderated in the UK by ICM Appointed Examiners.

Full details of Examination dates can be found on the ICM website.

7.2 Examination Entry Fees and Forms

Examination Entry fees are shown on the appropriate Examination Entry form for the subject/programme you are undertaking. In general, the standard Examination fee is £26.00 per subject. There are however some specialist programmes where a higher subject fee may be payable. If you have any queries relating to fees please contact your Teaching Centre.

In order to undertake any ICM Professional or Single Subject examination you must be a Registered and paid-up ICM Student Member.

To enter for an examination you need to complete the relevant Examination Entry form and submit it to the Institute.

7.3 Examination Timetable

ICM examinations take place four times each year, in March, June, September and December. The Timetable for each year states the Closing Date for receipt of entries for each examination Series. Please visit the website to view the ICM examination timetable.

7.4 Examination grades and re-marking

You can request that your examination script is re-marked if you are unhappy with your result.

The fee for this is GBP £35.00 per script. The Institute operates a triple marking and moderation system. In the event that the moderator increases the original marks awarded, the fee for re-marking your script will be refunded to you. Should the Grade awarded remain the same, you will be issued with a full Examiner's Report detailing your examination performance. The Institute retains answer scripts for a maximum period of six months. Examination scripts/answer books are not returned to candidates under any circumstances.

7.5 Examination re-sits

Although ICM Examinations are held every twelve weeks it should be noted that it takes an average of twelve weeks to mark the scripts after each Examination Series.

If you sit, for example, for one or more subjects in March you will not receive your results until June. This means that if you were to fail a subject in March, you would not be able to re-sit the subject in June, as you will have missed the Closing Date for the June Series.

Our advice is that you try to split your subject examinations between two consecutive Examination Series e.g. If your programme has four subjects you could take two subjects in one series and two in another series.

On this basis, were you to fail one subject in March you would be able to re-sit it in September, giving you plenty of time for revision.

7.6 Examination Closing Dates

There is a Closing Date for receipt of Examination Entries and candidates entering for examinations must ensure that their completed Examination Entry forms and fees reach the Institute before the Closing Date for each Examination Series. Examination Timetables indicate the closing date for receipt of entries for each sitting and this information also appears on the ICM website. Entries received after the Closing Date are automatically carried forward to the next Examination Series.

7.7 Examination Results

Results are distributed within twelve weeks from receipt of scripts. Candidates are advised not to telephone the Institute for results as this information is confidential and cannot be disclosed over the telephone.

7.8 Examination Grades

Should you wish to re-sit any examination to improve your previous Grade, please note that the latest Grade you obtain will stand.

7.9 Transcript of Academic Results

You may request a transcript of your Academic Results, however please note there is a charge of GBP £15 for each Award transcript requested.

7.10 Replacement Certificates

Replacement certificates are available on payment of a fee of GBP £20.00 per certificate. Please include your Student Registration Number together with your current postal address and indicate which certificate is required.

7.11 Deferrals

There is a fee of GBP £15.00 per subject should you wish to defer your examinations to another Series for health or for any other reason. If you are unable to undertake your examinations, it is essential you advise ICM before the appropriate examination date, otherwise the full entry fee of GBP £26.00 will be applicable. Please note that you may only defer examinations on one occasion. The full entry fee of GBP £26.00 per subject will become due if you defer on more than one occasion.

7.12 Subject Exemptions for Professional Programmes

Students holding relevant recognised qualifications from other professional bodies or recognised Higher Education institutions may apply for Subject Exemptions, on a subject-for-subject basis. It may also be possible, subject to qualifications held, to obtain exemption from a Level within a programme. Documentary evidence is required before any decision can be made in connection with the granting of Subject/Level Exemptions. No exemptions are given for case studies or assignments. Internally awarded school certificates and diplomas **are not accepted for exemption purposes.**

7.13 Single Subject Candidates

Registered ICM students who do not want to complete a full ICM programme may study individual subjects. Single Subject candidates receive a Single Subject Diploma on successful completion of the relevant subject examination. Single Subjects qualify, on a subject-for-subject basis, for subject exemptions from ICM professional programmes.

