



KOKH | KOCB
1228 E Wilshire Boulevard, Oklahoma City, OK 73111

T 405.843.2525 F 405.478.4343 okcfox.com T 405.478.3434 F 405.478.1027 cwokc.com

Internship Agreement and Waiver

I, Hayley C. Imel, 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.

Hayley C. Imel
Hayley C. Imel

May 24, 2010
Date

Internship Evaluation

STUDENT'S
NAME:

Hayley Imel

SUPERVISOR:

James Helm

START DATE OF INTERNSHIP:

May 28, 2010

DATE INTERNSHIP COMPLETED:

July 30, 2010

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

developing story ideas; develop writing skills for on-air use; going out with reporters for stories and asking questions of the interviewees; shoot standups; go with photographer and act as the reporter gathering information; field produce 2010 primary election coverage; make calls to set up interviews; rolling prompter

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:

From day 1, Hayley impressed us. She showed a willingness and hunger to learn in the TV news industry. I can confidently say we threw the kitchen sink at her and she handled every day masterfully. Her upbeat personality rubbed off on me and was also something I noticed in the newsroom.

James Helm
SUPERVISOR'S SIGNATURE

7-28-10
DATE

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:

- developed Broadcast Writing Skills
- Went out with reporters
- shot demo stand-ups and look-lives
- setting up and taking down live shots
- running teleprompter
- conducting interviews

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

The most useful experience was learning how to develop writing skills for air. This assisted me in getting to do some things I felt very privileged to do, like going out on my own with a videographer to get a VOSOT.

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

I feel everything was helpful. Even the small jobs, like teleprompter, are important to the inner-workings of a newsroom.

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

I would have liked to learn how to voice over a news package. Also, it would have been beneficial to be in the editing room to learn how to edit a demo tape.

5. Can we make improvements?

I would suggest a group introduction of the intern on the first day. I tried to introduce myself to everyone, but for a time, many were confused as to who I was.

Subject: Oklahoma Christian University Business Career Fair - you're invited!
From: Mark Chan <mark.chan@oc.edu>
Date: Fri, 13 Aug 2010 15:07:16 -0500
To: "snelson@sbgnet.com" <snelson@sbgnet.com>

Stephanie,
Hope you can make it out for the career fair next month!

Email not displaying correctly? View it in your browser.

Career

You are invited to participate in Oklahoma Christian University's Fall 2010 Business Career Fair. At the fair, you will have the chance to meet well qualified students/alumni who have been equipped for business with:

- Integrity & personal character
- Creative thinking & ingenuity
- Marketplace acumen

The Business Career Fair is sponsored by Oklahoma Christian University's School of Business Administration. The School of Business is ACBSP accredited with programs in accounting, finance, management, marketing, international business, and general business.

When is the Fall 2010 Business Career Fair?

Monday, September 27th

What time?

9:30am - 12:00pm

Where?

Oklahoma Christian University
Gaylord University Center
2501 E. Memorial Road
Oklahoma City, Oklahoma

What is the purpose of the Business Career Fair?

The Business Career Fair is a great opportunity for students to discuss career opportunities and internship positions with organizations interested in recruiting students from Oklahoma Christian University's School of Business.

What is the schedule of events?

Registration 8:30am - 9:30am
Business Career Fair 9:30am - 12:00pm

What is the registration fee?

\$50

Is there a registration deadline?

August 20, 2010

What does the registration fee include?

Refreshments throughout the Business Career Fair, One parking permit, One 8' table, two chairs, Electricity, and A wireless Internet connection

How do I register?

Registration can be completed by email. Simply send us an email containing the following information to careerservices@oc.edu

- Name of organization
 - Address
 - Contact person
 - Phone #
 - Email address
-
- Name(s) of representative(s) attending

Direct all registration questions concerning the business fair to:

Mark Chan, Fair Coordinator

Mailing Address: OC Career Services; PO Box 11000; Oklahoma City, OK 73136-1100

Phone: 405-425-5960

Email: mark.chan@oc.edu

Unsubscribe from this list.

Oklahoma Christian University
Box 11000
Oklahoma City, OK 73136

800.877.5010

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Oklahoma

Re: Oklahoma Christian University Business Career Fair - you're invited!

