

**Exhibit 23**  
**(Associate Producer Program)**



April 8, 2009

The AP program is a recruitment and training program that is fundamental to filling a number of positions in the WSIL news department. More than half of the employees at WSIL work in the news department. Because of relatively high turnover in news and extremely low turnover in other areas the news department is the bulk of employment activity at WSIL. During this period (8-06 to 8-08) 77 % of full time hires and 100 % of part time hires were in news.

The AP program consists of the following;

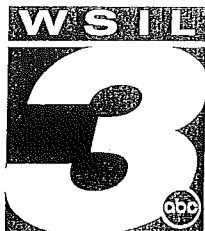
- 1) Choosing to have all studio camera, teleprompter, and floor director positions staffed by associate producers or "ap"s. These positions are simple enough that candidates with little or no experience can be trained for them relatively quickly.
- 2) Hiring part time employees, usually college students in radio/tv or related fields as ap's.
- 3) Routinely training all ap's to run camera, do basic video editing, run relatively simple master control equipment, and make telephone beat checks. Some ap's require more training than others but people with very little experience can be trained in these areas.
- 4) Make available more specialized training so that ap's with an interest in and aptitude for particular areas can be trained to be photographers, reporters, directors, producers or editors.
- 5) When possible try to qualify and promote ap's as full time positions become available.

This is not so much a recruitment program as an attempt to make other forms of recruitment meaningful by providing an avenue for people without professional experience to become qualified for full time positions. It is very much a training program.

Attached are two memos on training. The first from Neil Cappetta is not dated. The memo is likely from 05, but Cappetta remained the hands on trainer for ap's until he left the station in Feb 2008 and his training procedures continued to be used after that point.

The second memo is from Mike Snuffer, news director at WSIL since 2003.

Steve Wheeler  
General Manager  
WSIL TV



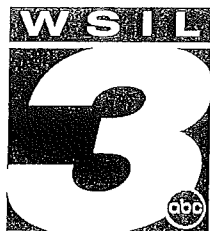
## **AP Training Breakdown**

Week 1 Day 1 - The trainee is taught the basic operations of **AP News Center**. This entails learning what a rundown is and what each part means to an AP. They learn the different types of stories, how to tell if a script has been approved by the EP and how to use ABC News One to track late breaking packages. They are also taught how to use **Pathfire**. This mainly consists of learning how to search for video, starting and rebooting the system and other basic icon identification. Finally, they are taught the basic tools and icons of **Vibrant**.

Once the trainee knows the basics of our systems, they are assigned a couple of stories. For each type of story, they are taken through a step-by-step account of what to do to complete a VO. They do everything from printing a script to sending the finished product to the show with their own hands. If they have a question, I explain in more detail or answer it. But they do the work.

This hands-on training helps them retain the small details that could be forgotten if merely explained. This method is used for each type of story as the training period continues throughout the week. They eventually learn how to cut VOs, VOSOTs, teases, headlines, briefs, cold opens, national PKGs, and trapping live truck or satellite feeds. At the end of the night the trainee gets their first taste of working the floor on the 10 o'clock show. They are given a headset and are told to concentrate on how the floor crew reacts to what the director is saying. This ends their first day.

Day 2 - Now that they have an understanding of the tools at their disposal, they are given the task of cutting the entire 10pm show. Their shift starts at 4pm. They are not put on the floor for the five or the six on these days. They are instructed to use this extra time to get familiar with their rundown and to start pulling video before the scripts are approved. They, of course, have a number of questions throughout the night which I field personally. We go over any gray areas they may have forgotten, but throughout the shift they are to physically do all the work. I personally check everything they cut before it is sent to Newscue and tell them how they could have improved the quality of their editing.



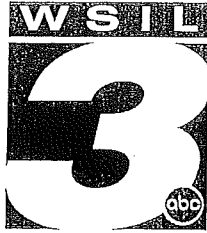
AP Training

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They close their shift by running camera 2 under my supervision for the 10pm cast. The rest of the week is spent much the same. We trouble shoot and re-enforce the methods until the last day of week 1. *(I would like to add that this is ideally how I would like the first week of training to go. Unfortunately, I am usually only given two or three days a week total to train. This is because trainees are scheduled on days that I am not here. During these days they don't receive as much attention, or so I'm told.)*

Week 2 - Once they have learned how to edit, I concentrate on teaching them floor. I cover studio set-up, cues and proper shots. They are then on the floor under my supervision for every show, providing I am not cutting the six (which is rare). This has always been the hardest part of training because the only way they can learn is to do it during a live cast. In addition, my obligation to cutting the six keeps me from supervising them during the first two shows. This is a chaotic way to train, but it gives them the hands on experience they need to get it down. I have recently implemented a new method utilizing my director knowledge to create a virtual newscast. I produce a fifteen minute cast that contains all the basic elements of a show. We study the rundown prior and go through all the shots they will need to make. One of the AP's on duty stands in as talent, and the trainee runs both cameras. After the exercise, we go over what they need to improve on.

Eventually, I want to make three separate rundowns with different levels of complexity, so that the trainee can experience everything that can go wrong in a cast and how they need to handle it. This is also a great way to teach newscue. Unfortunately, I haven't been able to do this as much as I want because I'm also busy making sure the ten gets off. By the end of week the training period officially ends. Unofficially, it still takes a week or two for them to become a reliable AP.



AP Training  
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A few suggestions to help improve training:

- Schedule the trainees first day to coincide with the trainer's schedule.
- Schedule the trainer to train only, and not cut two shows on top of it. If this were possible, I would be able to fully implement my virtual cast method, not to mention be on floor with them for the five and the six.
- Allow the trainer to sit in during the hiring interviews. This could give you some insight on what these people are capable of before we put them on payroll.

I cannot stress enough how detrimental it is to have multiple people train a new person. It frustrates the trainee and it frustrates me, who is responsible for how these people turn out. Consistency is our biggest problem with training. With better planning on when the trainee begins their time here, we could vastly improve communication throughout the department.

Neil Cappetta



## **AP TRAINING**

The following is a training outline that all new associate producers receive after they are hired at WSIL-TV. The training consists of at least 60-hours of hands-on instruction. It typically takes about 4-weeks of training for a new employee to successfully learn the various job duties. The training period could be shorter or longer depending on the skill level. Employees who have had college level TV production classes typically accomplish the training circuit in about two weeks. Employees who have very little or no training in television news production will take a full four to six weeks to successfully learned the required skills.

### **Week 1**

**DAY 1** --- The new employee is trained on the basic operations of ENPS News Center. This is the main information management system of the news department. The trainee learns about the various forms of stories and the sources of the material such as ABC, Associated Press and CNN. The trainee also receives instruction on Pathfire – the main system used for organizing network video from ABC and CNN.

Once trainees know the basics of the system, they begin receiving assignments to edit- video. Depending on their skill level, they are taken thru the step by step procedure of editing video. This hands-on training helps the trainee retain small details about the process.

**DAY 1** (continue) The trainee must learn the various terms used in the editing process such as; VO's, VOSOT's, teases, headlines, briefs, cold opens, national packages, and trapping live truck of satellite feeds. The trainee will also begin observation of the operation of studio cameras.

**DAYS 2 –5** - The trainee is assigned more tasks now that they have a better understanding of the tools at their disposal. She should be given at least five days of editing before they are moved to the studio floor. The trainer is responsible for reviewing all work done before moving the product to the broadcast or web.

