

Exhibit 4

Documentation of Outreach Initiatives

The attached materials document selected initiatives included in the 2021-2022 and 2022-2023 EEO public file reports.

,

Student Authorization

Authorization No. 2022 01955

Name -

Wiu ID:

Work Dept - 538730 WIUF WQPT (TV STATION) PAYROLL CLEARING

Begin Date - SEPTEMBER 6, 2021 End Date - MAY 13, 2022

Rate Type - Hourly Rate - 11.000 Authorization Amt - 8500.00
STUDENT ASSISTANT

Supervisor -
Alternate

Budgeted Dept - 538730 WIUF WQPT (TV STATION) PAYROLL CLEARING

Job Level - LEVEL I - BASE (MINIMUM WAGE)

Job Title - 1010 STUDENT ASSISTANT

Class Level - SENIOR

Reason code - NEW HIRE

Comments -

PLEASE REVIEW THIS AUTHORIZATION TO INSURE THAT ALL INFORMATION IS CORRECT.
ALL STUDENTS MUST SIGN TAX FORMS IN PAYROLL BEFORE TIME CARDS WILL BE ISSUED.
IRS REGULATIONS REQUIRE THAT F.I.C.A. TAX BE WITHHELD FOR STUDENTS WHO ARE
ENROLLED LESS THAN HALF-TIME.

(Employer should retain this copy)



Fwd: The Paperwork and Internship

1 message

To: @wiu.edu>
@wiu.edu>

Mon, Apr 8, 2024 at 1:49 PM

----- Forwarded message -----

From: @wiu.edu>
Date: Wed, Dec 1, 2021 at 10:37 AM
Subject: Re: The Paperwork and Internship
To: @wiu.edu>

I'd be willing to start the week of the 13th. Would a starting schedule of Monday from 8-12:30 and Tuesday from 8-12 be alright? Once the new semester starts, would I be able to switch the Tuesday to 8-12:30 and move the Monday to Wednesday from 8-12?

On Wed, Dec 1, 2021 at 9:34 AM

wrote:

Hi

We are excited about you starting and I'm so happy you were able to get a credit for this internship. I'm so sorry about your mom, I hope that she is doing fine. With the positive COVID test, you should probably start 10 days after the positive test. With that being said I know that is the week of finals. Finals come first, if you feel like that is too much, you can start the next week. If you would like to come in next week, we will probably have you doing little projects until the university closes for the holiday. We are closed from December 24th to January 3rd. Sooo...if you would like to start January 5th that is ok too.

Let me know if you would like to start on December 13th or January 5th, either will be fine. Also could you please give me a schedule you would like to come in?

We are excited!

Thank you for interning with us.

I will be your supervisor.

On Tue, Nov 30, 2021 at 7:31 PM

@wiu.edu> wrote:

Actually, I don't know how much this will affect plans, but I've just learned my mom is positive for COVID (she doesn't have any underlying health conditions, so hopefully she should be fine). I don't know yet if it's spread to me, but would that mean I can't start yet?

On Tue, Nov 30, 2021 at 4:08 PM

@wiu.edu> wrote:

Hello, sorry to have gone quiet for a bit there! I sent the paperwork for the credit back to Professor but hadn't gotten any word back. I was able to talk to him after class today, and as you could probably guess, Thanksgiving week kept him real busy. The long and short of it, though, is

that he's got the form and I think I'm ready to start as that gets processed. The only thing he needs to know from me is who my supervisor will be.

--

Assistant Director of Development

| @wiu.edu

3300 River Drive, Moline, Illinois 61265

wqpt.org

she/her/hers



WQPT is a public media service of Western Illinois University.



@wiu.edu>

Accounting Intern start date

To: @wiu.edu> Mon, Dec 20, 2021 at 11:07 AM
@wiu.edu>

Great! I'll see you on January 6th at about 3:15. I hope your holidays are filled with family and fun!

Thank you,



General Manager

| @wiu.edu

3300 River Drive, Moline, Illinois 61265

pronouns: she/her/hers

wqpt.org



WQPT is a public media service of Western Illinois University.

On Mon, Dec 20, 2021 at 10:54 AM

@wiu.edu> wrote:

Yes, that sounds great!