Subject: Re: Oklahoma Christian University Business Career Fair - you're invited!
From: Mark Chan <mark.chan@oc.edu>
Date: Thu, 2 Sep 2010 12:04:09 -0500
To: Stephanie Nelson <slnelson@sbgnnet.com>

Stephanie,
Hey, glad to hear from you. Sure, we can get you registered. No problem.

-Mark

On 9/1/10 5:36 PM, "Stephanie Nelson" <slnelson@sbgnnet.com> wrote:

Hi Mark,
I realize I am well past the deadline. By chance, are there any tables available for a late registration?
Thank you!
Stephanie

Stephanie Nelson
HR/PR/GM/DOS Asst.
KOKH Fox 25 & KOCB CW34
1228 E. Wilshire Blvd.
Oklahoma City, OK 73111
Phone - 405.843.2525
Fax - 405.475.9180
slnelson@sbgnnet.com

Mark Chan wrote, On 8/13/2010 3:07 PM:

Stephanie,

Hope you can make it out for the career fair next month!

Email not displaying correctly? View it in your browser.
<http://www.oc.edu/marketing/html_email/careerservices/businesscareerfair.html>

Career
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Monday, September 27th

9/7/2010 2:

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- * Contact person
- * Phone #
- * Email address
- * Name(s) of representative(s) attending

*Direct all registration questions concerning the business fair to: *
Mark Chan, Fair Coordinator
Mailing Address: OC Career Services; PO Box 11000; Oklahoma City, OK 73136-1100
Phone: 405-425-5960
Email: mark.chan@oc.edu <<mailto:mark.chan@oc.edu>>

Unsubscribe <<mailto:mark.chan@oc.edu?subject=unsub>> from this list.

Oklahoma Christian University
Box 11000
Oklahoma City, OK 73136

800.877.5010

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Oklahoma <<http://www.oc.edu>>



Public File Form

Event Type: Career Fair

Date: October 6, 2010

Time: 10:00am - 2:00pm

Location: Oklahoma City Community College

Participating Employee: Stephanie Nelson - Human Resources Manager

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

Signature: Stephanie Nelson Date: 10-11-10

Subject: OCCC Fall Job Fair
From: <jmcgee@occc.edu>
Date: Fri, 30 Jul 2010 15:28:15 -0400
To: <snelson@sbgn.net.com>

OCCC would like invite you to register for the Oct. 6, 2010 Fall Job Fair. Registration will begin on August 5th and we will limit our spaces to 100 employers. As you know, our last four job fairs saw over 3000 job seekers and we expect to have at least that many at the fair this time. The cost is still only \$100 which includes a table, chairs and meals for two recruiters. All registration is 1st come-1st served and we would love to have you at the fair. I am unable to attach forms to this email so to receive forms or additional information, just email me at jmcgee@occc.edu or feel free to call 405-682-1611, ext 7369, or you can contact me through 405-682-7519, employmentservices@occc.edu
SEE YOU AT THE FAIR!

Judi McGee
Coordinator of Employment Services

Emailed Request on 9/1

Dear Oklahoma City Community College Employer,

The **OCCC Fall Job Fair** is scheduled for **Wednesday, Oct 6, 2010** in the College Union. .
General Employers from 10:00 am to 2:00 pm & **Health Professionals** from noon to 6:00 pm.

As the fifth largest higher education institution in Oklahoma, we serve over 28,000 students each year. Your Job Fair participation has the potential of reaching a large number of prospective employees through our current student population, alumni and community members. Our last 4 Job Fairs saw over 3000 job seekers at each fair, so you should plan for that number.

The registration fee is \$100 per booth, which is non-refundable. You will be provided with a table, two chairs, and lunch for two people. Additional staff meals may be purchased for \$10 per person. **Space will be filled on a first come, first-served basis and space is limited.**

The *menu* includes: a continental breakfast for **General Employers**, and a hot lunch for all.

Please complete the attached registration forms and return with your payment by check or credit card beginning Aug 5, 2010 to:

Oklahoma City Community College
Employment Services Job Fair
Attention: Judi McGee
7777 S. May Ave.
Oklahoma City, OK 73159

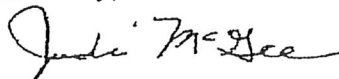
Phone: (405) 682-7519 or (405) 682-1611 ext. 7369
FAX: (405) 682-7545
Email: jmcgee@occc.edu

Upon receipt of your registration forms and payment, a confirmation letter will be issued.