## **Week 2**

**DAYS 1-5** - Once the trainee has learned to edit video she is then moved to the studio floor to begin training on the use operation of studio camera. The trainee must learn studio set-up, cues and camera shots. The trainee will review past shows in order to become familiar with the camera shots. She is also provided a shot sheet that shows how to frame the basic studio shots. Editing and studio camera work are combined for the remainder of the week.

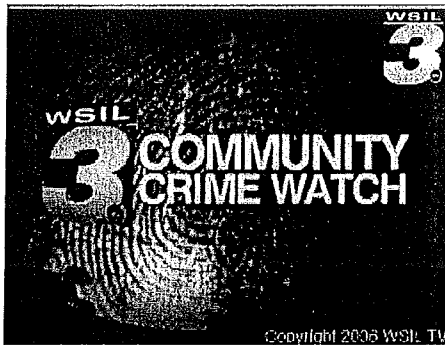
## **Week 3**

**DAYS –1-5** - The next phase of the training involves the operation of the video server called "The FORK." The trainee will learn how to organize the video and how to play-out video during a newscast or other production. This training should last 4-to-5 days.

## **Week 4**

By the forth week the trainee should be familiar with all basic operations of the newsroom. At this point the trainee is evaluated on all the past weeks training. If the trainee demonstrates any weaknesses in any of the sequences she will receive further instruction and will be asked to focus on those particular areas.

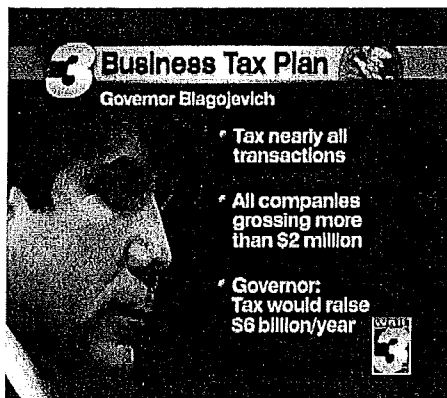




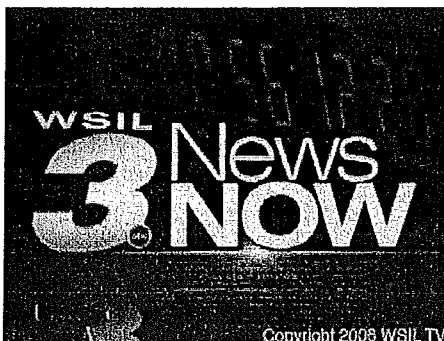
Community Crime Watch is a crime franchise that can be used to showcase one story or several crime related stories that maybe unsolved.



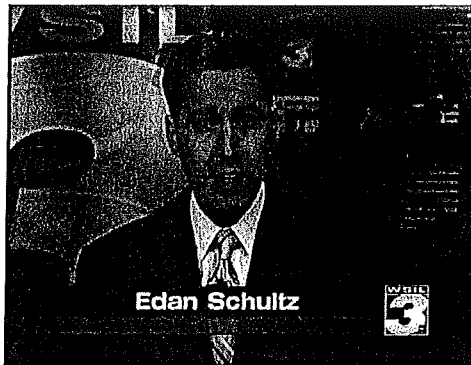
This is a reporter plasma. This is horazonial shot. Taller reporter can used a vertical.



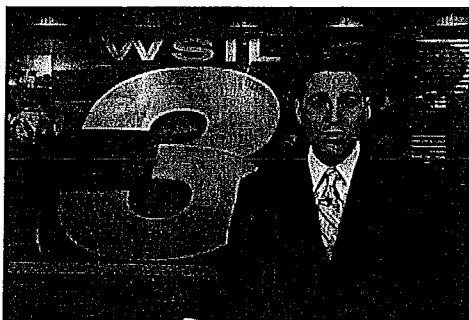
This a FSCG which stands for full screen Character Generator



This mini-open can be used to showcase several VO's especially a preview of events or developing stories



One-shot against blue back  
ground



Medium show with big 3 in  
background



One shot with OTS  
(over the shoulder) on  
right side



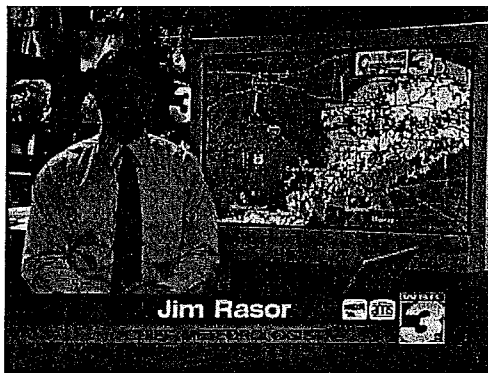
One shot straight on  
anchor



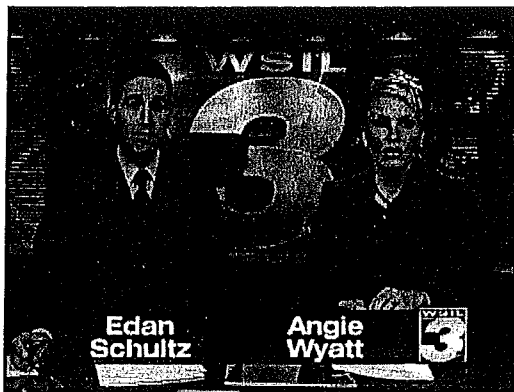
Double box for live shot. This should be customized box. Notice this is concerning the Governor's Visit. Graphic Artist can make custom box



Medium shot against the green weather wall



Storm commander shot. This is used when we have severe weather on radar. Can be used to showcase other special weather events

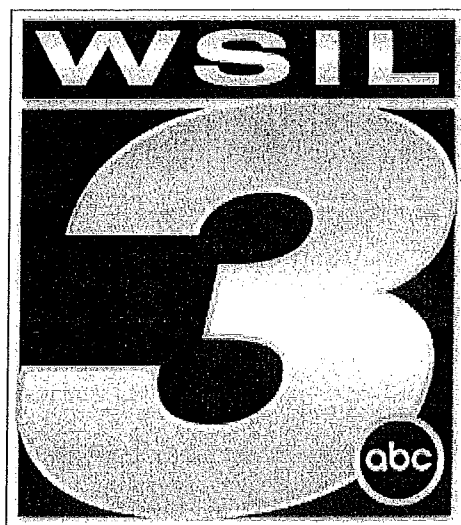


Two shot with both  
anchors

# WSIL-TV News 3

## Standards and Procedures

Nightside  
Associate Producers  
Editors  
Studio Cameras



### Nightside Schedule

4:00	Beat Calls
4:30	Prepare floor and Fork
6:30	Shoot Briefs
9:00	Beat Calls
9:30	Begin Studio Preps Begin Fork Preps
10:00	Newscast
10:35	Shut Down Studio Rewind and Organize Tapes Clean Up Edit Bays Shoot Morning Sports Go Home

### **The Rundown**

In the rundown, the “source” column will show where the video for that item comes from. It could be from a reporter, a photog, a special feed, pathfire, or file/archive video.

The “editor” column shows who is supposed to edit each particular item. Initially, it will be listed as AP by the producer. Later, it will be assigned to a specific AP. If the item is not assigned to anyone, take initiative and change AP to your name and edit the story. After you finish editing, mark the story as done.

### **Briefs**

At the beginning and the end of briefs, music should be full. However, the music must be turned down during the voice over. This ensures that the anchor’s voice can be heard. Be sure to monitor the music level closely when you are editing and dubbing.

EVERY story with available video should be covered with video, and the video used should match the copy. It should be cut like any video for a newscast- to the script!

To ensure the briefs flow smoothly and pace well, cut out all pauses (Pauses often occur before they cut to weather, etc.).

