



THE UNIVERSITY OF
OKLAHOMA

McCLENDON CENTER FOR
INTERCOLLEGIATE ATHLETICS
180 W. BROOKS
NORMAN, OK 73019

PHONE: 405.325.8208
FAX: 405.325.7040

SOONERSPORTS.COM

OKLAHOMA

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

February 28, 2011

Dear Sooner Supporter,

Welcome to the Annual Athletics Career Fair. On behalf of the University of Oklahoma Athletics Department, I want to extend our gratitude for your contribution in the career and personal development of our student-athletes. Our student-athletes greatly appreciate your interest in their future and the guidance that you offer during this event. It is an essential tool in supplementing the University of Oklahoma Athletics Department mission, *Inspiring Champions Today ...Preparing for Leaders of Tomorrow*.

The purpose of this annual event is to assist current OU student-athletes in the following:

- **Learning** about your companies and the career fields they represent;
- **Refining** their networking and interviewing skills;
- **Transitioning** from college and athletics to the workplace, and;
- **Interacting** with professionals in the student-athlete's desired field that build personal as well as professional relationships that are crucial to current and future job searches.

Through their participation in athletic competition, our student-athletes have developed relevant attributes such as communication, time management, teamwork, and self-motivation. We are proud of their representation of the University of Oklahoma by their accomplishments in the classroom and on the field and we look forward to their successful transition to the world of work.

Please take a few moments to review our 2011 edition of the **Student-Athlete Resume Book**, which includes current and former student-athletes that are approaching graduation, seeking summer employment, or internships. In addition, you may also find student-athlete resumes online at www.ou.edu/career.

Again, we appreciate your investment of time and commitment to our student-athletes. Please contact the Athletic Student Life Office if you want to be involved with the array of career development programming here at the University of Oklahoma.

Sincerely,

Joseph R. Castiglione
Vice President for Intercollegiate
Athletics Programs and Director of Athletics

INSPIRING CHAMPIONS TODAY...PREPARING LEADERS FOR TOMORROW

THE UNIVERSITY OF OKLAHOMA **ATHLETIC CAREER FAIR**

BOYD ST.



JENKINS AVE.

Sarkis Energy Center

UNIVERSITY PL.

TROUT AVE.

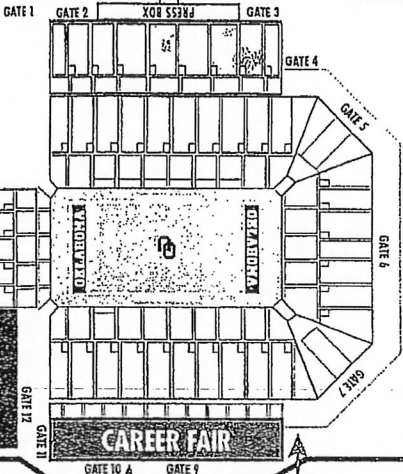
BROOKS ST.

Adams Hall

Armory

Oklahoma Memorial Stadium

Asp Ave. Parking Facility



John Jacobs Track

DUCK POND LOT
CAREER FAIR PARKING

DUCK POND

Practice Area

Switzer Center

Gaylord Hall

ASP. AVE

LINDSEY ST.

LINDSEY ST.

Everest Indoor

Moister Indoor

The OU Athletic Career Fair is located in the Kerr-McGee Stadium Club on the third level of Gaylord Family - Oklahoma Memorial Stadium

UNIVERSITY OF OKLAHOMA ANNUAL ATHLETICS CAREER FAIR

February 28, 2011

Please return by February 11, 2011 to:

Stephen B. Porlier
Oklahoma Memorial Stadium
180 W. Brooks, Room 2640
Norman, OK 73019
sporlier@ou.edu

X Yes, reserve us a place. Our organization will participate in the Athletic Career Fair at the University of Oklahoma on February 28th. We are sending 2 representatives.

If yes, please list any equipment you might need (i.e. electricity):

No, we cannot participate this year but would like to stay on future mailing lists.

Contact Person Stephanie Nelson
Company Name Fox 25 + CIO 34
Address 1228 E. Wilshire Blvd.
City OKC State OK Zip 73111
Phone 843-2525 Fax 475-9180 E-mail Shnelson@Sbgn.net.com
Company Locations? Oklahoma City
Do you provide Internships? Yes - Unpaid

Please check the degree(s) that your company accepts or needs and circle the applicable majors:

Liberal Arts

Sociology
Communication
Psychology
Criminology-Sociology
Social Work
History

Medical Field

Health and Sport Science
Pre-Med
Pre-Nursing
Pre-Dental
All Sciences

X Business

Finance
Marketing
Accounting
Management
International Business

Education

Elementary
Secondary
All other types of Ed.