I can do Monday 3:15-5:15pm M-F, except Wednesday I could do 3:30-5:15.

On Mon, Dec 20, 2021 at 9:41 AM

@wiu.edu> wrote:

Thanks for your email. I hope finals went well. The next few days are going to be busy getting everything done before break. How about you start in January. We are back in the office on January 4th. Can you start January 6th? Let me know what days and times work best for you.

Thank you,



General Manager

| @wiu.edu

3300 River Drive, Moline, Illinois 61265

pronouns: she/her/hers

wqpt.org



Requirements of a Registered CORE Experiential Internship Funded by the Illinois Board of Higher Education (IBHE) Cooperative Education Grant

Course Objective: An experiential internship allows you to explore career opportunities without requiring a classroom component. The goal is to gain a better sense of what can be expected from a profession in a practical setting where you can gain experience, develop your skills and refine your aspirations.

Hours Requirements/Grading: The internship and amount of grant funding requires the completion of a minimum of 240 hours between May 21 and August 31, 2022. Hourly logs will be turned in through Moodle.

For 1-12 credit earning internships, you will receive a Pass/No Credit based on the completion of the hours and assignments. For a 0 credit internship, you will receive a letter grade (A-F). Failure to complete the required hours will result in an F or No Credit.

Grant Award: 2,880 (before taxes) to be paid in 3 stipend payments on 6/24, 7/22, and 8/19. Note that applicable payroll taxes will be taken out of your stipend payments.

Failure to complete hourly logs and assignments in a timely manner may result in forfeiting the final stipend. **If you have already been paid the full amount of the grant award but do not complete the required number of internship hours, you will be responsible for paying back a portion of the grant award.**

Student Responsibilities:

- Commit to start and end dates and the number of required hours for the internship.
- Fulfill all duties and requirements of the internship and grant.
- Learn, understand, and adhere to all relevant organizational policies and procedures of the internship site.
- Complete all required assignments/evaluations as required for internship credit
- Notify the Assistant Director of Internships of any problems/difficulties that arise at the internship site or in relation to the internship program.
- During your internship, you are a representative of Augustana College. Therefore, you are to maintain a high standard of professional behavior at all times.

Prior to Starting Your Internship, You Must:

- 1) Provide a copy of your State of Illinois driver's license or state issued identification
- 2) Submit a signed copy of this document to the Assistant Director of Internships

Required Assignments, DUE BY TUESDAY, AUGUST 16, unless otherwise noted:

- 1) **Weekly Hours Log:** Complete a log of your hours worked on site each week, signed or confirmed by your internship supervisor.
- 2) **Learning Contract:** Complete a document which states your learning objectives. Review it with your internship supervisor, complete with their signature. Email confirmation from your supervisor may be substituted for remote internships. **Due within the first two weeks of your internship.**
- 3) **First Impressions Reflection:** Discussing your initial observations, greatest surprise or challenge to date, and how your internship will benefit your company. Reflect on the site and community you are in this term. **Due within the first two weeks of your internship.**
- 4) **Site Visit OR Midterm Check-In:** Evaluate your experience half way through the internship, either through a site visit by Career Development staff or a phone/virtual meeting with Career Development staff.
- 5) **Informational Interviews:** Complete two informational interviews with professionals at your internship site

or in your career field and write a summary of what you learn.

- 6) **Update Your Resume:** Submit an updated resume with your internship listed.
- 7) **Final Evaluation:** Evaluate your internship, as well as your internship supervisor, by completing an end of term survey on your internship experience and site.
- 8) **Employer Evaluation:** To be completed by your internship supervisor at the end of your internship.
- 9) **Final Paper:** Write a 2-3 page paper based on prompts provided on Moodle.

Disclaimers: You should understand the following information before starting your internship:

- Interns may or may not be paid depending upon the “primary beneficiary test” as outlined in Fact Sheet #71 of the Fair Labor Standards Act.
- Interns are not eligible for Worker’s Compensation or Unemployment benefits.
- Interns are covered by Augustana liability insurance EXCEPT for cases where the student is considered an employee of the internship site.
- Augustana College is committed to engaging students in a professional and safe working environment. Augustana College will not tolerate any form of harassment, intimidation or discrimination. This applies to site supervisors/co-workers toward a student as well as students toward their supervisors/co-workers.