Briefs must be exactly 30-34 seconds or 39 seconds. If they are heavy, ask a producer what lines should be cut. If the brief is too short, add natural sound or a soundbite, and let the ending music pad it out.

Most importantly, if you are not sure about something, ASK.

### **Editing**

VO should always be edited TO THE SCRIPT. What we hear should match what we see. Time phrases and sentences to ensure all references to video are there at the proper time. Ask the anchor to time the script to the second if needed.

If the video doesn't match, SAY SOMETHING. If you can't find any video to match the story, tell the producer. If we don't have video we expected, the story will have to change.

ALWAYS use the BEST video. View every second of available video, and use the best stuff. Remember, the feeds don't always send the best video first.

Don't settle for one source. Sometimes one voiceover piece of video may require editing in several different locations on the feed or on several different filed tapes. Find the additional sources and use them to match the copy with the best video.

#### **Editing (cont.)**

Use as much ambient sound from a story as possible.

Natural sound VO's that have NAT sound at the beginning, should be treated just like a SOTVO. The NAT sound should be cleanly edited and should have a length and an outcue. The NAT sound should be smoothly faded into the body of the voiceover; it should NEVER abruptly cut out.

#### **VO/SOT's**

Sound bites should not be too short (under 3 seconds) or too long (over 15 seconds) unless the producer says so. If the sound bite selected in the script is too long or too short, tell your producer.

Sound bites must be edited cleanly- no extraneous sounds or cuts in the middle of words. THIS SOUNDS SLOPPY. Fade the sound up at the beginning, and fade it down at the end.

The VO edited for a VO/SOT should be timed so that the video before the sound bite is a longer shot (5-7 seconds). This ensures that there isn't a flash-frame before the sound bite goes. So, make sure you are putting longer shots around the sound bite hit time. This also applies for the end of a VO. The shot you expect to end the piece of video should be long enough to avoid a flash frame when the shot changes just before we come back on camera.

Audio on sound bites must be full, crisp, and clear. If it is anything less, let the producer know that the audio is no good on that story. We will not put bad audio on the air; sound can be dropped.

#### **Packages**



When using another local station's package, graphics should be edited out or covered over with our graphics.

On ABC Newsone packages, there is usually a pause before the reporter's stand-up close. Edit it out.

### **General Editing**

When you are finished editing a story, make sure you give length and outcues on all sound bites or natural sound breaks to the producer AND the director. A good way to communicate these is by sending an express message or better yet, in person.

Please carefully read over the scripts before editing. The writer may have left remarks in the script about what video to use, what sound to use, etc.

### **General Editing (cont.)**

Double check the chyron entered in the script while editing. Be sure that the locator in the script corresponds with the location of the video you are editing. Also, be sure the name key corresponds with the person in the sound bite. If not, notify the producer. If there is no name key, tell the producer what it should be and make sure it is entered into the script before the newscast. Also, if the locator should come at a certain time in the video, put that hit time in the script.

When using file video, determine the date and location of the file video. If you find this information, make sure it is keyed in. Be sure to get this information to the producer so that we can give a location and date with the file footage and give our viewers worthwhile information about where the video came from.

Mug shots or other pictures should always be pre-produced in a graphic. Do not edit raw pictures or mugs into a story unless you are against a deadline or it is impossible.

All graphics from other stations or ABC that do not match our own should be replaced with our own graphics if possible.

**PRIORITIZE.** All editing should be prioritized based on when it airs. For example, get first block stuff done before second block and get second block done before third block, etc. This is contingent upon what is written and ready for editing too. So, whatever is ready to be edited and comes first in the newscast should be edited first, unless the producer says otherwise.

Video **MUST** be cleared by the lead AP or the producer before it can go on air. It must be checked for accuracy and quality! **DO NOT** send it to air without getting it checked.

If you are finished with your editing early, assist someone with their editing.

If you do not have anything to do, find something. DO NOT check email, check facebook, talk on the phone, or anything else. There is probably something you could be doing.

### **Other Duties**

Begin beat calls at 9 PM (Check fax up front).

At 9:30 PM begin studio preps:

Get cameras in position.

Make sure all mics are in place and plugged in.

Turn on prompters and load newscast.

Set the air clocks to exact time.

Studio should be prepped and ready to go by 9:50, or at least 5 minutes before headlines. The anchor should not have to get on the set and worry about shots, clocks, prompter, etc.

### **Other Duties (cont.)**

Also at 9:30:

The fork operator should get a rundown from the director and start going over playback. After checking what clips are in the fork, the operator should go directly to the assigned editors and let them know what is missing. 15 minutes before the newscast, the fork operator should also inform producers what is missing.

### **During the Newscast**

During the newscast, one camera operator handles the studio work, the fork operates playback, and the other camera operators finish left over editing and then report to the floor.

Study the shot standards manual, listen to the director, and maintain a standard of excellence for shots in the studio.

Do not move or adjust shots on the air unless told otherwise.

Be able to quickly move cameras between shots and locations in order to maintain a clean on-air look.

At no time during the newscast are camera operators to leave the studio unless it's for an emergency or they are asked to do so by the producer. Cleaning edit bays, restacking tapes, etc. is not to be done during the newscast. STAY ON THE FLOOR.

After the newscast, make sure to clean up all the rundowns and scripts from the studio, newsroom, and edit bays. Also, return tapes to their proper locations, and clean out edit bays.

**Exhibit 24**  
**(Internship Program)**



## Radio-TV Internships

The Department of Radio-Television provides credit for internships throughout the year. The internship provides an opportunity for practical learning experience in a cooperating organization outside the university working side-by-side with full-time professionals. It also allows the student to examine the broadcasting and related industries on-the-job.

### Qualifications:

Interns are important representatives of the Radio-TV Department, and, therefore, we select from among the top students in the Radio-TV major. To qualify for a departmental internship, you must be enrolled as a Radio-TV major and have successfully completed RT 200 and RT 300, and have a GPA of 2.5. It is highly recommend that you do not participate in an internship until your junior year. Finally, you must meet with the Departmental Internship Coordinator (Chairperson).

### Departmental Internship Coordinator

If you are interested in finding out more about the RT Internship program, we highly recommend that you schedule an appointment with the departmental coordinator. The coordinator can also advise you on how to secure an internship in your specialty.

### Procedures

Once you have received RT Departmental approval (from the Departmental Internship Coordinator) to begin your quest for the perfect internship, you should actively seek an organization for which you would like to intern.

The internship site MUST be approved by the Departmental Internship Coordinator. You need to fill out an application form.

You MUST supply the Departmental Internship Coordinator with a signed contract (internship agreement) that details work hours, duties, and experiences and number of credit hours. As part of this contract, the internship sponsoring agency/organization MUST agree to evaluate you twice during the internship period - at the half-way point and at the conclusion of the internship.

Finally, you MUST receive a "closed class" card from the Internship Coordinator indicating your internship has been approved for RT 395 credit. All paperwork (application, contract, and closed class card) must be completed and approved no later than the second week of the semester in which the internship is being done.

### Deadlines

**In order to be registered for the internship during the semester you plan, you must have all paperwork (application, contract, and closed class card) completed and approved no later than the second week of the semester. Only in rare cases will any paperwork handed in after that time be approved for registration for that semester. Moreover, you will not receive retroactive credit for internships.**

**The mid-term evaluation is due by the 8<sup>th</sup> week of Fall or Spring semester and by the 5<sup>th</sup> week of Summer semester.**

**The final evaluation and paper are due December 8<sup>th</sup> for Fall semester internships, May 4<sup>th</sup> for Spring internships and July 31<sup>st</sup> for Summer internships**

### Credit Hours

An RT internship can be repeated for up to 6 hours total credit. Each credit hour is based on the number of hours worked during a 16-week Fall or Spring semester or an 8-week Summer semester.