X Journalism

Broadcasting
Advertising
Public Relations

X Engineering

Chemical
Electrical
Civil

Law

Political Science
Criminology-Sociology

Computer

MIS
Computer Science
Visual Communication

Other Majors

Refer questions to Stephen Porlier at (405) 325-8384 or E-mail: sporlier@ou.edu.

Subject: OU Athletic Career Fair Bio Request, Itinerary & Map
From: "Porlier, Stephen" <sporlier@ou.edu>
Date: Tue, 22 Feb 2011 19:58:38 +0000
To: Undisclosed recipients::

Dear Sooner Supporter:

Would you provide me a small biography of your service. I am putting together an information packet for the student-athletes attending the career fair.

Below is the itinerary for the day and attached is a map for parking. We will provide a shuttle service to and from the parking lot designated for the career fair.

Thanks again for your interest and support in the our student-athletes. I look forward to seeing you Monday!

Respectfully,

Stephen B. Porlier

PARKING

As you drive into Norman from I-35, exit Main Street. Continue east on Main Street until you reach 24th Avenue. Turn right (south) on 24th and you will go about 3 blocks. The intersection of Boyd & 24th will have a light. Turn left (east) on Boyd. You will go all the way down Boyd until you hit Jenkins. Turn right on Jenkins. There will be a 3-way stop at Brooks & Jenkins. Turn left and then take your first right. From there, signs will direct you where to park. Vans will be available to transport you to and from the Athletic Career Fair site. *The intersection of Jenkins & Lindsey is blocked off so that is why you're being routed this way.

Special Note

For those who may have large partitions/displays, please use the loading dock available at Gate 8 of the Gaylord Family-Oklahoma Memorial Stadium to drop off your materials. There is a freight elevator available to take you and your materials to the Stadium Club. Once you and your organization arrive in the stadium, there will be staff/volunteers to assist you with sign-in and set up. Enclosed is a map to assist you better with your parking arrangements.

2011 ATHLETIC CAREER FAIR ITINERARY

Monday, February 28, 2011

8:30 a.m.-10:30 a.m. Check In/ Set Up (Breakfast will be provided)

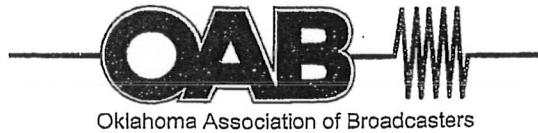
10:30 a.m.-1:30 p.m. Career Fair

11:30 a.m.-1:30 p.m. Lunch provided by our dining staff

*You may arrive any time after 8:00 a.m.

We at the Athletic Student Life Office appreciate your participation in one of our signature events. Please call if you have any questions or concerns. You may reach me by any of the following: Office (405) 325-8384; Cell (832) 545-8960 or e-mail: Sporlier@ou.edu. Thank you for supporting the career and personal development of our student-athletes.

Content-Description: career fair map.pdf
career fair map.pdf Content-Type: application/pdf
Content-Encoding: base64



March 8, 2011

Stephanie Nelson
Sinclair Broadcasting
1228 E. Wilshire Blvd.
Oklahoma City, OK 73111

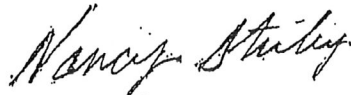
Stephanie:

This will confirm KOKH-TV/KOCB-TV's participation in the OAB's **Student Day Job Fair** on March 3, 2011, at the Oklahoma History Center. There were 145 students in attendance, representing the following Oklahoma colleges and universities:

Cameron University
Langston University
Northwestern Oklahoma State University
Oklahoma Baptist University
Oklahoma Christian University
Oklahoma City Community College
Oklahoma City University
Oklahoma State University
Rogers State University
University of Central Oklahoma
University of Oklahoma

Thank you for your participation.