- Note:**
1. Case Studies, Assignments and Projects, including ALL subjects in any Post Graduate programme, do not qualify for Single Subject Awards.
 2. A student who undertakes, on a Single Subject basis, subjects within a Diploma, Advanced Diploma, Graduate Diploma or Post Graduate ICM programme will not be entitled to a professional Award unless they are exempted from or have completed all lower Levels of that Award.
 3. In order to comply with UKBA requirements, overseas students studying in the UK (excluding those from EU countries) are not permitted to undertake Single Subjects and must undertake a professional programme.

8 Subject advice, educational guidance and student support

You are expected to be independent and to take responsibility for your own academic and personal life. However, your study centre should also provide appropriate help and assistance. Your tutors will direct your studies and ensure that you know what work you need to cover in any given unit. Seek advice from academic staff either during or after class or try to see them during their office hours.

8.1 Study Methods

Teaching Centres are provided with a detailed syllabus and reading list for each subject area. Each Unit Syllabus clearly defines the areas that you will be required to cover for each subject and your examination questions will be based on the areas and topics detailed for

each unit. It is important to ensure that you obtain a copy of each unit syllabus from your Teaching Centre. Alternatively, this information can be obtained online at www.icm.education, in the 'Single Subject' section.

Each Unit Syllabus is normally linked to one main textbook and the examiners base their questions on the contents of the nominated core text.

The Unit Syllabuses also give details of 'Alternative Texts' and texts recommended for further reading. It is advised that you should refer to the 'Alternative Texts' in order to develop your skills and broaden your knowledge of the subject area.

8.2 Payment Methods

Registration and Examination fees can be paid by any one of the following methods:

- Sterling Bank Draft
- Sterling Money Order
- Sterling Postal Order
- Sterling Cheque (if drawn on a UK Bank). Cheques should be made payable to ICM
- Sterling Cash (this needs to be registered – this option is available in the UK ONLY)
- Credit Card - you may download this form from our website <http://www.icm.education/forms>. (Please be aware there is a £5.00 Pounds Sterling Administration Charge for this service and this form can only be accepted as a hard copy by post)
- Western Union - if you wish to use Western Union you may utilise **one** of the following payee's names:
 - 'Jackie Cleaver'
 - 'Adair Somerville Ford'
 - 'Alistair Somerville Ford'It is **ESSENTIAL** that you provide us with the **Money Transfer Control Number (MTCN)** you are given by Western Union. If payment is made for examinations, the Money Transfer Control Number **MUST be clearly written on your examination entry form**. If you propose to send your fees through Western Union please confirm by email to info@icm.education that payment has been made by this method.

Please note that it is not ICM policy to provide our Bank account details, and you are therefore requested to use one of the above accepted payment methods.

8.3 Choosing your course of study

As an ICM Student Member you can work towards obtaining either a recognised Professional qualification or study for one or more of the 200 Single Subject Awards from the list of subjects offered by the Institute. The choice is yours.

8.4 ICM Approved Centres

Tuition leading to the Institute's examinations can only be provided by Institutions which have been granted ICM 'Approved Centre' status. Please note that some ICM Teaching Centres specialise in particular subject areas and not all ICM Centres will necessarily offer tuition for every ICM course programme. Visit the website to find an ICM Approved Centre near you.

9 Textbooks

The recommended textbooks for each subject are shown on each subject syllabus. Examiners base their questions on the contents of the recommended texts and it is therefore important for you to ensure that you have access to the appropriate texts. You can obtain the full list of books available to purchase from ICM and/or place orders by either contacting your Centre or complete the Book Order Form and send it to ICM's Book Sales Manager at: info@icm.education .

10 Students with specific learning difficulties

If you are diagnosed with a specific learning difficulty you may be granted special arrangements for your examination/s. We will require a copy of an Assessment Report issued within the last three years. The amount of additional time and any other arrangements will be determined on the basis of the Report relating to your circumstances. It is possible that you may be granted permission to use a computer or laptop without internet connection in your examinations.

11 Copies of past examination papers and other forms of assessment

The ICM website, www.icm.education, provides a database of recent examination papers, assignments and Case Studies. These can be found in the Student Resources section of the website.