#### Fall & Spring (16 weeks)

2 credits: 10 hours/week = 160 hours  
3 credits: 15 hours/week = 240 hours  
4 credits: 20 hours/week = 320 hours  
5 credits: 25 hours/week = 400 hours  
6 credits: 30 hours/week = 480 hours

#### Summer (8 weeks)

2 credits: 20 hours/week = 160 hours  
3 credits: 30 hours/week = 240 hours  
4 credits: 40 hours/week = 320 hours  
5 credits: 40 hours/week = 400 hours/10 weeks  
6 credits: 40 hours/week = 480 hours/ 12 weeks

### Grading

In order to receive your grade for the internship, you will need to have a midterm and final evaluation completed by your internship site supervisor, you will need to send a weekly e-mail in journal form to the Departmental Internship Supervisor, detailing your activities from the previous week, any problems that might have occurred and if so, what might need to be done to rectify the problem(s). Finally, you must write a paper 5 to 8 pages long that will be an assessment of your internship experience and how the internship contributed to your learning goals as you stated then in your application.

### Stipulations

1. The Internship Coordinator will only accept internships for credit that have been arranged according to Departmental policy.
2. Internship credit will not be given retroactively for work experiences already received or undertaken (i.e., part-time employment as a disc jockey for WCIL, etc.)
3. A sponsoring internship agency MUST supervise an internship for credit (prior approval) for it to be accepted by the RT Department and for the work experiences to be legal (credit in lieu of pay).
4. YOU WILL receive a letter grade for the internship based on the internship site supervisor's evaluations (mid and final), your paper, and your weekly e-mail journal.

The Department's Internship Coordinator is available to discuss internship possibilities and help you at any time. A file of stations, agencies and organizations which have sponsored internships in the past is in the RT office, and available by appointment with the Departmental Internship Coordinator. Also check this web site for listings.

# WSIL-TV3

## Internship Information Sheet

Date: 6/4/07

Name: \_\_\_\_\_

Address: Searcy, AR 72143

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Harding University

Major/Degree Studying: Communication Mgt.

Graduation Date: Dec 07

Degree: Communication Mgt.

What department of internship?

News ☒ Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod ☒

Wx \_\_\_\_\_ Sales ☒

Scheduled days and time of internship: Monday - Friday 9-6

Beginning and End date of internship: 6/4/07 - 7/13/07

Total # of hours: 240

### Emergency Information

Name: \_\_\_\_\_

Relationship: Wife

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



# WSIL-TV3

## Internship Information Sheet

Date: 3/22/07

Name: \_\_\_\_\_

Address: Cambridge, IL 62901

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: SIUC

Major/Degree Studying: Radio/TV

Graduation Date: MAY 2008

Degree: Mass Communications

What department of internship?

News \_\_\_\_\_ Eng \_\_\_\_\_

Sports ✓ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: Tues & Weds 3-10 Thur. 3-9

Beginning and End date of internship: 6/6/07 - 8-3-07

Total # of hours: 20 per week 150 hrs Total

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: N/A Cell Phone: \_\_\_\_\_

Department of Radio-Television  
Internship Application (2 pages)  
Forms available in hard copy upon request.

Date Submitted 03/

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Semester you desire an \_\_\_\_\_

Internship Summer 07

Preference of internship location, if any

WILL

Expected date of Graduation May '08

Grade Point Average (Overall) 3.736 Grade Point Average  
(Major) \_\_\_\_\_

Type of Internship you desire

Reporting (Sports)

Courses you have taken related to the potential internship: (Please  
type)

Course No./Title

Grade

Completion

Spring 2005

Date

MLMA 201

Fall 2005

RT200

RT300

Spring 2006

jml 314i

RT308

RT310

Summer 2006

RT395

~~Spring 2006~~

Fall 2006

jml 310

RT311

RT300

Spring 2007

RT370

Department of Radio-Television  
**Internship Contract [Please Type]**

Date Submitted \_\_\_\_\_

Student's Name \_\_\_\_\_  
Internship Site/Firm/Organization WSIL Cartoonist, IL  
Site Supervisor \_\_\_\_\_  
Supervisor's Title \_\_\_\_\_  
Firm Address \_\_\_\_\_  
Firm Phone \_\_\_\_\_  
Firm Email \_\_\_\_\_

Description of Job Requirements and Duties:

Minimum Hours Schedule (schedule each day - A.M./P.M.)

Monday \_\_\_\_\_  
Tuesday 3-10 pm  
Wednesday 3-10 pm  
Thursday 3-9 pm  
Friday \_\_\_\_\_  
Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_

This agreement must be submitted (signed by the student and internship site supervisor) in triplicate before you can be officially enrolled in the Internship. Once signed below, students are expected to retain a copy of this contact and to provide a copy to the site supervisor. The RT Dept. Coordinator will retain the original.

The undersigned have read and agree to all the conditions set forth.

Student \_\_\_\_\_ Date 3/22/07  
Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Faculty Sponsor \_\_\_\_\_ Date \_\_\_\_\_  
RT Dept. Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Department of Radio-Television  
Internship Application  
Page Two: Work Experience (PLEASE TYPE)

Name \_\_\_\_\_

Positions Held (Company name/address; employment dates;  
supervisor)

Special Skills (Computer, Writing, etc.)

Career Goal(s) To learn as much as I can from my professors and by my experience at my internships. I want to graduate and then work as a reporter or sports reporter and hopefully someday become an anchor.

In a paragraph or two, state your purpose in applying for the Internship Program. Tell us what you hope to gain from such an experience.

I am applying for an internship because the experience I can gain by interning is something that I cannot learn in the classroom. It gives me a hands on experience in the field and job I want to make as my career. It gives me a daily view of what the job is like and will help prepare me for my first job.

I hope to learn how to report for sports and how to tape games and other athletic events. I also will hopefully gain better knowledge of editing and writing. Working in sports will help make me more well rounded in my knowledge of reporting and will definitely help me in my taping and experience w/ a camera.

# WSIL-TV3

## Internship Information Sheet

Date: 9-6-06

Name: \_\_\_\_\_

Address: St. Benton, IL 62912

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic. \_\_\_\_\_

High School/College/University: Benton Consolidated

Major/Degree Studying: \_\_\_\_\_

Graduation Date: May 07

Degree: \_\_\_\_\_

What department of internship?

News ☒ Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod ☒

Wx \_\_\_\_\_ Sales ☒

Scheduled days and time of internship: MTWTF 7:30-11:00

Beginning and End date of internship: 9-06-12-06

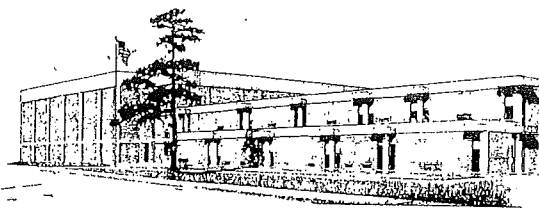
Total # of hours: 168 hrs.