Sincerely,


Nancy Struby
Director of Operations

Subject: OAB Student Day Job Fair--PARKING

From: "Nancy Struby" <struby@oabok.org>

Date: Tue, 22 Feb 2011 17:32:35 -0600

To: "Sandlin, Karen R SGT OK-ARNG" <Karen.Sandlin@us.army.mil>, "Matthew Mollman" <matthew@classichits1055.com>, "Rich Fisher" <rich-fisher@utulsa.edu>, "Bill Coleman" <billo@etamradio.com>, "Chuck Morgan" <gm@kmgz.com>, "Pat Ronne" <pronne@hearst.com>, "Mark Norman" <mnorman@oeta.tv>, "Wiggins, Jennifer" <jennifer.wiggins@news9.net>, "Bill Hurley" <billhurley@clearchannel.com>, "Sheley Mark" <sheley.mark@coxradio.com>, "Heston Wright" <heston@wrightwradio.com>, "Betty Rouse" <brouse@bottradiationetwork.com>, "Stephanie Nelson" <slnelson@sbgnet.com>, "CeCe Smith" <csmith@sbgnet.com>, "Wes Milbourn" <wes.milbourn@kfor.com>, "Bill Perry" <bperry@oeta.tv>, "Julie Mills" <juliem@ksbitv.com>, "Patricia Sapol" <psapol@kswo.com>, "Ted Gonderman" <tgonderman@fox23.com>, "Big Al" <bigal@kmgz.com>

You may park in the staff parking lot to unload your job fair supplies. The gate code is 1321.

After unloading, you'll need to move to the bus parking lot. See the attached map and instructions from the History Center.

Thanks,

Nancy

----- Original Message -----

From: Nancy Struby

To: Julie Mills ; Patricia Sapol ; Heston Wright ; bigal@kmgz.com ; Chuck Morgan ; Betty Rouse ; Mark Norman ; Wes Milbourn ; Dodge, Brian ; Matthew Mollman ; Mark, Sheley (CMG-Tulsa) ; Stephanie Nelson ; Mary Ann Eckstein ; Pat Ronne ; Sandlin, Karen R SGT OK-ARNG

Sent: Monday, February 07, 2011 6:58 PM

Subject: OAB Student Day Job Fair

Thanks for signing up for the OAB Student Day Career Fair on Thursday, March 3, 10:00am-12:00noon. We're looking forward to an excellent event. We are expecting anywhere from 125-200 students. I'll have more specifics about which schools will be attending as we get closer to the event.

The students will start to arrive at 10:00. Some schools arrive later due to travel distances. 10:00am until Noon is their time to attend the job fair and visit the galleries at the History Center. There will be refreshments in the Job Fair area.

The luncheon begins at noon, followed by the student awards presentation. You are welcome to stay for lunch and the awards if you would like; just let me know so I can include you in the headcount.

We will provide a 6' skirted table and two chairs. If you need a bigger table or more chairs, please let me know.
There are electrical outlets in the floor near the tables, so bring a power strip and extension cords if you need an electrical connection.

Your tables will be set in the rotunda area of the History Center, which is a large area near the entrance to the Center.

Security is tight at the History Center, so here's the drill:

- You'll be arriving before the Center opens at 10:00am, so you'll need to enter through the Delivery Security area.
- Attached is a map that shows where to park and enter the Center.
- The students will begin arriving at 10:00am, so please time your arrival to be finished setting up by then.
- I need to provide the History Center with the names of those who will be arriving for the job fair set-up, so please let me know who will be representing your station. I need that information by February 18th.

Any questions, just ask. See you on the 3rd!