Student’s Understanding of Requirements at time of Registration:

I, _____, have read the above information, understand the requirements of an experiential internship funded by the IBHE grant, and agree to uphold the responsibility of completing the internship work hours and assignments required to successfully complete my experiential internship through CORE.

Signature: _____ **Date:** _____

Career Development Office Use:

Credit Hours: _____

Course: _____

Major/Minor (if applicable): _____

Internship Site: _____



Fwd: Special Events Intern Application

1 message

To: @wiu.edu> @wiu.edu> Mon, Apr 8, 2024 at 2:27 PM

----- Forwarded message -----

From: @wiu.edu>
Date: Tue, Sep 6, 2022 at 11:00 AM
Subject: Re: Special Events Intern Application
To: @wiu.edu>

Dear ,

Absolutely I am still interested! On Tuesday or Thursday would there be a good time between 12:15-1:45? I have classes before and after that, so if those times don't work I can set up a time on Monday that works for you!

Thank you for getting back to me,

On Tue, Sep 6, 2022 at 10:15 AM

@wiu.edu> wrote:

Hi

I'm so sorry it has taken so long to get back to you. Are you still interested in our internship? If so, when is a good time next week to be interviewed?

Thank you,

On Thu, Aug 25, 2022 at 9:36 AM

@wiu.edu> wrote:

Dear ,

I have attached the cover letter and my resume to apply for the Special Events Internship.

Thank you,

Assistant Director of Development

@wiu.edu

3300 River Drive, Moline, Illinois 61265

wqpt.org

she/her/hers

'05/03/23 01:57:30

Western Illinois University

HPZ569L

Student Authorization

Authorization No. 2023 15628
2024 15629

Name -

Wiu ID:

Work Dept - 538730 WIUF WQPT (TV STATION) PAYROLL CLEARING

Begin Date - MAY 13, 2023 End Date - AUGUST 20, 2023

Rate Type - Hourly Rate - 13.000 Authorization Amt - 4732.00
STUDENT ASSISTANTSupervisor -
Alternate

Budgeted Dept - 538730 WIUF WQPT (TV STATION) PAYROLL CLEARING

Job Level - LEVEL I - BASE (MINIMUM WAGE)

Job Title - 1010 STUDENT ASSISTANT

Class Level - SENIOR

Reason code - NEW HIRE

Comments -

continue employment

PLEASE REVIEW THIS AUTHORIZATION TO INSURE THAT ALL INFORMATION IS CORRECT.
 ALL STUDENTS MUST SIGN TAX FORMS IN PAYROLL BEFORE TIME CARDS WILL BE ISSUED.
 IRS REGULATIONS REQUIRE THAT F.I.C.A. TAX BE WITHHELD FOR STUDENTS WHO ARE
 ENROLLED LESS THAN HALF-TIME.

(Employer should retain this copy)



Registered Experiential Internship Agreement

Requirements of a Registered CORE Experiential Internship Funded by the Illinois Board of Higher Education (IBHE) Cooperative Education Grant

Course Objective: An experiential internship allows you to explore career opportunities without requiring a classroom component. The goal is to gain a better sense of what can be expected from a profession in a practical setting where you can gain experience, develop your skills and refine your aspirations.

Hours Requirements/Grading: The amount of grant funding requires the completion of up to 240 hours between May 27-August 18, 2023. Hour logs will be turned in through Google Sheets or Moodle.

For 1-12 credit earning internships, you will receive a Pass/No Credit based on the completion of the hours and assignments. For a 0 credit internship, you will receive a letter grade (A-F). Failure to complete the required hours will result in an F or No Credit. The minimum number of hours required to pass the course is _____.

Grant Award: The grant award is equal to \$16/hour (before taxes). The final amount will be dependent upon the number of hours you work, up to \$3,840. You will be paid in stipend payments every two weeks. Note that applicable payroll taxes will be taken out of your stipend payments.