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



## BENTON CONSOLIDATED HIGH SCHOOL

PHONE 618/439-3103

511 East Main Street

FAX 618/438-2915

BENTON, ILLINOIS 62812

[www.bentonhighschool.org](http://www.bentonhighschool.org)

### BOARD OF EDUCATION

Mark Minor, President

Michael Freed, Vice President

Curt Erwin, Secretary

Kyle Childers Robin Labuwi

Kenny Irvin Jimmy Reed

### ADMINISTRATIVE STAFF:

KELLY D. STEWART  
Superintendent

SUSAN J. WOODFIN  
Principal

September 4, 2006

Mr. Mike Snuffer  
WSIL 3  
Carterville, IL 62918

Dear Mr. Snuffer:

Thank you for your participation in our School-To-work program. I really appreciate this opportunity for . He is an extraordinary young man and will truly benefit from this experience. If there is a problem with the schedule, or you have questions, please do not hesitate to call me at school (618) 439-3103, Ext. 103.

internship will begin on September 6<sup>th</sup> and end on December 15<sup>th</sup>. He will arrive at the station at 7:30 a.m. and will need to leave at 11:00. He will be required to maintain a timesheet provided by me. He will be responsible for keeping track of his time and also to get a signature from his mentor. I will also send an evaluation two to three times during the internship. I have attached a calendar identifying the days he will be at the station.

Again, I would like to thank you for this wonderful opportunity and for your expertise. If you have any problems or have any questions please don't hesitate to contact me. I have attached my business card.

Sincerely,

Sandy Blackman  
School-To-Work Coordinator

Attachment

# WSIL-TV3

## Internship Information Sheet

Date: 6/2/06

Name: \_\_\_\_\_

Address: CARBONDALE, IL

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: SIUE

Major/Degree Studying: RADIO/TELEVISION

Graduation Date: DEC-07

Degree: RADIO/TELEVISION

What department of internship?

News ☒ Eng \_\_\_\_\_

Sports ☒ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: Mo 11-6, Tu 2-10, ~~Wed~~ Fri 11-6

Beginning and End date of internship: 6/2-8/4

Total # of hours: 150

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mom/Dad

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

# WSIL-TV3

## Internship Information Sheet

Date: 6/4/07

Name: \_\_\_\_\_

Address: Herrin IL 62948

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: McKendree College

Major/Degree Studying: Marketing and Communications

Graduation Date: May 2010

Degree: Bachelor

What department of internship?

News ☒ Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod ☒

Wx \_\_\_\_\_ Sales ☒

Scheduled days and time of internship: Monday, Wednesday, & Friday ~ 5 hrs. each day

Beginning and End date of internship: 6/4/07 to 8/07

Total # of hours: 15 hrs. per week, 150 total

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



WSIL-TV3  
Internship Information Sheet

Date: 11-8-07

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Nashville TN  
                  62263

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec. \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Bend Lake College

Major/Degree Studying: Public Relations / Communication

Graduation Date: 2009

Degree: Public Relations / Communication

What department of internship?

News ✓ Eng \_\_\_\_\_

Sports ✓ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales ✓

Scheduled days and time of internship: \_\_\_\_\_

Beginning and End date of internship: 11/12/07 - 5/19/08

Total # of hours: 160

**Emergency Information**

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



# REND LAKE COLLEGE

468 N. Ken Gray Pkwy. • Ina, Illinois 62846  
(618) 437-5321, Ext. 1352 • Fax (618) 437-5403  
www.rlc.il.us

## TRAINING AGREEMENT

### Cooperative Education / Internship Program

Major ART - COMMUNICATIONS

Course COOP 1101 Section # 11

#### STUDENT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City Nashville Zip 62263

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_

#### CO-OP EMPLOYER INFORMATION

Company WSIL Channel 3 Phone (618) 985-2311

Address \_\_\_\_\_  
Street 446 Country Ave NE City Atlanta GA Zip 30318

Supervisor's Name Mr. Smoller Title News Director

Student Job Title Reporter Hours Required \_\_\_\_\_

Training Period From 11/12/07 To 5/9/08 Beginning Wage \_\_\_\_\_ Per \_\_\_\_\_

#### It is advisable for all parties concerned to read and agree to the following responsibilities:

**THE CO-OP STUDENT AGREES TO:** perform all assigned duties to the best of his/her ability; satisfactorily meet all requirements of the employer, his/her academic department and the Office of Cooperative Education; abide by the rules, regulations and policies of the employer and the College; pay all applicable college fees while on assignment. Should he/she unjustifiably fail to meet these requirements, he/she may be withdrawn from the cooperative assignment and forfeit any academic credit provided for through participation in the Cooperative Education Program.

Parent Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE CO-OP EMPLOYER AGREES TO:** coordinate the student's duties so that his/her work will be closely related to the student's academic degree program and/or career objectives; provide supervision of the student; evaluate the student's performance at the end of the work assignment utilizing forms provided by the College; provide the student the same consideration of health, safety and working conditions accorded other employees and provide adequate protection for the student/employee through worker's compensation and/or liability insurance as required by law; offer an employment process that does not discriminate on the basis of race, color, national origin, gender or handicap.

\_\_\_\_\_  
Employer Signature Date 11-8-07

**THE CO-OP COORDINATOR AGREES TO:** maintain communication with the employer and the student in an effort to answer questions, resolve potential problems and otherwise endeavor to make the cooperative education experience as productive and rewarding as possible for both the employer and the student.

\_\_\_\_\_  
Co-op Coordinator Signature

# WSIL-TV3

## Internship Information Sheet

Date: 07/02/07

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Canterville IL 62918

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Southwestern Ill Univ.

Major/Degree Studying: Electronics Systems Tech

Graduation Date: Dec 2007

Degree: EST

What department of internship?

News \_\_\_\_\_ Eng ✓

Sports \_\_\_\_\_ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: Mon - Fri

Beginning and End date of internship: 7-2-07 - 8-17-07

Total # of hours: 150

### Emergency Information

Name: \_\_\_\_\_

Relationship: Wife

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Internship Agreement for EST 319

This course provides the opportunity for students to earn credit for career related work experience with a University approved organization. See the internship guidelines for further information. The student must supply all information requested and return one copy to the internship coordinator.

Course: EST 319 Term: Summer 07 Credit Hours: 3

Student Name: \_\_\_\_\_ I. D.  
Number: \_\_\_\_\_

Local Street Address: \_\_\_\_\_ Telephone 889-6076  
Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cooperating Organization: WSIL-TV Work  
Supervisor: PATRICK VICTORIA JR.

Organization Street Address: 1416 BONDY AVE DR. Title: CHIEF ENGINEER

City: CARLETON State: IL Zip: 62918 Telephone Number: 618-985-2333

Job Title: ENGINEERING

Period of Work From: July To: Aug

Number of Hours Per Week: 40

Brief Description of Duties: Engineering / m/c /

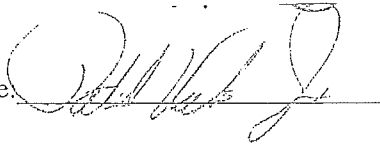
\_\_\_\_\_  
\_\_\_\_\_

The student and the work supervisor agree to comply with all stipulations of Guidelines.

Student Signature:

Date: 09/02/09

Supervisor Signature:



Date: 2 July -07

Internship Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Employer's Evaluation of Internship Student

Cooperating Organization: WSIL-TV Work Supervisor: Patrick Victoria Jr.  
Organization Street Address: 1416 Country Aire Dr. Title: Chief Engineer  
City: Carterville State: IL Zip: 62918 Telephone Number: 618-985-2333

Student: \_\_\_\_\_

Period of Work From: July 2, 2007 To: July 30, 2007

This report has been discussed with the student: ☒ Yes ☐ No

Please ignore any questions you think are inappropriate. Information as revealed below will assist the College of Applied Sciences and Arts in its counseling of the student.

1. Please indicate the responsibilities and duties assigned to the Student-Employee, and comment on how well they were performed. Use the back of this form if needed.

