

EXHIBIT 26



WKRN-TV/DT NASHVILLE WKRN.COM

Date: 11-1-08

Dear Sir or Madam:

Young Broadcasting of Nashville, Licensee of Station WKRN-TV, Nashville, Tennessee, requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our company.

Account Executive

WKRN-TV, the ABC affiliate for Nashville, TN, is seeking a highly motivated Account Executive with a minimum of one to three years of advertising sales experience to grow an existing account base as well as develop new business.

Successful candidates should have strong presentation skills along with a proven ability to exceed revenue goals while developing local relationships.

Candidates meeting these requirements should forward their cover letter and resume to:

WKRN-TV, Attn. General Sales Manager
441 Murfreesboro Road
Nashville, TN 37210

You may also fax your information to 615-244-2117 or email to swatt@wkrn.com.

Young Broadcasting, WKRN-TV is an equal opportunity employer and does not discriminate in the hiring, training or promotion of employees because of race, color, religion, sex, or national origin. We are engaged in a continuing effort to seek out prospective applicants for employment with our company. We earnestly solicit your assistance in obtaining employees and request you refer prospective applicants to us at the address below.

Sincerely

Sandy Osborne
Business Manager
WKRN-TV

SO/r

441 Murfreesboro Road, Nashville, TN 37210
Main office: 615-369-7222

WIKRIN

INTERVIEWEE INFORMATION

JOB TITLE OF VACANCY: ACCOUNT EXECUTIVE

JOB NUMBER: _____

INTERVIEW #	INTERVIEWEE'S NAME	REFERRAL SOURCE	INTERVIEW #	INTERVIEWEE'S NAME	REFERRAL SOURCE
1	LUKE HARDAKE	SPOTS N DOTS	13	MURPHY ROBINSON	SPOTS N DOTS
2	DANIEL NEYRON	WEBSITE	14	TOMMY BROWNE	SPOTS N DOTS
3	AMANDA KENZER	WEBSITE	15	MAZE BRUCE	WEBSITE
4	LAURA SERRANO	SPOTS N DOTS	16	LESA McCULLY	WEBSITE
5	STEPHANIE LAROSA	WEBSITE	17	SUSAN DEWON	SPOTS N DOTS
6	CAROLYN MOOTS	WEBSITE			
7	LEANNA CHASE	WEBSITE			
8	COLETTE HANEN	SPOTS N DOTS			
9	AMY KOZAR	SPOTS N DOTS			
10	DAN JHUNSON	TN JOBLETS			
11	GREG PALLARD	WEBSITE			
12	WENDY THUNDER	WEBSITE			

USE ADDITIONAL PAGES AS NEEDED. DO NOT PUT IN PUBLIC FILE.

FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Account Executive

**Recruitment Source That
Referred the Hiree: Spots and Dots**

Date Vacancy Opened: 11/01/08

**Total Number of Persons
Interviewed for the
Vacancy: 17**

Date Vacancy Filled: 12/05/08

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number Email address	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
WKRN-Web Site		Sandra Osborne	www.wktn.com	9	No
NATAS Web Site			www.emmyonline.com		Yes
NAACP	1308 Jefferson Street Nashville, TN 37208	Rev. Ronnie Whitney	615-329-4366		Yes
Tenn. State Univ.	3500 John Merritt Blvd Nashville, TN 37209	Lucy Tucker	615-963-7534		Yes
Fisk University	18 th . Avenue North Nashville, TN 37208	Peter Woolfook	615-329-8711		Yes
Trevecca University	333 Murfreesboro Rd. Nashville, TN 37210	David Deese	615-24-81515		Yes
Belmont University	1900 Belmont Blvd. Nashville, TN 37212	Charlsie Matthews	615-460-5527		Yes

Nossi College of Art	907 Rivergate Parkway Goodlettsville, TN 37072	Sharon McGinnis	jobplacement@nossi.com			No	
Middle Tenn. Career Center	621 Mainstream Drive Suite 210 Nashville, TN	Guin Tyus	615-862-8910			Yes	
YWCA	1608 Woodmont Blvd. Nashville, TN	Andrea Collins	615-385-9754			No	
Nashville Urban League	1219 9 th . Avenue North Nashville, TN 37208	Linda Lynn	615-254-0636			Yes	
National Assoc. of Broadcasters	1771 North St. N.W. Washington, D.C. 20036	Karen Hunter	careercenter@nab.org			No	
Depart. Of Employment Security	500 James Robertson Pky. Volunteer Plaza 11 th . Floor Nashville, TN 37245	Lynn Strong	615-741-6106			Yes	
Vanderbilt University	110 Alumni Hall Nashville, TN 37240	Beth Brown	615-343-6865			Yes	
AWRT	WZTV, 631 Mainstream Dr. Nashville, TN 37228	Elizabeth Stevens	estevens@fox17.com			No	
Middle Tenn State Univ.	P.O. Box 51 Murfreesboro, TN 37132	Karen Austin	615-898-5682			Yes	