12 Unit Information

Covering all the major business and management areas and topics, the ICM Diploma and Advanced Diploma programmes have, over a fifteen year period, achieved international recognition and are currently undertaken by students in over 40 countries.

12.1 Programme Objectives

To provide prospective students of the Journalism and Media Industries with a body of relevant and current knowledge which will:

- increase and broaden their employment opportunities within the industries
- provide them with an extensive theoretical and practical knowledge base on which to build their careers and enable them to progress to higher levels of the media and journalism industries
- increase and broaden their understanding of contemporary multi platform journalism skills, and their awareness of the emerging digital media landscape and the new opportunities which are becoming available

The ICM Diploma in Journalism and the ICM Diploma in Journalism & Media Studies is also suitable for working journalists, who wish to broaden their skills and knowledge base, and who require appropriate qualifications for career advancement or promotion purposes.

The Advanced Diploma builds on the professional and practical knowledge gained through the individual units within the Diploma in Journalism & Media Studies and Diploma in Journalism.

The Advanced Diploma provides a detailed understanding of key areas in modern journalism and media studies. It is designed for those moving into:

- senior production, executive or management roles
- specialist sectors of the journalism and media studies professions

12.2 Recommended Course Duration

To help calculate the duration of the programme, please refer to the section entitled 'Student Work Load' in section 4.2 of this handbook.

It is expected that a student will need at least 18 months to 2 years of full-time study at an ICM Approved Centre to complete the full Advanced Diploma programme.

12.3 Examination Grades

| | |
|-----------------------|---------------|
| Grade A - Distinction | 70% and above |
| Grade B - Credit | 60% to 69% |
| Grade C - Pass | 50% to 59% |
| Grade D - Pass | 40% to 49% |
| Grade F - Fail | 39% and under |

12.4 Entry Requirements

Students must complete all five subjects in the Diploma in Journalism & Media Studies or all eight subjects in the Diploma in Journalism before entering for an examination at the Advanced Diploma level.

Certification

On successful completion of all five units, students are awarded the ICM Advanced Diploma in Journalism & Media Studies.

12.5 Continuing Education

The Journalism programme will serve as an excellent route for students who ultimately seek full professional status and will provide first class underpinning knowledge for the UK degrees in Journalism and Media Studies. Holders of an ICM Diploma in Journalism or Diploma in Journalism & Media Studies may enter the ICM Advanced Diploma programme and completion of this may enable entry to the final year of appropriate Honours degree programmes.

13 Course Structure

The Advanced Diploma in Journalism & Media Studies

1. Convergent Journalism
2. Electronic Media Management
3. Investigative Reporting
4. Managing in the Media
5. Programming for TV, Radio & the Internet

The ICM Advanced Diploma in Journalism & Media Studies is awarded on completion of all 5 subjects

13.1 Unit Syllabuses

Syllabuses for this programme are contained in the following sections.

13.1.1 Convergent Journalism Syllabus

| | |
|--|-----------------------|
| Unit Title | Convergent Journalism |
| Unit Code | CJ-1115 |
| Level | 6 Diploma |
| Credits | 20 |
| Unit Leader | KE |
| Pre-requisites | |
| Main Aim(s) of the Unit: | |
| <p>This subject will give a coherent understanding of the techniques involved in delivering news in any and all of the media in the modern day environment. It provides an overview of all the skills needed to be a converged journalist. It will provide students with an understanding of what makes a news story effective in the modern environment and the approaches needed to target a story for a particular media channel. It provides the news writer, editor, reporter and producer with the knowledge required from a story to meet the needs of various media in the modern day digital and print environment.</p> | |
| Main Topics of Study: | |
| What is Convergent Journalism? | |
| <ul style="list-style-type: none">▶ Fragmenting Audiences▶ Technology▶ Social and Legal Structural Factors Affecting Convergence▶ Easy versus difficult convergence▶ Business Models and Convergence▶ Cultural Factors | |
| The Multimedia Assignment Editor and Producer | |
| <ul style="list-style-type: none">▶ Advantages of Each Medium▶ Covering the News in the Multimedia World▶ Covering Breaking News | |
| Words: The Foundation Stone of Journalism | |
| <ul style="list-style-type: none">▶ Technology▶ How to write well▶ Putting it Together▶ The Editing Process | |
| Broadcast Writing and Speaking | |
| <ul style="list-style-type: none">▶ Rules for Readability▶ Rules for Understandability▶ Story Formats | |
| Writing for the Web | |
| <ul style="list-style-type: none">▶ Traditional News Writing for the Web▶ Telling Your Story Through Multiple Media▶ Blogs | |