If you have questions, please contact us at 405-682-7519 or email
employmentservices@occc.edu

See you at the **OCCC Fall 2010 Job Fair!**

Sincerely,



Judi McGee
Employment Services Coordinator

Oklahoma City Community College
Employment Services Job Fair
Attention: Judi McGee
7777 S. May Ave.
Oklahoma City, OK 73159

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.-

REGISTRATION-Payment by Check

Date: 9-7-10
Company Name: Fox 25 + CW 34
Contact Person: Stephanie Nelson
Booth Recruiters' Names: #1 Stephanie Nelson #2 _____
Mailing Address: 1228 E. W. Ishue Blvd.
City/State/Zip: OKC, OK 73111
Phone Number: 405-843-2525
Email: Snelson@Slognet.com
Additional staff meals: # _____ x \$10 per person = _____ + \$100 = Total Amount _____
Please list any special accommodations you will need for your exhibit: _____

Make checks payable to: Oklahoma City Community College

Item: Oct 6, 2010 Job Fair

Questions: contact us at 405-682-7519 or email employmentservices@occc.edu

Thank you for participating

*A Payment to follow from our Corporate Office **

SENDING REPORT

Sep. 07 2010 01:16PM

YOUR LOGO :
YOUR FAX NO. :

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
01	6827545	Sep. 07 01:16PM	00'35	SND	01	OK

TO TURN OFF REPORT, PRESS 'MENU' #04.
THEN SELECT OFF BY USING '+' OR '-'.

FOR FAX ADVANTAGE ASSISTANCE, PLEASE CALL 1-800-HELP-FAX (435-7329).

Sept. 10, 2010

Attn: Stephanie Nelson
Fox 25 & CW 34
1228 E. Wilshire Blvd.
Oklahoma City, OK 73111

Dear Stephanie Nelson,

Thank you for registering with the Oklahoma City Community College Fall Job Fair, Wednesday-October 6, 2010 in the College Union from 10:00 am-2:00 pm for General Employers and 12noon-6pm for Health Professions.

You may begin your booth set-up for **General Employment** after 7:30 am and College Union Room 1 will open at 8:30 am, with a continental breakfast provided. **Health Professionals** may set-up after 10:00 am and College Room #5 is reserved for employer storage if needed. All seating is first come/first served. A hot lunch will be served, for all, beginning at 11:30am. If you have found that you need additional meals, please contact me at this time, as meals are prepared by count. Meals may also be purchased in the cafeteria.

OCCC policy does not allow the selling of products or services to job fair attendees. Employers are also asked to not solicit students in the hallways. Interested attendees must voluntarily approach recruitment tables. Please do not leave promotional materials in the restrooms.

Thank you again for participating and supporting the employment interests of our students, alumni and community. If you have any further questions, please call 405-682-1611 ext. 7369, or 405-683-7519 or email employmentservices@occc.edu.

Sincerely,

Judi McGee
Employment Services Coordinator

~~Enclosure: Driving directions and campus/parking/unloading map.~~

9-16-10
9-18-10



Public File Form

Event Type: Station Tour

Date: October 29, 2010

Time: 4:00p

Location: FOX 25 Studios

Participating Employee: John Wilhelm

Detailed Description of Activity:

A tour group of 14 children and 10 adults from the Cub Scout Pack 344 in Luther, Oklahoma were given a tour of our station. We took them through the control room, newsroom, and news studios. This tour helped them get a communications badge for the cub scouts.

Signature John Wilhelm Date 10/29/10



Public File Form

Event Type: NATPE Student Career Workshop
(Educational)

Date: 11/6/2010

Time: 9a-1p

Location: The University of Oklahoma Gaylord College
of Journalism and Mass
Communication

Participating Employee:

Joe Spadea—News Director

Detailed Description of Activity: I participated in the
NAPTE Student Career Workshop. I conducted a moot job
interview with Jordan Nelson, a student from from Oklahoma St
University. The goal of the workshop was to provide college
students from around Oklahoma with insight and information
about the television business. Other news professionals from
Oklahoma television stations took part. I also spoke to students
about employment and internship opportunities at KOKH/KOC