Young Broadcasting Stations				Group Notification		No
Frank Magid & Assoc.	1 Research Circle Marion, Iowa 52302	Karen Evans	319-377-7345			No
Employee Referral			Employee Referral			No
Spots & Dots	Spots & Dots 167 Oakdale Road Johnson City, NY	Alice Riehl	alice@spotsndots.com	7		yes
TV Technology Ind. Jobs	5827 Columbia Pike 3 rd Floor Falls Church, VA 22041	Caroline Freeland	Business Referral			No
TN Job List			nashvillejoblist.com	1		Yes
Craig's List			craigslist.com			No
Society of Broadcast Eng	Atlanta, GA	Career Services	sbe.org/career_jobsonline.php			No
Broadcast Engineering		Susan Schaefer	susan.schaefer@penton.com			Yes
Broadcast Employment Services/TV Jobs.com	P.O. Box 4116 Oceanside, CA		tvjobs.com			No
WKRN – Internal Posting			WKRN – Internal Posting			No
Industry Referral						No

EXHIBIT 27



WKRN-TV/DT NASHVILLE WKRN.COM

Date: 12/31/08

Dear Sir or Madam:

Young Broadcasting of Nashville, Licensee of Station WKRN-TV, Nashville, Tennessee, requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our company.

Account Executive

WKRN-TV, the ABC affiliate for Nashville, TN, is seeking a highly motivated Account Executive with a minimum of one to three years of advertising sales experience to grow an existing account base as well as develop new business.

Successful candidates should have strong presentation skills along with a proven ability to exceed revenue goals while developing local relationships.

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441 Murfreesboro Road
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You may also fax your information to 615-244-2117 or email to swatt@wkrn.com.

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Sincerely

Sandy Osborne
Business Manager
WKRN-TV

SO/r

441 Murfreesboro Road, Nashville, TN 37210
Main office: 615-369-7222

Sandra Osborne

From: Sandra Osborne
Sent: Tuesday, January 06, 2009 11:45 AM
To: AWRT; Broadcast & Cable-Jon Kemp (Jon.Kemp@reedbusiness.com); 'Cindy Ward'; 'Connie Scott'; 'Heather Tanny'; 'Katie Kester'; 'Lewis Snyder'; 'Lisa Blankers'; 'Melissa Feldman'; Natl Assoc of Broadcasters; Nossi College; 'Sandra Campeaux'; Spots & Dots; willial morriss agency
Subject: Job Opening Account Exec. Please post
Attachments: Letterhead job opening Account Exec 1-06-09.doc

Tracking:	Recipient	Delivery	Read
	AWRT		
	Broadcast & Cable-Jon Kemp (Jon.Kemp@reedbusiness.com)		
	'Cindy Ward'		
	'Connie Scott'		
	'Heather Tanny'		Read: 1/6/2009 11:44 AM
	'Katie Kester'		
	'Lewis Snyder'		Read: 1/6/2009 12:02 PM
	'Lisa Blankers'		
	'Melissa Feldman'		Read: 1/6/2009 11:55 AM
	Natl Assoc of Broadcasters		
	Nossi College		
	'Sandra Campeaux'		
	Spots & Dots		
	willial morriss agency		
	Sandra Campeaux	Failed: 1/6/2009 11:40 AM	

Please Post

Sandy Osborne
Business Manager
WKRN - News2
441 Murfreesboro Rd.
Nashville, TN 37210
Ph: 615-369-7343
Ex: 615-369-7302

FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Account Executive

Recruitment Source That Referred the Hiree: Wkrm web

Date Vacancy Opened: 12/31/08

Total Number of Persons Interviewed for the

Date Vacancy Filled: 01/12/09

Vacancy: 7

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number Email address	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
WKRN-Web Site		Sandra Osborne	www.wkrm.com	6	No
NATAS Web Site			www.emmyonline.com		Yes
NAAACP	1308 Jefferson Street Nashville, TN 37208	Rev. Ronnie Whitney	615-329-4366		Yes
Tenn. State Univ.	3500 John Merritt Blvd Nashville, TN 37209	Lucy Tucker	615-963-7534		Yes
Fisk University	18 th . Avenue North Nashville, TN 37208	Peter Woolfook	615-329-8711		Yes
Trevecca University	333 Murfreesboro Rd. Nashville, TN 37210	David Deese	615-24-81515		Yes
Belmont University	1900 Belmont Blvd. Nashville, TN 37212	Charlise Matthews	615-460-5527		Yes