- ▶ Changing Attitudes to Fit the Web

Converged Graphics Across All Media

- ▶ Information Graphics History
- ▶ Role of the Graphics Reporter
- ▶ One Story, Multiple Graphics
- ▶ The Power of Information Graphics

Digital Still Photography

- ▶ The Power of the Still Photograph
- ▶ Impact of Technology on Photographic Reporting
- ▶ The Democratisation of Photography
- ▶ The Birth of Modern Photojournalism
- ▶ The Digital Age
- ▶ Picture Editing for Different Media
- ▶ Photographers' Responsibilities for Different Media
- ▶ Conflicting Ethical Standards Among Media Outlets
- ▶ Positive and Negative Aspects of the Multiple-Medium Photographer

Digital Video Photography

- ▶ The Professional Television Camera
- ▶ White and Black Balancing
- ▶ Composing Images for the Screen, Television and Computer
- ▶ Audio
- ▶ Putting it all Together to Tell a Story
- ▶ Story Building

Editing for Moving Pictures

- ▶ Nonlinear Editing Software
- ▶ In the Field
- ▶ The FCP Interface
- ▶ The NLE Process

Multimedia Journalism: Putting it all Together

- ▶ Multimedia Skills
- ▶ The Multimedia Process

Multimedia Advertising

- ▶ Advertising Defined
- ▶ History of Multimedia Advertising
- ▶ New Electronic Mass Media
- ▶ Media Advertising
- ▶ Web and the New Media
- ▶ Searching for Ad Revenues on the Web
- ▶ Email

- ▶ Making it Personal on the Internet
- ▶ Instant Messaging
- ▶ Blogs
- ▶ Growth of Advertising
- ▶ Personalised Media
- ▶ Consumer Power

Multimedia Public Relations

- ▶ Public Relations in the Digital Age
- ▶ Using Multimedia to Build Relationships
- ▶ Using Multimedia to Communicate with the Media
- ▶ Using Multimedia to Communicate with Employees
- ▶ Using Multimedia to Communicate with Communities

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning should take place on a number of levels, principally through lectures, but centres should also encourage seminars, presentation and class discussion, including review and analysis of current media issues. Formal lectures should provide a foundation of information on which the student builds through directed learning and self managed learning outside the class.

| Assessment methods which enable the student to demonstrate the learning outcomes for the Unit: | Weighting: |
|---|-------------------|
| Examination: 3 hours duration | 100% |

Indicative Reading for this Unit:

Main Text

Convergent Journalism: An Introduction, Stephen Quinn & Vincent F Filak, Focal Press, Oxford (2005)

Guideline for Teaching and Learning Time (10 hrs per credit):

| | |
|-----------|--|
| 50 hours | <p>Lectures / Seminars / Tutorials / Workshops</p> <p>Tutorial support includes feedback on assignments and may vary from college to college according to local needs and wishes.</p> |
| 50 hours | <p>Directed learning</p> <p>Advance reading and preparation / Background research / individual and group preparation for seminars.</p> |
| 100 hours | <p>Self managed learning</p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p> |