Duties Assigned	How Well Performed
1 Master Control operation	EXCELLENT
2 Dubbing and Sever Inputting	EXCELLENT
3. Operational Maintance	EXCELLENT
4.	
5.	

2. The immediate supervisor will please evaluate the student objectively, comparing him with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

Item	Needs Attention	Does Well	Outstanding
Uses equipment/tools skillfully	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Job knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Follows instructions	<input type="checkbox"/>	<input type="checkbox"/>	X
Accuracy, effectiveness, completeness	<input type="checkbox"/>	<input type="checkbox"/>	X
Gets work done on time	<input type="checkbox"/>	<input type="checkbox"/>	X
Quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	X
Interest in job	<input type="checkbox"/>	<input type="checkbox"/>	X
Relations with supervisors	<input type="checkbox"/>	<input type="checkbox"/>	X
Relations with public	<input type="checkbox"/>	<input type="checkbox"/>	X
Cooperates with fellow employees	<input type="checkbox"/>	<input type="checkbox"/>	X
Initiative and self-reliance	<input type="checkbox"/>	<input type="checkbox"/>	X
Suitable appearance	<input type="checkbox"/>	<input type="checkbox"/>	X
Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	X
Ability to learn	<input type="checkbox"/>	<input type="checkbox"/>	X
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	X

Comments: WAS A EXCELLENT INTERN  
EASY TO WORK WITH AND QUICK  
LEARNER

Robert Venter J  
Chief Engineer WASH-TO.

WSIL-TV3  
Internship Information Sheet

Date: June 10, 2006

Name: \_\_\_\_\_

Address: Pinckneyville, IL, 62274

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Pinckneyville High School

Major/Degree Studying: Media Broadcasting

Graduation Date: \_\_\_\_\_

Degree: \_\_\_\_\_

What department of internship?

News X Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: Monday & Wed 12-8pm

Beginning and End date of internship: MAY 19- Aug 6, 2006

Total # of hours: 3 Credit Hours

**Emergency Information**

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



# PINCKNEYVILLE COMMUNITY HIGH SCHOOL

## DISTRICT No. 101 GUIDANCE DEPARTMENT

600 East Water Street  
Pinckneyville, IL 62274

Phone: (618) 357-5013  
Fax: (618) 357-6045

~ Striving for Excellence ~

Brent Kreid, Superintendent  
Roxie Palmer, Counselor  
Extension #109

[www.pchspanthers.com](http://www.pchspanthers.com)

Jonathan D. Green, Principal  
Eric Kirkpatrick, Counselor  
Extension #108

January 9, 2008

Mike Snuffer  
News Director  
WSIL-TV  
Carterville, IL 62918



Dear Mr. Snuffer:

Per our conversation regarding an internship for \_\_\_\_\_, junior at PCHS, we have determined her hours of internship. \_\_\_\_\_ along with her parents and Cheerleading coach, are very excited about this opportunity.

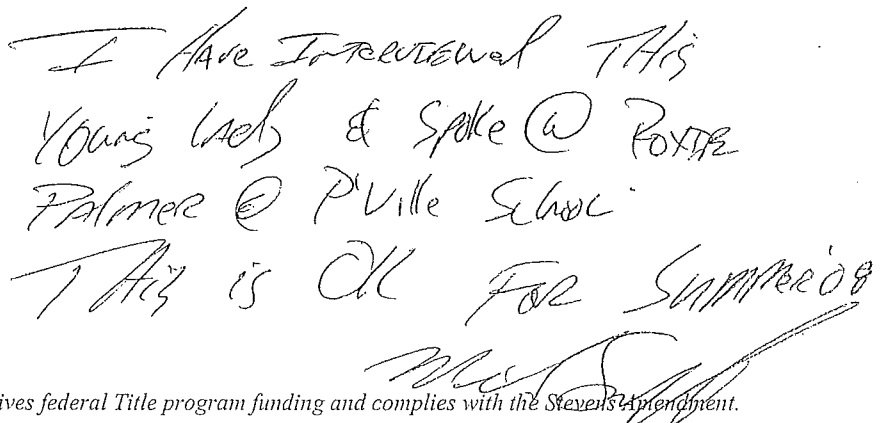
\_\_\_\_\_ would like to be at the station or out on assignment on Monday and Wednesday from 12:00-8:00 p.m. She will be available as late as 10:30 p.m. She and her parents agree that going out on assignments will be part of her career; thus, they agree that she can participate in that part of the training.

She would like to start May 19, 2008- the first week of August. Our school starts the second week of August. \_\_\_\_\_ will be given 3 credits for this internship.

Thank you for working with \_\_\_\_\_ and PCHS. I truly believe she will be awesome.

Sincerely,

Roxie Palmer, Counselor  
\_\_\_\_\_, Student



# WSIL-TV3

## Internship Information Sheet

Date: 7-2-07

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: SIUC

Major/Degree Studying: Advertising / IMC

Graduation Date: May 08

Degree: Journalism

What department of internship?

News \_\_\_\_\_ Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod ☒

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: ~~00000000~~ M-F

Beginning and End date of internship: ~~7/25~~ 7-25-07

Total # of hours: 40

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

# WSIL-TV3

## Internship Information Sheet

Date: 1-16-08

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Shawnee Community College

Major/Degree Studying: General

Graduation Date: 05-08

Degree: Associate of Arts

What department of internship?

News X Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: Monday and Wednesday 9:00 am.

Beginning and End date of internship: 1-21-08 - 05-08

Total # of hours: 32

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



8364 Shawnee College Road • Ullin, Illinois 62992

**VOLUNTEER SITE AGREEMENT FOR  
SHAWNEE COMMUNITY COLLEGE  
VOLUNTEER SERVICES (VOL 201)**

WSIL-TV  
SITE NAME

STUDENT NAME

ADDRESS

SOCIAL SECURITY NO.

Carleville IL 62918  
CITY/STATE/ZIP

PHONE NO.

Mike Smelter  
SUPERVISOR'S NAME

News Director  
TITLE

**The above site/individual will allow the student named above to complete 32 hours  
Of volunteer service with this organization to fulfill class requirements for VOL 201.**

**THE STUDENT AGREES:**

1. To be regular in his/her work schedule.
2. To carry out all work assignments promptly and to the best of his/her ability.
3. To accept constructive criticism.
4. To obey all site rules and regulations.
5. To strive diligently to improve his/her performance both in school and on the job.
6. The 32 hours cannot conflict with any other internship or clinical hours for which a student is already enrolled.

**THE SITE AGREES:**

1. To provide a minimum of 32 hours of uncompensated community experience for the volunteer student.
2. To provide adequate supervision and practical on-site experience for the volunteer student.

Mike Smelter 1-16-08  
SUPERVISOR SIGNATURE DATE

STUDENT SIGNATURE

Total hours needed 50 Hours worked to date 10/10 Hours remaining to date 40

SHAWNEE COMMUNITY COLLEGE  
VOLUNTEER SERVICES

STUDENT \_\_\_\_\_

PLACEMENT TITLE News Intern

SOCIAL SECURITY NO. \_\_\_\_\_

SITE WSIL TV-3

WEEK OF 1-21-08 TO 1-23-08

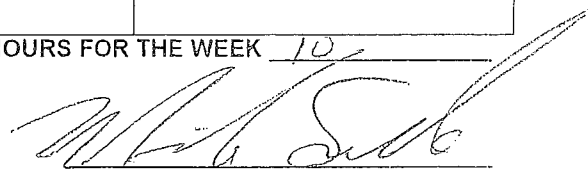
SEMESTER \_\_\_\_\_

DAY	JOB PERFORMED	HOURS ON THE JOB	TOTAL HOURS PER DAY
MON.		FROM <u>9:00 AM</u>	
	<u>1-21-08</u>	TO <u>2:00 pm</u>	<u>5</u>
TUES.		FROM _____	
		TO _____	
WED.		FROM <u>9:00 AM</u>	
	<u>1-23-08</u>	TO <u>2:00 PM</u>	<u>5</u>
THURS.		FROM _____	
		TO _____	
FRI.		FROM _____	
		TO _____	
SAT.		FROM _____	
		TO _____	
SUN.		FROM _____	
		TO _____	

TOTAL HOURS FOR THE WEEK 10

\*Lunch hours and breaks cannot be documented as working hours.