Failure to complete hourly logs and assignments in a timely manner may result in forfeiting the final stipend. **If you have already been paid the full amount of the grant award but do not complete the required number of internship hours, you will be responsible for paying back a portion of the grant award.**

Student Responsibilities:

- Commit to start and end dates and the number of required hours for the internship.
- Fulfill all duties and requirements of the internship and grant.
- Learn, understand, and adhere to all relevant organizational policies and procedures of the internship site.
- Complete all required assignments/evaluations as required for internship credit
- Notify the Assistant Director of Internships of any problems/difficulties that arise at the internship site or in relation to the internship program.
- During your internship, you are a representative of Augustana College. Therefore, you are to maintain a high standard of professional behavior at all times.

Prior to Starting Your Internship, You Must:

- 1) Provide a copy of your State of Illinois driver's license or state issued identification
- 2) Submit a signed copy of this document to the Assistant Director of Internships

Required Assignments, DUE BY TUESDAY, August 15 unless otherwise noted:

- 1) **Timesheets:** Complete a log of your hours worked on site each week, signed or confirmed by your internship supervisor.
- 2) **Learning Contract:** Complete a document which states your learning objectives. Review it with your internship supervisor, complete with their signature. Email confirmation from your supervisor may be substituted for remote internships. **Due within the first two weeks of your internship.**
- 3) **First Impressions Reflection:** Discussing your initial observations, greatest surprise or challenge to date, and how your internship will benefit your company. Reflect on the site and community you are in this term. **Due within the first two weeks of your internship.**
- 4) **Site Visit OR Midterm Check-In:** Evaluate your experience half way through the internship, either through a site visit by Career Development staff or a phone/virtual meeting with Career Development staff.

- 5) **Informational Interviews:** Complete two informational interviews with professionals at your internship site or in your career field and write a summary of what you learn.
- 6) **Update Your Resume:** Submit an updated resume with your internship listed.
- 7) **Final Evaluation:** Evaluate your internship, as well as your internship supervisor, by completing an end of term survey on your internship experience and site.
- 8) **Employer Evaluation:** To be completed by your internship supervisor at the end of your internship.
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- Interns are not eligible for Worker's Compensation or Unemployment benefits.
- Interns are covered by Augustana liability insurance EXCEPT for cases where the student is considered an employee of the internship site.
- Augustana College is committed to engaging students in a professional and safe working environment. Augustana College will not tolerate any form of harassment, intimidation or discrimination. This applies to site supervisors/co-workers toward a student as well as students toward their supervisors/co-workers.

Student's Understanding of Requirements at time of Registration:

I, _____, have read the above information, understand the requirements of an experiential internship funded by the IBHE grant, and agree to uphold the responsibility of completing the internship work hours and assignments required to successfully complete my experiential internship through CORE.

Signature: _____ Date: 06/12/23

Career Development Office Use:

Credit Hours: _____

Course: _____

Major/Minor (if applicable): _____

Internship Site: _____



@wiu.edu>

Application for Accounting Intern

To: @wiu.edu> Wed, Apr 19, 2023 at 2:11 PM
@sau.edu>

I'm so sorry! That schedule sounds wonderful. You don't need to bring anything specific with you. Since this is an unpaid internship there are no forms to fill out.

Looking ahead to fall we can be flexible with your school schedule. If 15 hours works great but you can work less if you need to. School and you come first!

Thank you,



General Manager

@wiu.edu

3300 River Drive, Moline, Illinois 61265

pronouns: she/her/hers

wqpt.org



WQPT is a public media service of Western Illinois University.

On Wed, Apr 19, 2023 at 1:07 PM

@sau.edu> wrote:

Hi

Where are we at regarding the tentative schedule plan I sent you?

Thanks!

On Mon, Apr 3, 2023 at 3:43 PM

@sau.edu> wrote:

I've thought about my summer plans and have come up with an idea for a work schedule for this summer. I was thinking I could do 11:30-5:30 on Tuesdays, Wednesdays and Thursdays beginning on Tuesday, May 30th. Does this work for you? What should I bring with me on my first day? Also, I'm trying to make my class schedule for the upcoming fall. Is it 15 hours per week during the school year as well?

Thanks!

On Tue, Mar 21, 2023 at 3:33 PM

@wiu.edu> wrote:

Thank you! When you have your schedule figured out, I look forward to you letting me know your start date and availability!