13.1.2 Electronic Media Management Syllabus

| | |
|--|-----------------------------|
| Unit Title | Electronic Media Management |
| Unit Code | EMM-1115 |
| Level | 6 Diploma |
| Credits | 20 |
| Unit Leader | KE |
| Pre-requisites | |
| Main Aim(s) of the Unit: | |
| <p>The modern day electronic media environment places new and emerging demands on practitioners at all levels of the industry. This subject provides an understanding of key topics in modern day electronic media management. Key topics covered include broadcast and cable management, management of non-commercial radio and TV stations, ownership of a broadcast station or cable system and the use of the Internet and emerging methods of distributing and receiving audio and video content. Drawing in topics such as audience analysis and broadcast promotion and marketing, the subject provides a coherent understanding of managing the electronic media environment.</p> | |
| Main Topics of Study: | |
| <p>Broadcast Station Management</p> <ul style="list-style-type: none"> ▶ Management Defined ▶ Evolution of Management Thought ▶ Management Levels ▶ Management Functions ▶ Management Roles ▶ Management Skills ▶ Influences on Management <p>Financial Management</p> <ul style="list-style-type: none"> ▶ The Accounting Function ▶ Cost Controls ▶ Monitoring Financial Progress <p>Human Resource Management</p> <ul style="list-style-type: none"> ▶ Human Resource Management ▶ Unions ▶ Human Resource Management and the Law <p>Broadcast Programming</p> <ul style="list-style-type: none"> ▶ The Audience ▶ Programme Department ▶ Programme Manager ▶ Radio Station Programming ▶ Television Station Programming ▶ Programming the Network Affiliate | |

- ▶ Programming the Independent Station
- ▶ Programming and the Station Representative
- ▶ Programming for Children
- ▶ Programming and the Community

Broadcast Sales

- ▶ The Sales Department
- ▶ The General Sales Manager
- ▶ Time Sales
- ▶ Research and Sales

Broadcast Promotion and Marketing

- ▶ The Promotion and Marketing Director
- ▶ The Promotion Plan
- ▶ Audience Promotion
- ▶ Sales Promotion

Broadcast Regulations

- ▶ The Role of Broadcast Regulations
- ▶ Application and Reporting Requirements
- ▶ Ownership Policies
- ▶ Programming Policies
- ▶ Announcements
- ▶ Commercial Policies
- ▶ Dealing with Complaints

Managing the Cable Television System

- ▶ The Franchising Process
- ▶ Franchise Renewal
- ▶ Organisation
- ▶ Programming
- ▶ Economics
- ▶ Promotion
- ▶ Regulation

Public Broadcast Station Management

- ▶ The Structure of Public Broadcasting
- ▶ Radio
- ▶ Low-Power FM Radio
- ▶ Non-commercial Licensing Process

Entry Into the Electronic Media Business

- ▶ Employment
- ▶ Ownership

| | |
|---|---|
| Learning and teaching methods/strategies used to enable the achievement of learning outcomes: | |
| Learning should take place on a number of levels, principally through lectures, but centres should also encourage seminars, presentation and class discussion, including review and analysis of current media issues. Formal lectures should provide a foundation of information on which the student builds through directed learning and self managed learning outside the class. | |
| Assessment methods which enable the student to demonstrate the learning outcomes for the Unit: | Weighting: |
| Examination: 3 hours duration | 100% |
| Indicative Reading for this Unit: | |
| Main Text Electronic Media Management, Peter K Pringle & Michael F Starr, (Fifth Edition), Focal Press, Oxford (2006) | |
| Guideline for Teaching and Learning Time (10 hrs per credit): | |
| 50 hours | Lectures / Seminars / Tutorials / Workshops Tutorial support includes feedback on assignments and may vary from college to college according to local needs and wishes. |
| 50 hours | Directed learning Advance reading and preparation / Background research / individual and group preparation for seminars. |
| 100 hours | Self managed learning Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries. |

13.1.3 Investigative Reporting Syllabus

| | |
|--|-------------------------|
| Unit Title | Investigative Reporting |
| Unit Code | IT-1115 |
| Level | 6 Diploma |
| Credits | 20 |
| Unit Leader | KE |
| Pre-requisites | |
| Main Aim(s) of the Unit: | |
| <p>This subject provides an overview of investigative journalism as a form of journalistic activity, the development of the techniques required to become a successful investigative journalist and the skills involved in identifying and developing stories. Drawing on the experience of practising journalists, it provides an understanding of the common factors and special circumstances involved in a wide variety of investigations.</p> | |
| Main Topics of Study: | |
| What is Investigative Reporting | |
| <ul style="list-style-type: none">▶ Establishing the Facts▶ The Hidden Areas▶ General, Specialist and Investigative Reporting▶ Fighting Readers' Battles | |
| The Making of an Investigative Reporter | |
| <ul style="list-style-type: none">▶ The Qualities Required▶ The Path to Investigation▶ Back-up From the Management▶ Specialists and Investigative Reporting▶ The Freelance Investigator | |
| Insight and the Development of Techniques | |
| <ul style="list-style-type: none">▶ The Insight Method▶ Shaking Up the Quality Press▶ Helping People▶ Getting it Right▶ The Switch to Broadcasting | |
| Finding the Stories | |
| <ul style="list-style-type: none">▶ Contacts and Tip Offs▶ A Story to Tell▶ Windows on Hidden Places▶ Between the Lines▶ A name Remembered▶ Does it Make Sense | |