Signature

Date

11/8/10



Public File Form

Event Type: Ad Club Student Panel _____

Date: 11-10-10 _____

Time: 12:30pm – 3:00pm _____

Location: Will Rogers Theatre - OKC _____

Participating Employee: Jen Jantzen _____

Detailed Description of Activity: The Ad Club is a club of professionals and students who work in Advertising or Public Relations. They host a yearly conference where students get to meet professionals in their fields, and get advice on applying for jobs and building a career. I sat on panel, and answered questions about resume's, interviews internships and future salaries for the students. _____

Signature _____ Date _____



Public File Form

Event Type: Interactive Media Field Day_____

Date: 11-11-10_____

Time: 9:00am – 3:00pm_____

Location: Stillwater, OK_____

Participating Employee: Jen Jantzen_____

Detailed Description of Activity: I am a mentor for Interactive Media Students through three Tech Centers. The curriculum has added a "News Production" category this school year. I met with students in Stillwater, and introduced them to Stan Clark, owner of Stan Clark Companies and Eskimo Joes. The students interviewed Stan, and will be putting together two stories to use in the National competition. _____

Signature_____Date_____



Public File Form

Event Type: Guest speaker at University of Oklahoma

Date: December 1, 2011

Time: 7:00-8:00pm

Location: University of Oklahoma

Participating Employee: John Rossi

Detailed Description of Activity: Guest speaker at
University of Oklahoma Media Sales Class

Career paths, viewing patterns
job opportunities...

Signature: [Signature] Date: 12/3/11



Public File Form

Event Type: First Impressions Competition

Date: December 2, 2010

Time: 3:00pm - 4:30pm

Location: Oklahoma Christian University

Participating Employee: Stephanie Nelson - Human Resources Manager

Detailed Description of Activity: It is an event that highlights approximately 30 of Oklahoma Christian University's top students. Each student that participated had been nominated by faculty as an exceptional student in their class. In the competition, students were pitted against their classmates by presenting individually prepared introductions/pitches to various employers. I acted as a judge for the competition by choosing the student with the best introduction / pitch. I spoke with students by giving them pointers on interviewing skills, resume skills, and internship programs as well as specific career opportunities with KOKH / KOCB.

Signature: Stephanie Nelson Date: 1-4-11

Subject: Thursdays - 1st Impressions Competition

From: Mark Chan <mark.chan@oc.edu>

Date: Wed, 1 Dec 2010 22:30:52 -0600

To: Stephanie Nelson <slnelson@sbgnet.com>

Stephanie,
We are looking forward to having you on campus tomorrow to judge our 1st Impressions Competition.

As a reminder, the 1st Impressions Competition is an event that will highlight approximately 30 of Oklahoma Christian University's top students. Each student participating has been nominated by faculty as an exceptional student in their class. In the competition, students will be pitted against their classmates by presenting individually prepared introductions/pitches to various employers. Each employer (you) will act as a judge for the competition. As a judge, you will be given a score card and asked to pick out the student with the best introduction/pitch. Awards will be given to the students with the strongest presentations.

The schedule for tomorrow will run as follows:

Event Schedule:	3:00 - 3:05 Welcome & Competition Rules Explained
	3:05 - 3:50 1st Impressions Competition
	3:50 - 4:00 Award Presentation for Top Students
	4:00 - 4:25 Coffee, Hot Chocolate, Cookies &
Networking	4:25 - 4:30 Thank you's & Goodbye

The event will take place in the Gaylord University Center. (<http://www.oc.edu/map>)

Here are directions:

Oklahoma Christian University is located at -
2501 E. Memorial Rd. Edmond, Oklahoma 73013.
The campus is on Memorial Rd. between Bryant and Boulevard. Turn in the main entrance and drive north until you come to the first stop sign.
Then turn west (left). You will see the Gaylord University Center on your right.
Parking can be found to the west of this building. No parking pass required.
The competition itself will be held in the north hallway of the University Center (Just look for the Christmas trees and lights). It will be easy to find us!

If you have any questions, please let me know.

Mark Chan
Director of Career Services
Oklahoma Christian University
Box 11000, Oklahoma City, OK 73136
mark.chan@oc.edu
405-425-5960 (o)
678-325-9014 (c)
405-425-5313 (f)
Let's connect: <http://www.linkedin.com/in/markjchan>
[cid:3374087452_30379951]

Re: Shadowing

Subject: Re: Shadowing
From: Jennifer Jantzen <jjantzen@sbgnet.com>
Date: Mon, 24 Jan 2011 10:02:54 -0500 (EST)
To: Stephanie Nelson <snelson@sbgnet.com>

Her name was Shawna Taylor. She was a senior at Ninnekah High School. Here to shadow someone in the field she was planning to go to college to pursue. It was part of a college-career day at her school. She spent the morning with me and watched the show from the control room and studio.