Nancy Struby
Director of Operations
Oklahoma Association of Broadcasters

6520 N. Western Avenue, #104
Oklahoma City, OK 73116

(405) 848-0771
struby@oabok.org

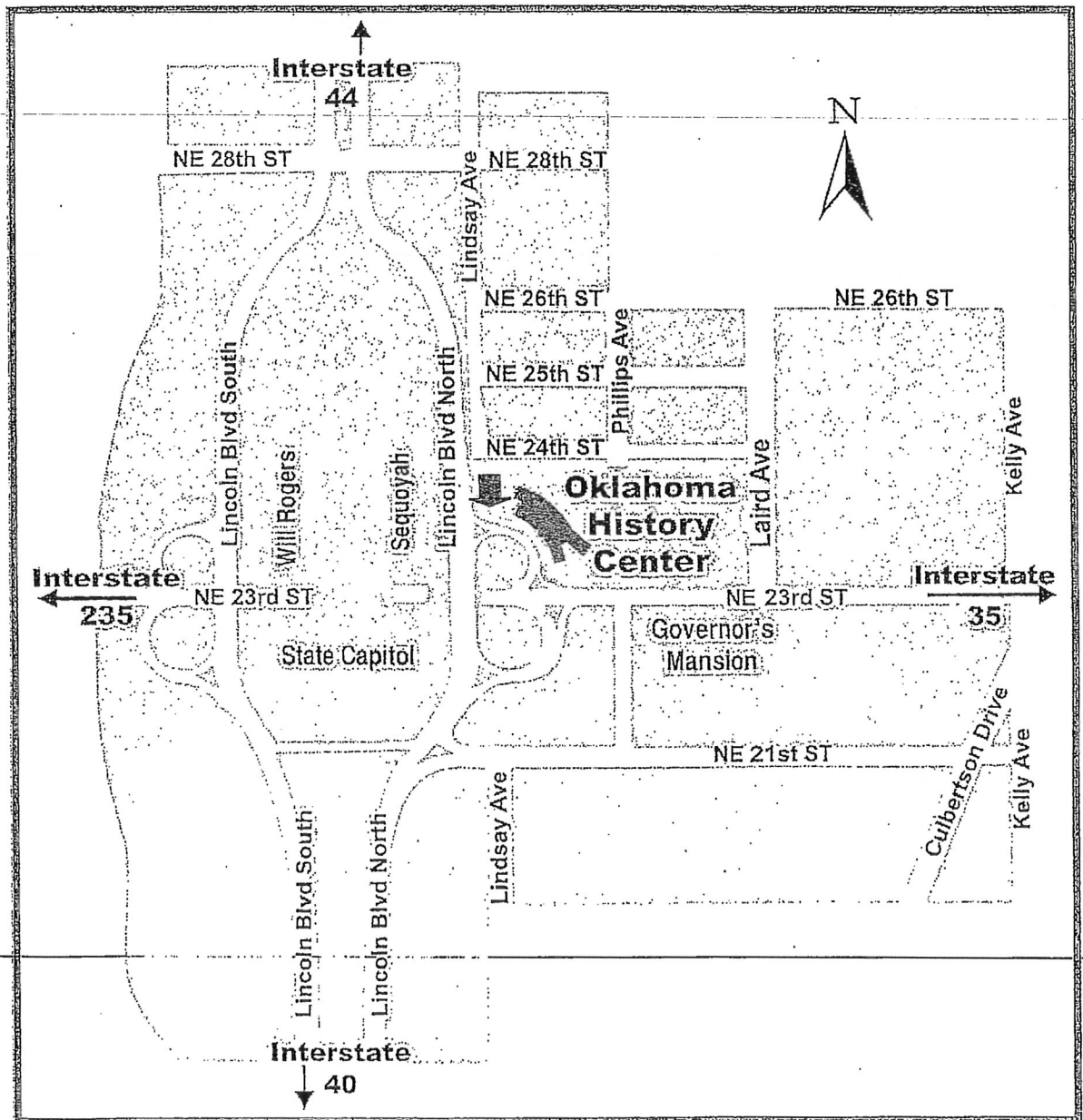
Oklahoma History Center Map Delivery--Security Entrance.pdf

Content-Type: application/pdf

Content-Encoding: base64

Oklahoma History Center
800 Nazih Zuhdi Dr
Oklahoma City, OK 73105

Delivery/Security Entrance NE 24th Street and Lindsay Ave
(After deliveries are made parking in the Bus Parking lot at 24th & Phillips
Avenue allows sidewalk access to the delivery-security entrance)





Public File Form

Event Type: Elementary School Visit

Date: 03/25/2011

Time: 1:00 – 3:00 PM

Location: Barnes Elementary, Del City, OK

Participating Employee: Jeff George

Detailed Description of Activity: Spoke to 4 different classes of over 80 students regarding broadcast meteorology, weather, severe weather, and the TV business. Showed weather video, signed autographs, handed out candy, and completed interactive exercises.

Signature: _____

Date: _____

03/15/11



Public File Form

Event Type: Career day _____

Date: April 16th, _____

Time: 12:00 noon _____

Location: Fairview Baptist
Church _____

Participating Employee: Myron
Patton _____

Detailed Description of Activity: Spoke to a group of kids about how I got into broadcasting. Discussed requirements education and took questions from the audience. _____

_____ I was there about two hours. I was part of a panel discussion from various professions. _____

Signature: Myron Potts Date: 6-28-11

PRONG ACTIVITY REPORT FOR FCC

Please fill out the following for any event that qualifies as an FCC Prong activity including, but not limited to Class speeches or lectures at any local campus, tours of station, speeches or lectures given to community groups, job fairs, or any event that has minority focus.

Title of Event: Job Fair

Type of event: ☐ Educational ☐ Community ☒ Job Fair ☐ Other

Date of Station Participation: April 29, 2011

Name and Title of Participating Employees: Stephanie Nelson, Human Resources Manager.

Host/Sponsor of Activity: Oklahoma Employment Security Commission held at the Coca Cola Event Center in downtown Oklahoma City.