- ▶ A Link with the Past
- ▶ One thing Leads to Another

Pursuing Inquiries: Doing it Right

- ▶ The aim
- ▶ Doing it right
- ▶ Bringing in the Lawyers
- ▶ Notebooks and Tape Recordings
- ▶ Discovery of Documents
- ▶ The Protection of Privilege
- ▶ Injunctions
- ▶ In the Public Interest

Pursuing Inquiries: Getting it Right

- ▶ Is there a story?
- ▶ Standing Up a Story
- ▶ Facts from the Public Domain

Finding the People

- ▶ Talking to Everyone Relevant
- ▶ Find Some Experts
- ▶ Access by Internet
- ▶ Whistleblowers and Axe Grinders
- ▶ Have a Look
- ▶ The History

Dealing With Documents

- ▶ Fakes and Hoaxes
- ▶ Checking for Authenticity
- ▶ Responses and Spoiling Tactics
- ▶ Rebuttals that don't rebut

Getting People to Talk

- ▶ Be a good talker
- ▶ Don't be sharp
- ▶ The Nine Rs of Interviewing
- ▶ Reaction and Denial
- ▶ Information through Confrontation
- ▶ Going Under Cover

Writing It: Problems and Pitfalls

- ▶ Analysis of a court case
- ▶ Select facts fairly
- ▶ Libel
- ▶ Contract and Confidentiality

- ▶ Journalists' Sources
- ▶ Privacy and Media Codes
- ▶ Investigation and its Consequences

Looking Into Companies

- ▶ The Freelance Director-General
- ▶ Public Record
- ▶ Report and Accounts
- ▶ Business Organisations
- ▶ Companies and the Government
- ▶ Corrupt Contracting
- ▶ Investigating Success

Crime

- ▶ Dealing with the Underworld
- ▶ Relations with the Police
- ▶ Entrapment
- ▶ Burglary

Investigating Local Government

- ▶ Clues that Indicate Corruption
- ▶ Monitoring the Councils
- ▶ Contacts and Information
- ▶ Keeping a Source Secret
- ▶ Power that Corrupts

Sleaze

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning should take place on a number of levels, principally through lectures, but centres should also encourage seminars, presentation and class discussion, including review and analysis of current media issues. Formal lectures should provide a foundation of information on which the student builds through directed learning and self managed learning outside the class.

| Assessment methods which enable the student to demonstrate the learning outcomes for the Unit: | Weighting: |
|---|-------------------|
| Examination: 3 hours duration | 100% |

Indicative Reading for this Unit:

Main Text

Investigative Reporting: A Study in Technique, David Spark, Focal Press, Oxford (2003)

| Guideline for Teaching and Learning Time (10 hrs per credit): | |
|--|--|
| 50 hours | <p>Lectures / Seminars / Tutorials / Workshops</p> <p>Tutorial support includes feedback on assignments and may vary from college to college according to local needs and wishes.</p> |
| 50 hours | <p>Directed learning</p> <p>Advance reading and preparation / Background research / individual and group preparation for seminars.</p> |
| 100 hours | <p>Self managed learning</p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p> |