Nossi College of Art	907 Rivergate Parkway Goodlettsville, TN 37072	Sharon McGinnis	jobplacement@nossi.com	No
Middle Tenn. Career Center	621 Mainstream Drive Suite 210 Nashville, TN	Guin Tyus	615-862-8910	Yes
YWCA	1608 Woodmont Blvd. Nashville, TN	Andrea Collins	615-385-9754	No
Nashville Urban League	1219 9 th . Avenue North Nashville, TN 37208	Linda Lynn	615-254-0636	Yes
National Assoc. of Broadcasters	1771 North St. N.W. Washington, D.C. 20036	Karen Hunter	careercenter@nab.org	No
Depart. Of Employment Security	500 James Robertson Pky. Volunteer Plaza 11 th . Floor Nashville, TN 37245	Lynn Strong	615-741-6106	Yes
Vanderbilt University	110 Alumni Hall Nashville, TN 37240	Beth Brown	615-343-6865	Yes
AWRT	WZTV, 631 Mainstream Dr. Nashville, TN 37228	Elizabeth Stevens	estevens@fox17.com	No
Middle Tenn State Univ.	P. O. Box 51 Murfreesboro, TN 37132	Karen Austin	615-898-5682	Yes
Young Broadcasting Stations			Group Notification	No

Frank Magrid & Assoc.	1 Research Circle Marion, Iowa 52302	Karen Evans	319-377-7345	No
Employee Referral			Employee Referral	No
Spots & Dots	Spots & Dots 167 Oakdale Road Johnson City, NY	Alice Riehl	alice@spotndots.com	yes
TV Technology Ind. Jobs	5827 Columbia Pike 3 rd Floor Falls Church, VA 22041	Caroline Freeland	Business Referral	No
TN Job List			nashvillejoblist.com	1 Yes
Craig's List			Craigslst.com	No
Society of Broadcast Eng	Atlanta, GA	Career Services	sbe.org/career_jobsonline.php	No
Broadcast Engineering		Susan Schaefer	susan.schaefer@penton.com	Yes
Broadcast Employment Services/TV Jobs.com	P.O. Box 4116 Oceanside, CA		tvjobs.com	No
WKRN – Internal Posting			WKRN – Internal Posting	No
Industry Referral				No

TO: EEO ADMINISTRATOR

WKRN

FROM: STEVE WATT

DATE: 1/12/09

EEO INTERVIEW COMPLIANCE CHECKLIST

JOB TITLE: ACCOUNT EXECUTIVE

EMPLOYEE REPLACED: PAM CHERRY

DEPARTMENT: SALES

DATE OF OPENING: 12/31/09

JOB NUMBER: _____

1. INTERVIEWS FOR THIS POSITION WERE CONDUCTED AND A LIST OF ALL PERSONS INTERVIEW IS ATTACHED.

2. THE SUCCESSFUL APPLICANT IS LESA DENNEY HUSTED. HE/SHE WAS REFERRED BY: INQUIRY CALL. HE/SHE WAS INTERVIEWED ON THE FOLLOWING DATE(S) 12/22/08 & 1/5/09. HIS/HER START DATE WILL BE: 1/12/09.

3. RESUMES OF CANDIDATES NOT INTERVIEWED HAVE BEEN PLACES IN THE AFFIRMATIVE ACTION FILE TO BE REVIEWED SHOULD OTHER OPENINGS OCCUR AT THE STATION. THEY WILL BE HELD FOR A MINIMUM PERIOD OF THREE MONTHS. THE RESUME OF THE SUCCESSFUL CANDIDATE WILL BE PLACE IN HIS/HER EMPLOYEE FILE.

EXHIBIT 28

AFFIDAVIT OF GWEN KINSEY

Gwen Kinsey, being first duly sworn, deposes and says that:

1. My name is Gwen Kinsey. I am over the age of eighteen, and I am competent to testify to the matters set forth in this affidavit. Unless and except as specifically stated otherwise, I have personal knowledge of all the facts stated herein. I submit this affidavit in support of the Station's response to the March 23, 2009, EEO audit letter.

2. I have been employed since May 2007 as the General Manager of WKRN-TV in Nashville, Tennessee. In that role, among other responsibilities I oversee the design and implementation of the Station's EEO policies and procedures.

3. At the time I began work at WKRN, and continuing until June 30, 2008, Frances Pratt was the Human Resources Manager for the Station.

4. When I became General Manager of WKRN I met with Ms. Pratt to discuss her role at the Station and the Station's compliance with EEO regulations. At that time, I asked Ms. Pratt what the Station's system for posting jobs was, and I learned that she handled all postings and notification of standard recruitment sources. I learned that Ms. Pratt sent out all job announcements via facsimile to a list of referral sources. I also learned that additional postings and ads for some jobs were undertaken by hiring managers. Ms. Pratt was responsible for all hiring-related record keeping.