Brief Description of Activity and Station Participation: Met with individuals to discuss their career interests, and I also provided information about career opportunities specifically at KOKH / KOCB. I also met with other representatives in regards to our internship program at the station.

Please return to EEO contact within 1 week of qualifying event.

Stephanie Nelson 5-3-11



Oklahoma Employment Security Commission

Proud Partner of Workforce Oklahoma



12777 N. Rockwell, Bldg. 1

Oklahoma City, OK 73142

Telephone (405) 470-3200 Fax (405) 470-3223

April 25, 2011

Dear Business Leader:

The Oklahoma Employment Security Commission would like to extend our welcome and gratitude for joining us at our Spring Job Fair, which will be held Friday, April 29th from 10:00 a.m. to 3:00 p.m.

We are excited about providing your company with this unique opportunity to access numerous job seekers. We have made every effort to insure that this event has been announced to metro colleges, agencies, newspapers, and radio stations. Approximately 100 employers/agencies have signed up to participate in this job fair.

The job fair will be held at the Coca Cola Bricktown Event Center located at 425 E. California Avenue, Oklahoma City, OK 73104. You may begin set-up anytime after 8:00 a.m. on Friday morning. However, it is suggested that your set-up is complete by 9:00 a.m. A 6' white, draped table and two chairs will be provided. There will be very limited electrical outlets available. If you need access to an electrical connection, come early, as the booths are not assigned and power cords are not supplied. **Table locations are not assigned. They are on a first come, first served basis.**

For your comfort:

- * For assistance, please visit the **Oklahoma Employment Security Commission** booth.
 - * Restroom facilities are located on the southeast side of the building.
 - * Lunch will be provided for two (2) of your staff. We will begin serving at approximately 11:30 a.m. Additional lunches may be purchased for \$10 per lunch. Please let us know how many additional lunches you will need by April 26th.
 - * During past job fairs, we have had many job seekers visit the Job Fair as they left work. For this reason, we ask that your company representative **not break down your booth until 3:00 p.m.**
 - * There is a strict no solicitation policy that has been adopted and will be enforced for this event.
-
- * If you have not yet submitted your payment of **\$200** for the Job Fair, you may make your payment the morning of the Job Fair, prior to setting up your booth. **Your check or money order should be written to OESC-Job Fair.**

See you on the 29th!



Oklahoma Employment Security Commission

Proud Partner of Workforce Oklahoma

12777 N. Rockwell Avenue
Oklahoma City, OK 73142
Telephone (405) 470-3221; Fax (405) 470-3223

February 23, 2011

Dear Business Leader:

This is an opportunity you cannot afford to pass up!!! The Oklahoma Employment Security Commission (OESC) is excited to announce our 29th semi-annual Job Fair.

Friday, April 29, 2011 from 10:00 a.m. to 3:00 p.m. located at
Coca Cola Bricktown Event Center, 425 E. California Avenue, Oklahoma City, OK 73104

This has been one of the most successful Job Fairs in the Greater Oklahoma City area. We believe your recruitment efforts will be enhanced because we have:

- An established track record of organizing successful job fairs.
- Consistently attracted high numbers of applicants to past events.
- Promoting participating businesses, such as yours, through use of high profile marketing.
- Maintained low costs to participants with a nominal booth registration fee of only \$200.00.

We must receive this letter with the bottom portion completed from your company no later than Friday, April 22, 2011 along with your check or money order in order to reserve your booth. We also request that your company fax this letter to (405) 470-3223 or e-mail it to jobfair@oesc.state.ok.us with your intent to participate. You will receive an e-mail confirmation when this letter has been received and again when your payment has been received.

Payment must be received by OESC prior to the job fair.
Your check or money order for \$200.00 must be written to OESC,
and mailed to:

OESC, Attention: Job Fair Committee
12777 N. Rockwell Ave., Oklahoma City, Oklahoma 73142

BE SURE TO FAX YOUR RESERVATION AND MAIL YOUR CHECK TODAY!

Cancellation Policy: To cancel your registration for the Job Fair, please send notification in writing at least seven (7) days prior to the event. We will send confirmation of your cancellation request. You will be responsible for the registration fee, if you cancel less than seven (7) days before the Job Fair.

For any questions, contact Brenda Orange at OESC, (405) 470-3221. Again, as we believe this event will bring your recruitment efforts positive results, you will not want to pass up this opportunity.