Thank you,



General Manager

@wiu.edu

3300 River Drive, Moline, Illinois 61265

pronouns: she/her/hers

wqpt.org



WQPT is a public media service of Western Illinois University.

On Tue, Mar 21, 2023 at 1:20 PM

@sau.edu> wrote:

Attached are the required documents for my internship application. I had a great time meeting with you yesterday and really enjoyed our discussion. I loved the story about the elephants!

I look forward to your response!

Thank you,

--

(she/her/hers)

Accounting & Management | St. Ambrose University

The following pages document various EEO and preventing discrimination trainings completed by WQPT management during the covered period.

CERTIFICATE OF COMPLETION

Presented to

Awarded on

Friday - December 03, 2021

For Completing _____

Groundswell | Harassment & Discrimination Prevention - Higher Ed - IL

Online self-paced Course at [getInclusive.com](https://getinclusive.com)



Get Inclusive

- Director of Learning

2021-12-03

Date

Cert ID 227159090-2411

Verify authenticity at <https://app.getinclusive.com/verify/227159090-2411>

CERTIFICATE OF COMPLETION

Presented to

Awarded on

Tuesday - December 07, 2021

For Completing _____

Groundswell | Harassment & Discrimination Prevention - Higher Ed - IL

Online self-paced Course at [getInclusive.com](https://getinclusive.com)



Get Inclusive

2021-12-07

Date

- Director of Learning

Cert ID 906576382-2411

Verify authenticity at <https://app.getinclusive.com/verify/906576382-2411>

CERTIFICATE OF COMPLETION

Presented to

Awarded on

Tuesday - January 04, 2022

For Completing _____

DEI Microaggressions Expanded Learning

Online self-paced Course at getInclusive.com



Get Inclusive

2022-01-04

Date

- Director of Learning

Cert ID 227159090-2113

Verify authenticity at <https://app.getinclusive.com/verify/227159090-2113>

CERTIFICATE OF COMPLETION

Presented to

Awarded on

Tuesday - January 04, 2022

For Completing _____

DEI Microaggressions Expanded Learning

Online self-paced Course at getInclusive.com



Get Inclusive

2022-01-04

Date

- Director of Learning

Cert ID 906576382-2113

Verify authenticity at <https://app.getinclusive.com/verify/906576382-2113>

Prepare Data for Download
Yes

Course
All

Training Period
Default Training Period 2021

Assignment Name
All

Progress Status
Completed

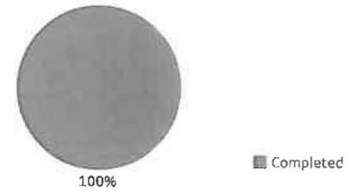
Participation Status
closed

See All Filters

Completion Rate

Preventing Harassment and Discrimination: Gateway 100% 9 Learners

Progress Status



Learner List

Show Top
25

Search by Name
All

| Email | First Name | Last Name | Course | Progress Status | Completed At |
|-----------|------------|-----------|---|-----------------|---------------------|
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-06-17 15:55:51 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-07-14 17:26:58 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-06-01 14:18:08 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-06-08 16:16:00 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-05-26 21:04:40 |
| j@wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-05-17 16:23:42 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-05-17 15:38:24 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-05-18 09:42:37 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2021-05-17 16:08:32 |

Prepare Data for Download
Yes

Course
All

Training Period
CPB FY 2023 Training Period

Assignment Name
All

Progress Status
Completed

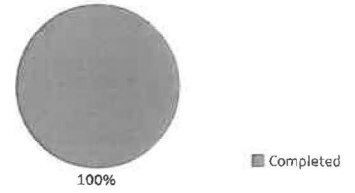
Participation Status
closed

See All Filters

Completion Rate



Progress Status



Learner List

Show Top
25

Search by Name
All

| Email | First Name | Last Name | Course | Progress Status | Completed At |
|----------|------------|-----------|---|-----------------|---------------------|
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2023-04-19 17:11:39 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2023-05-24 16:36:39 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2023-05-05 15:47:13 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2023-04-18 14:27:36 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2023-04-20 16:16:13 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2023-08-08 19:31:16 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2023-09-28 16:32:03 |
| @wiu.edu | | | Preventing Harassment and Discrimination: Gateway | Completed | 2023-04-27 14:34:54 |