5. Throughout the period from May 2007 until June 30, 2008, Ms. Pratt routinely sent out via facsimile all job postings to a list of potential referral sources that she maintained. In addition, the Station advertised some job openings in the *Tennessean* newspaper and on the Station web site. During the period from May 2007 until June 30, 2008, the referral sources used by the Station were:

Recruitment Source	Address
American Women of Radio and Television	WZTV, 631 Mainstream Drive Nashville, TN 37228
Belmont University	1900 Belmont Blvd. Nashville, TN 37212
Broadcast & Cable	360 Park Avenue South New York, NY 10010
Broadcast Employment Services	P. O. Box 4116 Oceanside, CA
Broadcast Engineering	9800 Metcalf Overland Park, KS 66212 susan.schaefer@penton.com
David Brunner & Associates	P.O. Box 353 Neffs, PA 18065 dbandassociates@msn.com
Department of Employment Security	500 James Robertson Pkwy. Volunteer Plaza, 11 th Floor Nashville, TN 37245
Employee Referrals	
Fisk University	18 th Avenue North Nashville, TN 37208
Frank Magid & Associates	1 Research Circle Marion, Iowa 52302
Middle Tennessee Career Center	621 Mainstream Drive, Suite 210 Nashville, TN 37228
Middle Tennessee State University	P. O. Box 51 Murfreesboro, TN 37132
Mort Meisner & Associates	10304 NE 97th Terrace Kansas City, MO 64157
NAACP	1308 Jefferson Street Nashville, TN 37208
Nashville Urban League	1219 9th Avenue North Nashville, TN 37208
NATAS Web Site	www.emmyonline.com
National Association of Broadcasters	1771 N. St. NW Washington, DC 20036
Nossi College of Art	907 Rivergate Parkway Goodlettsville, TN 37072
Society of Broadcast Engineers	sbe.org/career_jobsonline.php
Spots & Dots	167 Oakdale Road Johnson City, NY 13790
Tennessean News Print	1900 Broadway Nashville, TN 37203
Tennessee State University	3500 John Merritt Blvd. Nashville, TN 37209
The David Crane Agency	124 Ammons Drive Raleigh, NC 27615

Recruitment Source	Address
Traci Wilkes/Willinger Talent	875 Avenue of the Americas New York, NY 10001
Trevecca University	333 Murfreesboro Rd. Nashville, TN 37210
TV Technology Ind. Jobs	5827 Columbia Pike, 3 rd Floor Falls Church, VA 22041
Vanderbilt University	110 Alumni Hall Nashville, TN 37228
William Morris Agency	1325 Avenue of the Americas New York, NY 10019 and 1600 Division Street, Suite 300 Nashville, TN 37203
WKRN-Web Site	www.wkrn.com
Young Broadcasting Stations	
YWCA	1608 Woodmont Blvd. Nashville, TN 37215

6. When I arrived at WKRN, I was aware that the reputation of the Station and the morale of its employees was in bad shape. This can largely be traced to the fact that WKRN was the first station in the country to require all of its journalists to become so-called Video Journalists, meaning that the reporters often had to shoot their own footage and edit their own stories. That policy met with great resistance and derision industry-wide, and experienced talent simply refused to consider working at WKRN because they rejected the Video Journalist approach. In assessing our hiring procedures, I set out immediately to improve the reputation of the Station and begin attracting top talent again. I hired an experienced News Director/Station Manager and an experienced Assistant News Director, both of whom had worked at Young Broadcasting stations previously. In an effort to attract more applicants and interviewees, they often cold-called job seekers on www.tvjobs.com, and they were often rejected by 30 or 40 people. In short, in 2007 and early 2008 we were not able to find as many interested applicants for job openings as we would have liked or expected.

7. Eventually, after the Station reverted to a mix of traditional news crews and Video Journalists, and after we slowly rebuilt the morale and reputation of the Station, we were able to attract more applicants and interviewees for open jobs.

8. In the spring of 2008, Ms. Pratt's position was eliminated, and beginning on July 1, 2008, her EEO responsibilities were taken over by newly-hired Station Business Manager Sandra Osborne.

9. Upon taking over responsibility for EEO compliance, Ms. Osborne transitioned from sending out job postings via facsimile to sending them out via e-mail. In addition, she added several new referral sources, including the Nashville Job List web site and Craig's List. The Station also broadcast advertisements for some job openings over the air.

10. As a result of those efforts, and our decision to revert to a more traditional newsroom structure, in 2008 and 2009 we have had more success in attracting interviewees for open jobs at the Station.

11. In the course of reviewing and preparing records to respond to the Commission's March 23, 2009, audit letter, the Station was unable to locate complete, dated documentation sent to every recruitment source used to fill every job vacancy.

FURTHER AFFIANT SAYETH NOT.

This the 24 day of April, 2009.

Gwen Kinsey General Manager
Gwen Kinsey

KNOX County, TN

Subscribed and sworn to before me this
the 24th day of April, 2009.