She is now attending the American School of Broadcasting.

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

From: "Stephanie Nelson" <snelson@sbgnet.com>
To: "Jennifer Jantzen" <jjantzen@sbgnet.com>
Sent: Sunday, January 23, 2011 5:29:47 PM
Subject: Re: Shadowing

Hey Girl!

I was hoping you might remember this....It was back in March, but I didn't know if this ever happened. If so, did you write anything up? If not, would you email me the person's name, what school they came from, and exactly what they did?

I'm sorry for asking last minute, but it's for my report that was due to Corp on 1/21 (last Friday)
Thanks!
Stephanie

Stephanie Nelson
HR/PR/GM/DOS Asst.
KOKH Fox 25 & KOCB CW34
1228 E. Wilshire Blvd.
Oklahoma City, OK 73111
Phone - 405.843.2525
Fax - 405.475.9180
snelson@sbgnet.com

Jennifer Jantzen wrote, On 3/2/2010 7:31 AM:

Good morning!
I have a high school senior who's heading into broadcasting coming in to shadow tomorrow morning. Anything I need to do? I'll make sure she wears a guest badge!
Happy Tuesday,
Jen

--
Jennifer Jantzen
Assistant News Director
FOX 25 News
jjantzen@sbgnet.com
405-475-9118
405-409-7379 cell

KOCB(TV)/KOKH-TV 2011-2012 Recruitment Initiatives



Public File Form

Event Type: Job Fair

Date: February 24, 2011

Time: 12:30 – 4:00pm

Location: Cameron University – Lawton Oklahoma

Participating Employee: Stephanie Nelson – Human
Resources Manager

Brief Description of Activity: Met with students
to discuss their career interests and provided
information about career opportunities in the
broadcasting industry in general and specific
opportunities at KOCB/KOKH that may pertain
to their particular career interests. Also spoke
about internship opportunities at KOKH/KOCB.

Signature _____

Date _____

Subject: Red River Career Expo
From: Jacob Johnson <jajohnso@cameron.edu>
Date: Tue, 15 Feb 2011 17:40:47 -0600
To: Jacob Johnson <jajohnso@cameron.edu>

Good Afternoon,

The Red River Career Expo is next week! Here are a few things you will need to know. The Expo is next Thursday February 24th from 12:30 to 4:00 in the Fitness Center at Cameron University. Here is a link to a map of the campus with the Fitness Center highlighted.
http://www.cameron.edu/info/campus_map/buildings/fitness_center.html Parking will be available on both the East and South sides of the building. The East parking lot is not yet shown on the campus map. The Fitness Center is equipped with wireless internet and you will be able to login as a guest if needed. Make sure to bring your business card as we will be using them for a drawing. If you are flying in and need to ship your materials please ship them to:

Red River Career Expo – Materials
Attn: (name of your company)
2800 West Gore Blvd.
Lawton, OK 73505

Our mailroom will store the materials until the day of the Expo and will transport them to the Fitness Center. You will need to make arrangements to have return authorizations with your shipping company so our mailroom will be able to ship them back to you.

You will be able to start setting your booth up at 9 a.m. and lunch will be served beginning at 11:00 a.m. Please let us know if we can answer any questions or help with anything. We look forward to meeting you!

www.cameron.edu/redriverexpo

Jacob Johnson
Career Services Coordinator
Cameron University
(580) 581-2209
(580) 581-2564 (fax)
http://www.cameron.edu/student_development



Public File Form

Event Type: Career Fair

Date: February 28, 2011

Time: 10:30am – 1:30pm

Location: University of Oklahoma -

Participating Employee: Stephanie Nelson – Human Resources Manager

Brief Description of Activity: Met with students to discuss their career interests and provided information about career opportunities in the broadcasting industry in general and specific opportunities at KOCB/KOKH that may pertain to their particular career interest. Also spoke about internship opportunities at KOCB/KOKH.

Signature *SLN* Date 3-1-11