STUDENT'S SIGNATURE \_\_\_\_\_

  
SITE/SUPERVISOR'S SIGNATURE

DATE \_\_\_\_\_

3-5-08  
DATE

Total hours needed 50 Hours worked to date 20 Hours remaining to date 30

SHAWNEE COMMUNITY COLLEGE  
VOLUNTEER SERVICES

STUDENT \_\_\_\_\_

PLACEMENT TITLE News Interview

SOCIAL SECURITY NO. \_\_\_\_\_

SITE WSTL TV-3

WEEK OF 1-28-08 TO 1-30-08

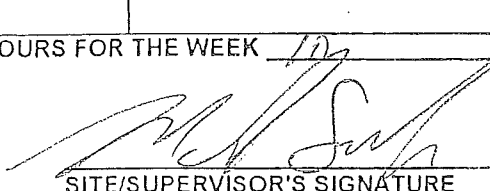
SEMESTER \_\_\_\_\_

DAY	JOB PERFORMED	HOURS ON THE JOB	TOTAL HOURS PER DAY
MON.		FROM <u>9:00 AM</u> TO <u>2:00 PM</u>	<u>5</u>
TUES.		FROM _____ TO _____	
WED.		FROM <u>9:00</u> TO <u>2:00 PM</u>	<u>5</u>
THURS.		FROM _____ TO _____	
FRI.		FROM _____ TO _____	
SAT.		FROM _____ TO _____	
SUN.		FROM _____ TO _____	

TOTAL HOURS FOR THE WEEK 10

\*Lunch hours and breaks cannot be documented as working hours.

STUDENT'S SIGNATURE \_\_\_\_\_

  
SITE/SUPERVISOR'S SIGNATURE

DATE \_\_\_\_\_

3-5-08  
DATE

Total hours needed 50 Hours worked to date 10 Hours remaining to date 20

SHAWNEE COMMUNITY COLLEGE  
VOLUNTEER SERVICES

STUDENT \_\_\_\_\_

PLACEMENT TITLE News Intern

SOCIAL SECURITY NO. \_\_\_\_\_

SITE WSIZ TV-3

WEEK OF 2-4-08 TO 2-6-08

SEMESTER \_\_\_\_\_

DAY	JOB PERFORMED	HOURS ON THE JOB	TOTAL HOURS PER DAY
MON.		FROM <u>9:00 AM</u> TO <u>2:00 PM</u>	5
TUES.		FROM _____ TO _____	
WED.		FROM <u>9:00 AM</u> TO <u>2:00 PM</u>	5
THURS.		FROM _____ TO _____	
FRI.		FROM _____ TO _____	
SAT.		FROM _____ TO _____	
SUN.		FROM _____ TO _____	

TOTAL HOURS FOR THE WEEK 10

\*Lunch hours and breaks cannot be documented as working hours.

STUDENT'S SIGNATURE \_\_\_\_\_

[Signature]  
SITE/SUPERVISOR'S SIGNATURE

DATE \_\_\_\_\_

3-5-08  
DATE

Total hours needed 50 Hours worked to date 20 Hours remaining to date 30

SHAWNEE COMMUNITY COLLEGE  
VOLUNTEER SERVICES

STUDENT \_\_\_\_\_

PLACEMENT TITLE News Intern

SOCIAL SECURITY NO. \_\_\_\_\_

SITE WSIZ TV-3

WEEK OF 2-11-08 TO 2-13-08

SEMESTER \_\_\_\_\_

DAY	JOB PERFORMED	HOURS ON THE JOB	TOTAL HOURS PER DAY
MON.		FROM <u>9:00 AM</u> TO <u>2:00 PM</u>	<u>5</u>
TUES.		FROM _____ TO _____	
WED.		FROM <u>9:00 AM</u> TO <u>2:00 PM</u>	<u>5</u>
THURS.		FROM _____ TO _____	
<del>MON.</del> Mon 2-18-08		FROM <u>9:00 AM</u> TO <u>2:00 PM</u>	<u>5</u>
<del>WED.</del> Wed 2-20-08		FROM <u>9:00 AM</u> TO <u>2:00 PM</u>	<u>5</u>
SUN.		FROM _____ TO _____	

TOTAL HOURS FOR THE WEEK 10

\*Lunch hours and breaks cannot be documented as working hours.

STUDENT'S SIGNATURE \_\_\_\_\_

SITE/SUPERVISOR'S SIGNATURE [Signature]

DATE \_\_\_\_\_

DATE 3-5-08



## WSIL-TV3

### Internship Information Sheet

Date: 2/8/08

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Del 62901

Carbondale,

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Southern Illinois University

Major/Degree Studying: Radio / TV

Graduation Date: May 2009

Degree: Bachelor in Radio / TV

What department of internship?

News ☒ Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: \_\_\_\_\_

Tuesday

Beginning and End date of internship: \_\_\_\_\_

02/08 - 5/08

Total # of hours: 156

#### Emergency Information

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mother

~~Home~~  
Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

# WSIL-TV3

## Internship Information Sheet

Date: 5/27/08

Name: \_\_\_\_\_

Address: Vernon IL 62994

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: John A. Logan

Major/Degree Studying: Graphic Design

Graduation Date: Spring '09

Degree: Associates in Computer Science

What department of internship?

News \_\_\_\_\_ Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod ☒

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: T, Th 8am

Beginning and End date of internship: 5-27-08-

Total # of hours: 240

### Emergency Information

Name: \_\_\_\_\_

Relationship: MOTHER

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

JOHN A. LOGAN COLLEGE  
ATI 200  
APPLIED TECHNOLOGIES INTERNSHIP

TRAINING AGREEMENT

THIS TRAINING AGREEMENT is to (1) define clearly the conditions and schedule of training whereby WSR TV.3/ is to receive training in

Production / Graphic Design for Summer 08 semester/year and

(2) serve as a guide to the cooperating parties: the WSR TV.3/ Randi Mann  
(EMPLOYER)

and JOHN A. LOGAN COLLEGE, in providing the student with opportunities for

education and training in the basic skills of the occupation and the technical information related to it. In order that a systematic plan which provides for well-rounded training can be followed, a schedule of work experiences and a course of study paralleling it have been worked out and agreed upon by the employer and representative of the College.

# WSIL-TV3

## Internship Information Sheet

Date: 6/9/08

Name: \_\_\_\_\_

Address: De Soto, IL 62924

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Houghton College

Major/Degree Studying: Communication

Graduation Date: May 2009

Degree: BA

What department of internship?

News X Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod X maybe more

Wx \_\_\_\_\_ Sales X

Scheduled days and time of internship: MWF 8-3

Beginning and End date of internship: 5/28-8/22(?)

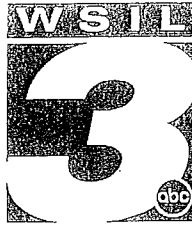
Total # of hours: 273(?)