Company Name (as you wish it displayed): Fox 25 + CW34
Company Representative: Stephanie Nelson
Mailing Address: 1228 E Wilshire Blvd City/State: OKC
Zip: 73111 Telephone: 843-2525 Fax: 475-9180
E-mail Address: Snelson@Shonet.com
Website Address: www.okcfox.com

Positions/Majors/Background Actively Recruiting:

Broadcasting + Journalism, Communications
Promotions, Marketing

Equal Opportunity Employer/Program

Auxiliary aids and services are available, upon request, to individuals with disabilities.



PRONG ACTIVITY REPORT FOR FCC

Please fill out the following for any event that qualifies as an FCC Prong activity including, but not limited to Class speeches or lectures at any local campus, tours of station, speeches or lectures given to community groups, job fairs, or any event that has minority focus.

Title of Event: Job Fair

Type of event: ☐ Educational ☐ Community ☒ Job Fair ☐ Other

Date of Station Participation: October 10, 2011

Name and Title of Participating Employees: Stephanie Nelson – HR Manager

Host/Sponsor of Activity: Oklahoma Christian

Brief Description of Activity and Station Participation: Met with individuals to discuss their career interests, and I also provided information about career opportunities specifically at KOKH / KOCB. I also met with other representatives in regards to our internship program at the station.

Please return to EEO contact within 1 week of qualifying event.

PRONG ACTIVITY REPORT FOR FCC

Please fill out the following for any event that qualifies as an FCC Prong activity including, but not limited to Class speeches or lectures at any local campus, tours of station, speeches or lectures given to community groups, job fairs, or any event that has minority focus.

Title of Event: Job Fair

Type of event: ☐ Educational ☐ Community ☒ Job Fair ☐ Other

Date of Station Participation: October 20, 2011

Name and Title of Participating Employees: Stephanie Nelson – HR Manager

Host/Sponsor of Activity: Oklahoma City Community College

Brief Description of Activity and Station Participation: Met with individuals to discuss their career interests, and I also provided information about career opportunities specifically at KOKH / KOCB. I also met with other representatives in regards to our internship program at the station.

Please return to EEO contact within 1 week of qualifying event.

OKLAHOMA CITY COMMUNITY COLLEGE

Receipt: 000535795

Received From: Sinclair Broadcasting Group

Date of Receipt
03/03/11

Payment For	Job Fair	JOB F	100.00
CK			100.00
Total:			100.00

Signature: _____

Booth Recruiters' Names: #1 _____

Mailing Address: 1228 E. Wilshire Blvd.

City/State/Zip: OKC, OK 73111

Phone Number: (405) 475-9125

Email: Snelson@sbgn.net.com

Additional staff meals: # _____ x \$10 per person = _____ + \$100 = Total Amount _____

Please list any special accommodations you will need for your exhibit: _____

Item: OCCC Job Fair & Health Job Fair, March 2, 2011

Questions: 405-682-7519, 405-682-1611 Ext. 7362

Fax: 405-682-7529

Email: employmentservices@occc.edu or,
dvaughn@occc.edu

Thank you for participating

* Check has been requested to be issued through our
Corporate Office. OSR

Faxed 2-16-11 SBA

OCCC Job Fair & Health Job Fair
Attention: Dr. Debra Vaughn
7777 S. May Ave.
Oklahoma City, OK 73159

REGISTRATION-Payment by Check

Make checks payable to: Oklahoma City Community College

The registration fee is \$100 per booth (w/meals for 2).

Registrations are limited and are not refundable.

NOTE: Your Company is not registered until payment is complete.

Your receipt and confirmation letter will be mailed to you.

Date: 2-16-11
Company Name: Fox 25 + CW34
Contact Person: Stephanie Nelson
Booth Recruiters' Names: #1 Stephanie Nelson #2 _____
Mailing Address: 1228 E. Wilshire Blvd.
City/State/Zip: OKC, OK 73111
Phone Number: (405) 475-9125
Email: slnelson@sbgnet.com
Additional staff meals: # _____ x \$10 per person = _____ + \$100 = Total Amount _____
Please list any special accommodations you will need for your exhibit: _____

Item: OCCC Job Fair & Health Job Fair, March 2, 2011

Questions: 405-682-7519, 405-682-1611 Ext. 7362

Fax: 405-682-7529

Email: employmentservices@occc.edu or,
dvaughn@occc.edu

Thank you for participating

* Check has been requested to be issued through our
Corporate Office. SBA

**The Oklahoma Employment
Security Commission's
30th Semi-Annual Job Fair**

11-10-11

Coca-Cola Bricktown Event Center
More information is soon to come



**OKLAHOMA EMPLOYMENT
SECURITY COMMISSION**

*A Proud Partner of
Workforce Oklahoma*





Oklahoma Employment Security Commission
Proud Partner of Workforce Oklahoma



7401 N.E. 23rd
Oklahoma City, OK 73141
Telephone (405) 713-1890 Fax (405) 713-1882

November 3, 2011

Dear Business Leader:

The Oklahoma Employment Security Commission would like to extend our welcome and gratitude for joining us at our Fall Job Fair, which will be held Thursday, November 10th from 10:00 a.m. to 3:00 p.m.