[Signature]
Official Signature of Notary Public

LEWIS P. SNYDER
Printed or Typed Name of Notary Public

My Commission Expires: 02/13/11



EXHIBIT 29

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: 4

Activity Classification: Career Fair

Nature of the Activity, Including Date(s): April 18, 2007

Scope of Station's Participation: Increase the awareness of opportunities in TV Broadcasting

Station Personnel Involved: Brian Griffin - V.P. of News
Matthew Zellmer, News Director

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

* For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of ~~media trade groups~~ whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****



David K. Rehr

President & CEO

1771 N Street, NW • Washington, DC 20036-2800

(202) 429-5449 • Fax: (202) 429-5410

drehr@nab.org

June 29, 2007

Brian Greif
Vice President of News
Young Broadcasting, Inc.
441 Murfreesboro Road
Nashville, TN 37210

Dear Brian:

Thank you for supporting the National Association of Broadcasters Education Foundation (NABEF), Broadcast Education Association (BEA) and the Radio-Television News Directors Association (RTNDA) Career Day during NAB2007 in Las Vegas. This was a very successful event thanks to your participation.

Our goal for Career Day is to promote diversity and increase the pool of qualified applicants in the broadcast industry. I am pleased to report that the Career Day at NAB2007 attracted nearly 1,200 attendees. I hope you were able to identify highly qualified candidates from these participants:

Your participation at the Career Fair counts toward the Federal Communications Commission (FCC) equal employment opportunity credit that your station is required to earn under the FCC rules. I have enclosed a Certificate of Participation.

We would be pleased to include you as a recruiter for the NABEF/BEA/RTNDA Radio Show Career Fair, to be held on Wednesday, September 26, 2007 at the Charlotte Convention Center in Charlotte, North Carolina. If you would like to reserve booth space, please contact Diversity Services and Outreach Manager Karen Hunter at khunter@nab.org or (202) 429-5498.

Best wishes.

Sincerely,



David K. Rehr

Enclosure



Certification of Participation

Young Broadcasting, Inc.

In recognition of participation as a broadcast recruiter during the

**NAB Education Foundation (NABEF)
Broadcast Education Association (BEA)
Radio-Television News Directors Association (RTNDA)
Career Fair**

*"An outreach initiative designed to increase awareness of
opportunities in the broadcasting industry."*

**NAB2007 • Wednesday, April 18, 2007
Las Vegas Hilton • Las Vegas, NV**

A handwritten signature in black ink, appearing to read "D.K. Rehr", is written over a horizontal line.

David K. Rehr
President and CEO
National Association of Broadcasters

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: 4

Activity Classification: Career Fair

Nature of the Activity, Including Date(s): Sept 26, 2009 - NABS

Scope of Station's Participation: Increase the awareness of opportunities within Young Broadcasting.

Station Personnel Involved: Brian Gray - V.P. News -

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

* For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
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- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
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- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of ^{media trade groups whose membership includes substantial} participation by _{women and minorities};
- 13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
- 16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

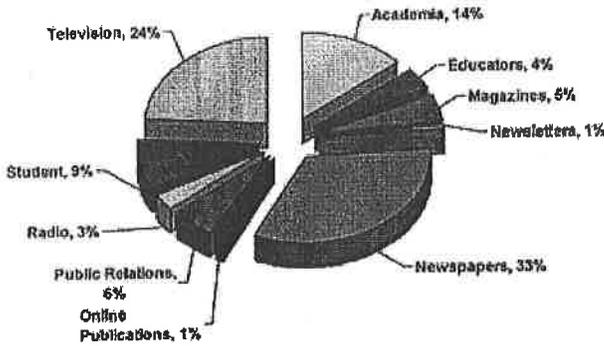


Updated: Wednesday, August 1, 2007
 Published: Wednesday, December 6, 2006

Recruiters & Exhibitors

The Career Fair and Exhibits at the NABJ convention provide an excellent showcase for job opportunities, programs or services for conference attendees. Convention attendees can meet face-to-face with job recruiters, exhibitors and vendors to learn more about their company, opportunities and products.

Convention Attendees by Discipline



From college journalism students, to reporters, editors and managers -- you name it, they're here! This year we are expecting to attract more than 4,000 attendees to NABJ's 32nd Annual Convention & Career Fair. On-site interviews are encouraged. Here's your opportunity to recruit qualified black journalists.

Recruiter, Exhibitor and Vendor Area

The exhibits will be located in the Exhibit Hall of Bally's Hotel & Casino. All booths are 10 feet by 10 feet and include lead retrieval system, carpet, 6-foot draped table and standard 7-inch by 44-inch identification sign. Exhibitor and vendor booths include two chairs. Recruiter booths include four chairs.

- Career Fair Survey for Attendees
- Bally's Hotel & Casino exhibit floor plan
- Space contract
- Additional Recruiters, Exhibitors and Vendors Registration Form (159 KB PDF, requires the free Adobe Reader.)
- 2007 Exhibitor Kit
- Complimentary Lead Retrieval Form

Please direct questions regarding booth reservations to Nasser Pazirandeh at (703) 998-6003 or send an email to npazirandeh@meetingsites.com.