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: N/A Cell Phone: \_\_\_\_\_



Pre-Employment Application  
An Equal Opportunity Employer

Date: 3/28/08

Name (Last Name First) \_\_\_\_\_

Address De Solo, IL 62924

Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

What Position are you applying for? Summer internship

What office machines/equipment can you operate?  
computer (basic skills)

Are you 18 years or older? Yes X No \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Days & Hours available to work:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<del>8-4:30</del> afternoon	any	any	any	any	any	any

**Military Service Record**

Armed Service: Yes \_\_\_\_\_ No \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Present Membership in National Guard or

Reserves \_\_\_\_\_

-Application continues on other side of page-

WSIL-TV3

## Internship Information Sheet

Date: 06/30/08

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Murphysboro, IL 62966

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Murphysboro High School

Major/Degree Studying: General

Graduation Date: anticipated May 22, 2009

Degree: General

What department of internship?

News ☒ Eng \_\_\_\_\_

Sports \_\_\_\_\_ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales ☒

Scheduled days and time of internship: \_\_\_\_\_

Beginning and End date of internship: \_\_\_\_\_

Total # of hours: \_\_\_\_\_

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mom

~~Work~~ Phone: \_\_\_\_\_ \*Cell Phone: \_\_\_\_\_

Home \_\_\_\_\_

## INTERNSHIP REQUEST

1. Application must be turned in to Guidance by JULY 1<sup>ST</sup>.
2. Attendance, grades – discipline problems will be considered
3. 1<sup>st</sup> or 4<sup>th</sup> period only – unless special approval is granted
4. 18 weeks only – unless special approval is granted
5. CANNOT WORK FOR A RELATIVE
6. Internship will have a connection with your career choice
7. Will receive a Pass or Fail Grade (S or U)
8. NO PE WAIVER
9. Worksite – Cannot Be Paid
10. Must be approved by the principal
11. Internship may be revoked at anytime by administration

DATE: 06/20/08

STUDENTS NAME: \_\_\_\_\_

ID#

91360

CAREER CHOICE

Broadcasting

WHY DO YOU WANT AN

INTERNSHIP:

I would really like to have the opportunity to intern because it will help me gain more knowledge on the career field of my choice. By going during school hours it would ensure that I always attended my internship and I will really benefit from the experience.

PRIOR CONTACT, IF ANY, WITH PROPOSED SITE OR BUSINESS (DESCRIBE):

No prior contact.

NAME OF BUSINESS:

News Channel 3

BUSINESS ADDRESS:

1416 Country Aire Drive Carlisle IL 62628

BUSINESS PHONE:

618-985-2333

BUSINESS CONTACT PERSON:

Mike Snuffer

IF KNOWN, WHAT PERIOD (1<sup>st</sup> or 4<sup>th</sup>) DURING THE DAY WOULD YOU WANT TO HAVE  
INTERNSHIP SCHEDULED? PLEASE LIST PERIOD \_\_\_\_\_ TERM \_\_\_\_\_

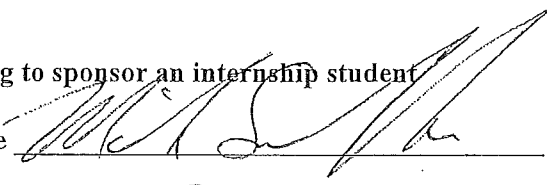
Murphysboro High School  
William R. Boudet  
50 Blackwood Drive  
Murphysboro, IL 62966  
618-687-2336

To Whom It May Concern:

Thank you for considering sponsoring and internship student from Murphysboro High School. The internship program is designed to acquaint the student with employment experienced in an area they have shown an interest. Most internships run for two terms (16 weeks). The student will be at the designated internship for one period (approximately 60 minutes) per day. Both the student and sponsor have certain responsibilities, which are outlined in the internship agreement. Again, Thank you for considering being involved in this learning experience.

Sincerely,

William R. Boudet

☒ Yes, I am willing to sponsor an internship student  
Signature   
Business WSTL TV-3

☐ No, I am not interested at this time.



Community Unit School District #186  
Murphysboro High School  
Internship Agreement

The purpose of this agreement is to define the responsibilities of those cooperating parties involved in the internship of a student. The student, while in the process of the internship, will have the status of a noncompetitive, worker, displacing a regular worker now employed nor substituting for a worker by the internship agency. This agreement shall remain in effect for the entire school semester or until such time that the pupil is no longer at this job site.

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Soc. Sec. Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Home Address \_\_\_\_\_

Internship WSIL TV-3 Phone Number \_\_\_\_\_

Internship Address 1416 Country Aire Drive Carterville IL 62918

Internship Sponsor WSIL / Mike Snuffer NewMedia Phone Number 618 985-2333

Schedule Hours During School Days \_\_\_\_\_ Starting Date \_\_\_\_\_

**Sponsor Responsibilities:**

1. Provide a suitable workplace, supervision and work experience for the student.
2. Provide the student the same consideration concerning safety, health, security and general work conditions as any employee in the firm.
3. Obey all applicable Local, State and Federal laws.
4. Intern the student for at least one hour each day.
5. Not discriminate in internship opportunities based on race, religion, color, sex, national origin or handicap.
6. Notify the teacher-coordinator if difficulties arise, changes are necessary or if termination of the internship seems likely.
7. Complete regularly scheduled reports and evaluations and to meet with the school coordinator in order to help assure maximum internship effectiveness.
8. Provide the student an opportunity for a variety of intern experiences.

**District Responsibilities**

1. Regularly contact the employer concerning the student's work performance and will coordinate services to help assure maximum training effectiveness.
2. Endeavor to adjust all complaints with the cooperation of all parties concerned, and will have the authority to transfer or withdraw the student.

**Student Responsibilities**

1. Follow regulations established by the sponsor and the District Coordinator.
2. Be punctual and dependable.
3. Notify the sponsor if work has to be missed.

**Parent Responsibilities**

1. Encourage the student to effectively carry out duties and responsibilities.
2. Share the responsibility for the conduct of the student while in the internship.
3. Contact the District Coordinator in regard to the student's experiences or performance during the internship.

Student's Name \_\_\_\_\_ Parent's Name \_\_\_\_\_

District Coordinator \_\_\_\_\_ Internship Sponsor WSIL TV / Mike Snuffer

TO: Parents of students in the Murphysboro High School Internship Program

FROM: Mr. Bill Boudet, Internship Coordinator

SUBJECT: Student Transportation and Insurance Coverage

Students driving their cars to school in connection with the internship program are to be advised that the student's or parent's insurance policy coverage is **primary** in case of an accident

I give approval for \_\_\_\_\_

To drive a car to and from WSIL

in order to participate in the Murphysboro High School Internship Program.

Parent or Guardian Signature

\_\_\_\_\_  
Date 06/30/08

# WSIL-TV3

## Internship Information Sheet

Date: 6/23/08

Name: \_\_\_\_\_

Address: Carbondale, IL 62901

Phone: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Soc. Sec.: \_\_\_\_\_

Drivers Lic.: \_\_\_\_\_

High School/College/University: Southern Illinois University

Major/Degree Studying: Radio/Television

Graduation Date: Spring 2010

Degree: \_\_\_\_\_

What department of internship?

News \_\_\_\_\_ Eng \_\_\_\_\_

Sports ✓ Prod \_\_\_\_\_

Wx \_\_\_\_\_ Sales \_\_\_\_\_

Scheduled days and time of internship: Mon-Wed. 3pm-10:30 pm

Beginning and End date of internship: June 2 - July 23

Total # of hours: 160

### Emergency Information

Name: \_\_\_\_\_

Relationship: Mother

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

