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| BA Radio and Digital ProductionORIENTATION TIMETABLE |
| **course leader – MATTHEW LINFOOT/HEAD OF SCHOOL – MICHAELA O’BRIEN**Hi thereCongratulations on being accepted onto the Radio and Digital Production (BA Hons). My colleagues and I look forward to working with you over the next few years and we will endeavour to ensure that your time with us will be creative, exciting and fulfilling. On this document, you will find details of your time with us at the start of the year. During Orientation week we will go through the course programme with you in detail. We have arranged a number of activities to help you settle in and prepare for your time with us. This will include familiarising you with workspaces, who you will be working with, the campus and its community before you start the formal, scheduled learning weeks.  We have also included a short list of books and other resources that will help you to get a good start in your studies pre-arrival, as well as a note on equipment and materials. If you are extra keen, don’t worry, there will be plenty more later! And don’t forget you can follow us on Twitter (@westminsteradio). If you have any queries, please do not hesitate to contact me at the email address below. Best wishes and welcome to University life. We look forward to seeing you in September. Kind regards    **Dr Matthew Linfoot**Course Leader BA (Hons) Radio and Digital ProductionM.J.Linfoot@westminster.ac.uk |
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|  **Monday 16 September 2019** |
| **Time** | **Event** | **Location** |
| **10.00** | **Introduction to the course** | **2nd Floor M Block, Radio Area** |
| **14:00** | **Induction Activity** | **2nd Floor M Block, Radio Area** |
| **16:00** | **Social** | **Undercroft Bar** |

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|  **Tuesday 17 September 2019** |
| **Time** | **Event** | **Location** |
| **10-10.30** | **Welcome Meeting** | **Auditorium** |
| **10.45** | **Enrolment** | **The Forum** |
| **12:00** | **Individual Tutorials** | **2nd Floor M Block, Radio Area** |

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| **Wednesday 18 September 2019** |
| **Time** | **Event** | **Location** |
| **11.00 – 16:00** | **Arrivals Fair *(optional event)*** | **Harrow Campus** |

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|  **Thursday 19 September 2019** |
| **Time** | **Event** | **Location** |
| **11.00 - 14:00** | **Group Outing****(details provided on Monday 16 September)** | **Central London** |

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| **Friday 20 September 2019** |
| **Time** | **Event** | **Location** |
| **tbc** | **FANS Orientation Activities** | **Harrow** |

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| **READING LIST** Books… These are two useful texts concerning Radio Production to get hold of and read if you can: Starkey, G. *Radio in Context*, Palgrave:Macmillan, 2004, revised and updated 2013 Lloyd, D *How To Make Great Radio,* Biteback Publishing 2015 This is an excellent guide to working as a student in higher education: Cottrell, S *The Study Skills Handbook* Palgrave:Macmillam Fourth Ed 2013  |
| **ADDITIONAL INFORMATION** Every day listen to the radio. Try a range of stations, including ones you’re not familiar with: for instance, if you usually listen to Radio One or Capital, then give Radio Four a go, or BBC Five Live or Virgin.Also listen to audio that can be heard via apps or websites. For instance: AudioboomMixcloudAnswer Me ThisThis American Life / NPRTransomRadiolabBBC SoundsJarvis Cocker’s *Wireless Nights*: <http://www.bbc.co.uk/programmes/b01sg4kg/episodes/player>S Town or Serial podcasts Watch the television news and listen to the radio news. You need to have excellent general knowledge and current affairs acumen so that you’re aware of what is going on in the world of radio and the media in general. **EQUIPMENT**Make sure you have a radio. It can be a small transistor radio or a fancy DAB set, it doesn’t matter, just so long as you can listen. Many students purchase a laptop or a tablet. That’s entirely up to the individual: you don’t have to have one, there are PCs in the radio production area and library that you can use. I’m often asked whether it’s better to have something from the Apple family, or an Android/Windows operating system. I have no preference: most radio production software, for editing and mixing, works on both (except SADiE, which is PC specific, or Pro-Tools, which is Mac specific). |
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