Following is a list of recruiters scheduled to be at the 2007 Convention & Career Fair:

Company	Booth number
"American Gangster"-Universal Pictures	637
ABC Television	210

ETRA	326
Agency for Healthcare Research & Quality	431
ALM	529
American Public Media	234
American Red Cross	130
The Arizona Republic	316
The Associated Press	523
Atlantic Media Company	314
Ball State University	610
The Baltimore Sun	411
Belleville News-Democrat	516
BELO	425
BET News	530
Bloomberg News	310
The Boston Globe	107
Capitol Broadcasting Company	332
CBS News, CBS Television Stations & CBS Radio	112
Cerese D, Inc.	629
The Charlotte Observer	518
Chicago Tribune	419
CNN Worldwide	323
Columbia University Graduate School of Journalism	513
Columbus Ledger-Enquirer	514
Contra Costa Times	129
Contracts, Inc.	635
Cox Enterprises, Inc.	201
Crain Communications	222
C-SPAN	228
CUNY Graduate School of Journalism	608
Daytona Beach News-Journal	207
Detroit Free Press	318
The Detroit News	125
Dispatch Broadcast Group	508
Dow Jones & Company, Inc.	306
Dow Jones Newspaper Fund, Inc.	308
Drew Berry & Associates	211
The E.W. Scripps Company	223
Eli Lilly and Company	416
ESPN	135

e Exotic Sponge	633
Federal Bureau of Investigation (FBI)	331
Frank N. Magid Associates	209
The Fresno Bee	517
Gannett Co., Inc./Broadcast Division	305
Gannett Co., Inc./Newspaper Division	307
General Motors	524
Harpo Inc.	235
Hearst Magazines	232
Hearst Newspapers	321
Hearst-Argyle Television	420
Indiana University School of Journalism	604
International Center for Journalists	313
Journal Broadcast Group	334
JournalismNext.com	418
Kaiser Media Fellowships Program	512
The Kansas City Star	520
KB Home	131
Kiplinger Program in Public Affairs Journalism	111
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Advertising

Advertising with NABJ-through convention program book and nabj.org-is an excellent way to reach journalists, students and media-related professionals. Click [here](#) for more information.

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MENU OPTION ACTIVITIES – Form BP-02

Type of Activity:

10

Activity Classification:

Career Fair

Nature of the Activity, Including Date(s):

Sept 20, 2009
Career Day at MTSU

Scope of Station's Participation:

Meet with students with emphasis on
know communication to discuss career opportunities with WKPW.

Station Personnel Involved:

F. Nancy Pratt, H.P. Maxam

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

* For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

***** DO NOT PUT IN PUBLIC FILE *****

WELCOME

MTSU CAREER FAIR

Reception for recruiters, administrative staff, and faculty
West side of the track

9:30 – 10:00

Career Fair Open to Students

10:00 – 3:00

Buffet Luncheon

12:00 – 1:00

A buffet luncheon will be served between 12:00 noon and 1:00 p.m. Since many of our students will be coming during the noon hour, we will not close down. In order to keep at least half of the exhibits open during this time, we are suggesting that guests at even numbered tables eat at 12:00 and guests at odd numbered tables eat at 12:30. If you have a representative with you, you may alternate your times. You may also bring your food back to the table if you prefer not to leave your display. Three luncheon tickets have been included in your registration fee. If you need additional tickets, they are available at the registration table for \$15.00 each. Water and cokes will be available at the registration table during the afternoon.

Please help us to evaluate our Career Fair by completing the evaluation form and returning it to us before you leave today.

You are invited to recruit at MTSU this year and to list your vacancies for referral to our students and graduates. Call us soon or use the enclosed forms for these services.

Access our on-line resumes through **eRecruiting** after obtaining our password.

Thanks again for coming. Have a good day!

Karen Austin, Associate Director
Lucy Billings-Jones, Coordinator
~~Michelle Gibson, Coordinator~~
Lewis Gray, Coordinator
Nicole Green, Coordinator
Nancy Stubblefield, Coordinator

Kim Collins-Vest, Secretary
Katie Robinson, Secretary
Pat Stamps, Recruiting Coordinator
Janice Stewart, Secretary

CAREER AND EMPLOYMENT CENTER

A Division of Student Affairs
Middle Tennessee State University
Tennessee Board of Regents Institution
www.mtsu.edu/~career

Welcome to Career Day!

Thursday, September 20, 2007

Sponsored by the
MTSU Career and Employment Center
Division of Student Affairs
www.mtsu.edu/~career

Tips for a successful Career Day experience:

- Greet the representative by saying "Hello" and shaking hands. Introduce yourself and identify your class status and major or career interest.
- Ask questions related to your career goals or employment needs (part-time, internship, entry-level career opportunities) and discuss qualifications the employer seeks.
- Present your resume when appropriate.
- Listen carefully for suggestions to follow-up with the employers.
- Get the representatives' names and organizational information. Keep this information for future use.
- Complete the exit survey as you leave the fair.