13.1.4 Managing in the Media Syllabus

| | |
|---|-----------------------|
| Unit Title | Managing in the Media |
| Unit Code | MM-1115 |
| Level | 6 Diploma |
| Credits | 20 |
| Unit Leader | KE |
| Pre-requisites | |
| Main Aim(s) of the Unit: | |
| <p>This subject provides an insight into and understanding of management issues and techniques that are likely to impact on the practising media manager. It draws together:</p> <ul style="list-style-type: none"> • an understanding of the media environment • management theories and their application to the media industry; and • media management in action <p>Taken together, the subject provides an awareness and understanding of the range of knowledge and skills needed by the successful media manager.</p> | |
| Main Topics of Study: | |
| <p>The Media Environment</p> <p>The Media Industry in the new Millennium</p> <ul style="list-style-type: none"> ▶ The Audiovisual Industry ▶ The Global Industry ▶ The Independents and the Broadcasters Contractual Relationships ▶ The Independent Production Sector ▶ Technology and Legislation ▶ Into the Digital Age <p>British Public Service Broadcasting</p> <p>British Film Policy</p> <p>European Union Media Policy</p> <p>Mass Media Theory</p> <ul style="list-style-type: none"> ▶ The Mass Media and Society ▶ Media Theory and Philosophy ▶ The Stratification of Media Products ▶ Sociology and Technology ▶ Language and Meaning ▶ The Auteur Debate <p>Media and its Cultural Implications</p> <ul style="list-style-type: none"> ▶ The Audience ▶ The Development of the Hollywood System ▶ Realism | |

- ▶ Modernism
- ▶ The Age of Fragmentation

Management Theories and Applications to the Media Industry

The Growth of Business in the Audiovisual Industry

- ▶ The role of the Entrepreneur
- ▶ The Independent Industrial Scene
- ▶ Greiner's Development Model
- ▶ The Boundaries of the Firm
- ▶ The Relationship Between Buyer and Seller

Behaviour in Media Organisations and Organisational Behaviour

- ▶ Group Behaviour
- ▶ Innovation and Creativity
- ▶ The Culture of the Organisation

Strategic Management

- ▶ The Company Audit
- ▶ Five Forces Model
- ▶ The Value Chain
- ▶ The Boston Box
- ▶ Forecasting and Scenario Planning
- ▶ Choices and Options
- ▶ Mental Models and Business Behaviour
- ▶ Corporate Finance and the Media Industry
- ▶ The Role of the Manager

Media Law

- ▶ Principles of Media Law
- ▶ Media Ethics

Media Management in Action

Production

- ▶ Production Strategies
- ▶ The Characteristics of a Project
- ▶ The Production Project Cycle
- ▶ Project Fatigue

Production Project Management in Practice

- ▶ Initiation, Ideas, Evaluation and Assessment
- ▶ Pre-Production
- ▶ Production
- ▶ Completion

| | |
|---|---|
| Learning and teaching methods/strategies used to enable the achievement of learning outcomes: | |
| Learning should take place on a number of levels, principally through lectures, but centres should also encourage seminars, presentation and class discussion, including review and analysis of current media issues. Formal lectures should provide a foundation of information on which the student builds through directed learning and self managed learning outside the class. | |
| Assessment methods which enable the student to demonstrate the learning outcomes for the Unit: | Weighting: |
| Examination: 3 hours duration | 100% |
| Indicative Reading for this Unit: | |
| Main Text Managing in the Media, Peter Block, (Ed), William Houseley, Tom Nicholls & Ron Southwell, Focal Press, Oxford (2001) | |
| Guideline for Teaching and Learning Time (10 hrs per credit): | |
| 50 hours | Lectures / Seminars / Tutorials / Workshops Tutorial support includes feedback on assignments and may vary from college to college according to local needs and wishes. |
| 50 hours | Directed learning Advance reading and preparation / Background research / individual and group preparation for seminars. |
| 100 hours | Self managed learning Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries. |