We are excited about providing your company with this unique opportunity to access numerous job seekers. We have made every effort to insure that this event has been announced to metro colleges, agencies, newspapers, and radio stations. Approximately 90 employers have signed up to participate in this job fair.

The job fair will be held at the Coca Cola Bricktown Event Center located at 425 E. California Avenue, Oklahoma City, OK 73104. You may begin set-up anytime after 8:00 a.m. on Thursday morning. However, it is suggested that your set-up is complete by 9:00 a.m. A 6 foot white, draped table and two chairs will be provided. There will be very limited electrical outlets available. ***If you need access to an electrical connection, come early, as the booths are not assigned and power cords are not supplied. Booths are on a first come, first served basis.***

For your convenience:

- * For any assistance, please visit the ***Oklahoma Employment Security Commission*** booth.
 - * Restroom facilities are located on the southeast wall of the building.
 - * Lunch will be provided for two (2) of your staff. We will begin serving at approximately 11:30 a.m. Additional lunches may be purchased for \$10 per lunch. Please let us know how many additional lunches you will need by November 7th.
 - * During past job fairs, we have had many job seekers visit the Job Fair as they left work. For this reason, we ask that your company representative ***not break down your booth until 3:00 p.m.***
 - * ~~There is a strict no solicitation policy that has been adopted and will be enforced for this event.~~
-
- * If you have not yet submitted your payment of **\$200** for the Job Fair, you may make your payment the morning of the Job Fair, prior to setting up your booth. ***Your check or money order should be written to OESC-Job Fair.***

See you on the 10th!

November 10, 2011 Workforce Oklahoma Job Fair Payment Confirmation

Ms. Nelson, the \$200.00 payment for the November 10, 2011 Oklahoma Employment Security Commission Job Fair has been received. Thank you!



Public File Form

Event Type: Station Tour

Date: November 29, 2011

Time: 3:00p

Location: FOX 25 Studios

Participating Employee: John Wilhelm

Detailed Description of Activity:

A tour group of 15 Gifted Students and 1 Teacher from the Yukon School System's Leaders of Tomorrow were given a tour of our station. We took them through the control room, newsroom, sales, programming and studios. This tour helped them better understand various career opportunities in the field of broadcasting.

Signature _____ Date _____

Subject: Station Tour

From: John Wilhelm <jwilhelm@sbgnet.com>

Date: Tue, 06 Dec 2011 16:16:02 -0600

To: Carolyn Flynn <cjflynn@sbgnet.com>, Stephanie Nelson <slnelson@sbgnet.com>

I have a station tour of Cub Scouts scheduled at 5p today.

--

John Wilhelm
Director of Sales Promotions,
Digital, Mobile, & Social Marketing
KOKH-FOX 25 / KOCB-CW 34
Oklahoma City
Phone: 405-475-9122
Fax: 405-478-4343
jwilhelm@sbgnet.com



TO BE FILLED OUT AND BROUGHT TO HUMAN RESOURCES

Internship Application

Personal Information

NAME (Last, First, M.I.) <i>Rolfs, Kevin, M</i>	SOCIAL SECURITY NUMBER <i>444-48-4757</i>
STREET ADDRESS <i>730 Stinsen St. Apt 14301B</i>	DATE AVAILABLE FOR WORK
CITY, STATE, ZIP CODE <i>Norman, OK 73072</i>	HOME PHONE <i>918-333-8681</i>
E-MAIL ADDRESS <i>Kevin.m.rolfs-1@ou.edu</i>	CELL PHONE <i>918-914-9377</i>
EMERGENCY CONTACT'S NAME: <i>Harland Rolfs / Claudia Rolfs</i>	ARE YOU AT LEAST 18 YEARS OF AGE? <i>yes</i>
EMERGENCY CONTACT'S PHONE NUMBER: <i>918-333-8681</i>	

Educational Information

NAME AND ADDRESS OF COLLEGE/UNIVERSITY: <i>School of Meteorology 120 David L. Boren Blvd. Suite 5100 Norman, OK 73072</i>	FACULTY ADVISOR: <i>Michael Biggers</i>
	FACULTY ADVISOR'S PHONE NUMBER: <i>325-3881</i>
YEAR COMPLETED CHECK ONE: <input checked="" type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR	MAJOR: <i>Meteorology</i>