Have a good day!

Codes for areas of interest in the directory:

All	All majors	Ed	Education
Acct/Fin	Accounting and Finance	ETIS	Engineering Technology and Industrial Studies
Ag	Agribusiness and Agriscience	HumSci	Human Sciences
Aero	Aerospace	Mgt/Mkt	Management and Marketing
Com/PR	Communications, Graphics and Public Relations	Mth/Stat	Math and Statistics
CS/Infs	Computer Science and Information Systems	Sci/Hea	Science and Health
CJA	Criminal Justice Administration	Soc/Bsci	Social and Behavioral Sciences

F = Full Time

P = Part Time

I = Internship

Visit the Career and Employment Center!

KUC 328 ♦ (615) 898-2500 ♦ www.mtsu.edu/~career

*Roster prepared as of 9/10/2007. Inquire at registration tables for additions and cancellations.

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: 1

Activity Classification: Career Fair

Nature of the Activity, Including Date(s):

Mar 18, 2008
College Wide Career Fair

Scope of Station's Participation:

Invite Student for Intern Opportunities
Journalism Panel discussion

Station Personnel Involved:

Francois, Jacobie, Allison Hatcher

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
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8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of ^{media trade groups whose membership} includes substantial participation by ^{women and minorities};
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

TENNESSEE ASSOCIATION OF BROADCASTERS

50 MUSIC SQUARE WEST
SUITE 900
NASHVILLE, TN 37203



M.T.S.U. - TAB
"Media Marketplace:
Bringing the Industry and
Students Together"

*Frances -
I
e-mail
this to
you*

Who

Tennessee Radio and Television Stations

What

College Wide Career Fair for M.T.S.U. Students

When

Tuesday, March 18th
9:30 a.m. - 3:00 p.m.

Where

John Bragg Mass Communication Building
Murfreesboro

Why

Diversity/EEO/New Employee Opportunity

615-321-1426

tabtn@bellsouth.net

WWW.TABTN.ORG

Tuesday, March 18, 2008

On Tuesday March 18th Middle Tennessee State University has invited TAB to be a part of a university event. Our stations are invited to participate in a College wide career fair. "Media Marketplace: Bringing the Industry and Students Together." Also throughout the day there will be a series of panels and demonstrations being held for the students.

The make up of the College of Mass Communication lends itself to unique opportunities for students interested in all fields of communication. They offer a B.S. in Mass Communication with an emphasis in public relations; a B.S. in Recording Industry with majors in both Music Business and Production and Technology. There are also minors in areas as diverse as film studies or physics.

The "Media Marketplace" career fair will feature radio and television stations for students interested in all facets of the broadcast industry. There will also be booths for students interested in the recording and public relations industries.

This event is limited to students from M.T.S.U. This is simply for the purpose of space and time. Space is limited due to the number of stations we anticipate will participate. Each station will be afforded a 6' banquet table (draped). There will be space behind your table for station displays if they are not too large. There are hundreds of students enrolled in the Mass Comm. college so bring plenty of station materials, resumes, etc. with you.

How to Register

Yes sign our station(s) up for a booth. Station(s): WKRN
 City: Nashville Phone: 615-369-7341
 Email: FP@WKRN.COM
 Person(s) manning station's booth: FRANCES PRATT

Fax this form to: Jill Green, TAB, 615-824-0054 or email info to tabtn@bellsouth.net

There is no charge for this Media Marketplace. The University will provide parking space and a box lunch for all participants.

Frances Pratt

From: Jill Green [tabtn@bellsouth.net]
Sent: Wednesday, March 12, 2008 7:23 AM
To: Sherry Vaughn; Ava Moore; Janice Russell; Lisa Horton; Derrall Stalvey; Doug Short; Tom Tolar; Bryan Kell; Wayne Thing; Jayson Chalfant; Frances Pratt; Amanda Inscore; Neal Boling; M Mazanek; Michelle Bonnett
Subject: Tuesday March 18th
Attachments: MTSUCampusMap.pdf

All

Thanks so much for taking part in the Media Market at MTSU next week. We will be in the John Bragg Communications Building (see attached map). Dennis Oneal will have parking passes for everyone. When you get there come in the building and find me (I'll be close by) and I'll give the passes to you for your car.

The MediaMarket will get underway at 9:30 am. There will be coffee and pastries when you arrive and a box lunch for everyone. As soon as you get there you can start setting up. Your tables will be in place. Bring station "stuff" to identify your space. I don't know about banners...but probably best not to have anything that needs to be fastened to the wall. If you have your own Kiosk that's fine as well.

/hit and I will have a set up as well just for general information about the industry.