13.1.5 Programming for TV, Radio & the Internet Syllabus

| | |
|---|--|
| Unit Title | Programming for TV, Radio & the Internet |
| Unit Code | PTRI-1115 |
| Level | 6 Diploma |
| Credits | 20 |
| Unit Leader | KE |
| Pre-requisites | |
| Main Aim(s) of the Unit: | |
| <p>This subject provides an overview of and insight into all aspects of the programming process in radio and television. Drawing together an understanding of the sources of programmes, the testing process, scheduling strategies and the programming process, it provides media managers with a coherent understanding of the key skills and techniques involved in the strategy, development and evaluation of TV, radio and Internet content.</p> | |
| Main Topics of Study: | |
| <p>The History of Programming</p> <ul style="list-style-type: none"> ▶ The Need for Programming ▶ The Early Days of Programming ▶ The Beginning of Network Programming ▶ Radio ▶ The Introduction of Television and its Affect on Radio ▶ Programming Cycles and Trends ▶ The Switch from Shows to Formats ▶ Television's Golden Age of Drama ▶ Quiz Shows ▶ The Television Networks Take Over Programming ▶ The Development of Public Broadcasting ▶ The Financial Interest and Domestic Syndication Rule ▶ The Rise of Independent Stations and Syndicators ▶ The Explosion of Cable ▶ Syndication in Radio ▶ New Networks with Targeted and Niche Programming ▶ The Quest for Young Demographic ▶ Viewing Patterns and Changing Audience Attention Spans ▶ The Decline of Longform Programming ▶ Supercharged Programming Choices: The Internet ▶ New Media Recording Technologies ▶ The Rise of Consumer-Supported Media ▶ The Video Game Explosion | |

- ▶ Regulations
- ▶ Globalisation

Sources of Television Programming

- ▶ Major Production Companies
- ▶ Independent Production Companies
- ▶ Foreign Production Sources
- ▶ Networks
- ▶ Stations
- ▶ Buyers
- ▶ Syndicators
- ▶ Advertisers
- ▶ In-House Production
- ▶ Members of the Public
- ▶ Newspapers, Magazines and Books
- ▶ Managers, Agents and Stars

Sources of Radio and Internet Programming

- ▶ Sources of Programming for Radio
- ▶ Sources of Internet Programming

Development

- ▶ Television Development
- ▶ Radio Development
- ▶ Internet Development

Testing

- ▶ Television Testing
- ▶ Radio Testing
- ▶ Internet Testing

Elements of Successful Programming

- ▶ Television Programming
- ▶ Radio Programming
- ▶ Internet Programming

Influences on Television Programming

- ▶ External Influences on Television
- ▶ Internal Influences on Television
- ▶ Influences on Radio and Internet Programming
- ▶ Influences on Radio Programming
- ▶ Influences on Internet Programming

Scheduling Strategies for Television

- ▶ Television Scheduling
- ▶ Fitting the Show to the Available Audience

- ▶ Launching the Show
- ▶ Counterprogramming
- ▶ Bridging and Supersizing
- ▶ Crossprogramming
- ▶ Changing the Time Slot
- ▶ Boosting the Audience

Scheduling Strategies for Radio and the Internet

- ▶ Commercial Radio Scheduling
- ▶ Satellite Radio Scheduling
- ▶ Public Radio Scheduling
- ▶ Internet Scheduling

Programme Evaluation

- ▶ Television
- ▶ Commercial Radio
- ▶ The Internet
- ▶ Ratings

Changing and Cancelling Programmes

- ▶ Television
- ▶ Radio
- ▶ The Internet

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning should take place on a number of levels, principally through lectures, but centres should also encourage seminars, presentation and class discussion, including review and analysis of current media issues. Formal lectures should provide a foundation of information on which the student builds through directed learning and self managed learning outside the class.

| Assessment methods which enable the student to demonstrate the learning outcomes for the Unit: | Weighting: |
|---|-------------------|
| Examination: 3 hours duration | 100% |

Indicative Reading for this Unit:

Main Text

Programming for TV, Radio and The Internet, Philippe Perebinosoff, Brian Gross & Lynne S Gross, Focal Press, Oxford (2005)

| Guideline for Teaching and Learning Time (10 hrs per credit): | |
|--|--|
| 50 hours | <p>Lectures / Seminars / Tutorials / Workshops</p> <p>Tutorial support includes feedback on assignments and may vary from college to college according to local needs and wishes.</p> |
| 50 hours | <p>Directed learning</p> <p>Advance reading and preparation / Background research / individual and group preparation for seminars.</p> |
| 100 hours | <p>Self managed learning</p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p> |