Internship Information

DATE INTERNSHIP BEGINS: <i>5/30/11</i>	INTERNSHIP SUPERVISOR'S NAME: <i>Jeff George</i>
DATE INTERSHIP ENDS: <i>7/29/11</i>	

SIGNATURES:

Kevin Rolfs

INTERN'S SIGNATURE

Michael Biggers

FACULTY ADVISOR'S SIGNATURE

Georgina Nelson

STATION'S HR CONTACT SIGNATURE

25 April 2011

DATE

25 April 2011

DATE

5-10-11

DATE

Subject: Re: Kevin M. Rolfs - Intern
From: Chris Novy <cnovy@okcfox.com>
Date: Tue, 17 May 2011 15:02:24 -0500
To: Stephanie Nelson <slnelson@sbgnet.com>

email: kmrolfs@sbgnet.com

Door: 49147 (tested)

..Chris..

Stephanie Nelson wrote, On 5/17/2011 1:57 PM:

Kevin will begin an Internship under the management of Jeff George in the weather department. His internship will begin on May 30th and end on July 29th. Please get him set up with the necessary accounts and door code.

Thank you,
Stephanie

--

Chris Novy - WA9V
CBTE, 8-VSB, CBNT
Asst. Chief Engineer
Fox25/CW34
1228 East Wilshire Blvd.
Oklahoma City, OK 73111
cnovy@okcfox.com
(405) 475-9139 (Office direct)
(405) 818-4746 (Cell)
(405) 478-4343 (Fax)



Internship Evaluation

STUDENT'S
NAME:

Kevin Rolf

SUPERVISOR:

Jeff George / Don Slater

START DATE OF INTERNSHIP:

5/30/11

DATE INTERNSHIP COMPLETED:

7/29/11

1. PLEASE DESCRIBE THE DUTIES THAT WERE ASSIGNED TO THIS INTERN:

Kevin was tasked to use all means and data to issue a 7-day forecast. He also was trained on Weather Central graphics and radar system to produce his own weathercasts. Kevin auditioned and presented his weather story on tape and was coached on broadcasting skills. He also helped extensively with our social media, blogs, and website updating.

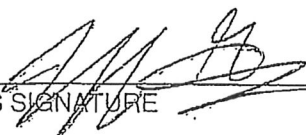
2. ON A SCALE OF 1 TO 4, PLEASE RATE PERFORMANCE:

	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE
COMMUNICATION SKILLS	4	3	2	1
INTERACTED WELL WITH STAFF	4	3	2	1
FOLLOWED DIRECTIONS	4	3	2	1
DEMONSTRATED PROFESSIONAL ATTITUDE	4	3	2	1
SHOWED INITIATIVE	4	3	2	1
PROMPTNESS	4	3	2	1
RELIABILITY	4	3	2	1

3. COMMENTS:

Kevin was a pleasure to work with and will have a successful career in whatever field of meteorology he chooses. His storm chasing stories nationwide were very entertaining and even educational.

SUPERVISOR'S SIGNATURE



DATE

08/03/11

Intern Evaluation of the Station/Program

We are asking for your honest assessment of your internship experience. This will help us make any changes that will improve our program so that it meets the needs and goals of the students who participate. Please take a few minutes to complete this form. Thank you.

1. List your internship duties:

2. Which experiences/duties did you find most useful?

3. Which experiences/duties did you find least helpful?

4. In what areas within the station would you have wanted to spend more time in?

5. Can we make improvements?



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Internship Agreement and Waiver

I, Kevin M. Rolfs, hereby forever release Sinclair Broadcast Group, Inc. (the "Company"), its affiliated and related entities, and the directors, officers, employees, agents, attorneys, and assigns of any of them, and any person or entity acting by, through, or in concert with any of them, from any and all claims and liabilities in connection with, or as the result of, an automobile accident or any other accident or occurrence that results in bodily harm and/or property damage.

I have received and read the Company Employee Handbook and understand that it is my responsibility to comply with the policies contained therein.

I understand that this position is an unpaid internship and I am not eligible for benefits. I also understand that I am not guaranteed any future employment.

I have read the above and certify that I am at least (18) years of age and have signed this Internship Agreement and Waiver as my free act and deed. This Internship Agreement and Waiver does not alter the at-will nature of my relationship with the Company, which may be terminated at any time with or without cause or notice by either the Company or myself.



Kevin Rolfs
Kevin M. Rolfs

5/24/11
Date