Jill

Jill Green
Business Manager
Tennessee Association of Broadcasters
50 Music Square West, Suite 900
Nashville, TN 37203
615.321.1626 office
615.945.4061 cell
615.824.0054 fax
tabtn@bellsouth.net
www.tabtn.org

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Directions to Murfreesboro and MTSU

From Nashville:

Take I-24E to Murfreesboro exit 76 and go left on Medical Center Parkway for 4 miles to Memorial Blvd. Turn left on Memorial and go .5 miles to Clark Blvd, turning right on E. Clark. Continue for 1.1 miles; street name changes to Middle Tennessee Blvd. Go 1.1 miles to East Main Street and turn left. Make an immediate left onto Old Main Circle (MTSU entrance).

OR

Take I-24E to Murfreesboro exit 78B. Merge onto Old Fort Parkway (Hwy. 96E) and drive 2.1 miles. Turn right onto Broad Street (US-41S/US-70S). Go .4 miles and turn left onto West Main Street. Proceed 1.5 miles and turn left onto Old Main Circle (MTSU entrance).

From Chattanooga:

Take I-24W toward Nashville, Murfreesboro exit 81. Turn right onto Church Street (US-231N). Drive .9 miles and turn right onto Middle Tennessee Blvd. Go another 1.9 miles and turn right onto Main Street. Make an immediate left onto Old Main Circle (MTSU entrance).

From Knoxville:

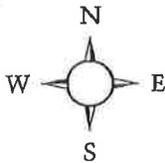
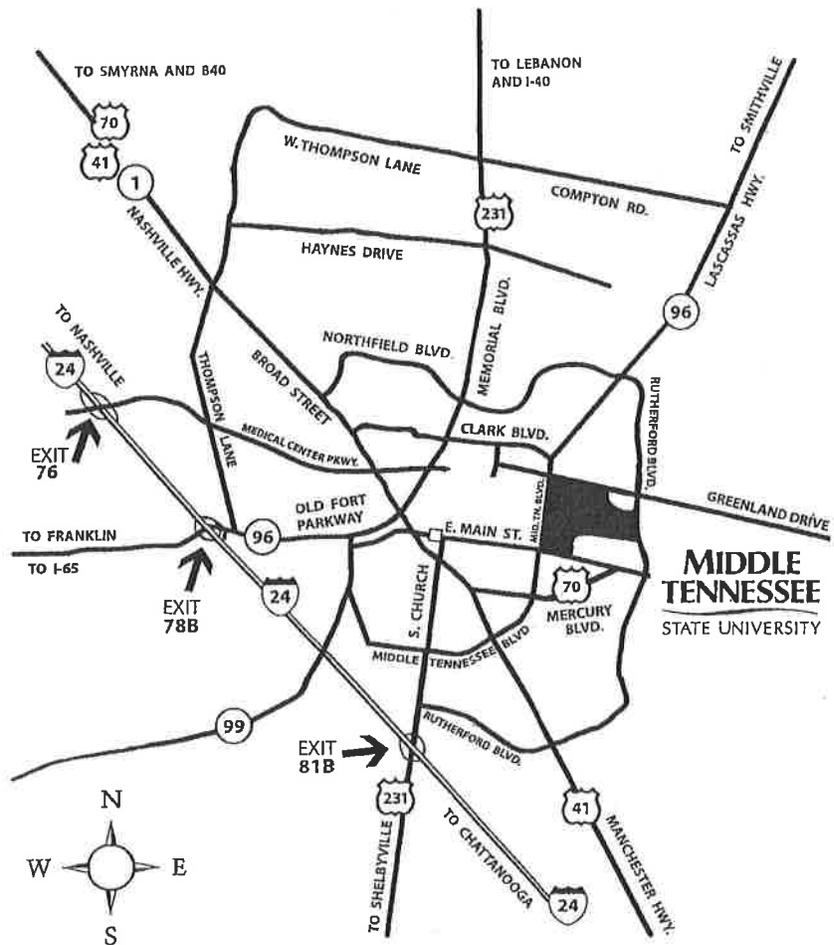
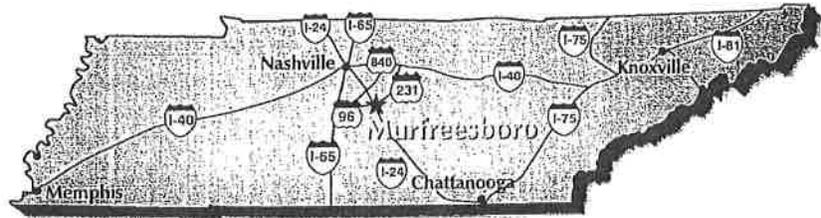
Take I-40W to Nashville/ Lebanon and exit #235 onto 840W. Take the Murfreesboro/ Smyrna exit (US-41S/US-70S, exit 55A). Merge onto US-41S/70S (Broad Street). Drive 4.5 miles and turn left onto West Main Street. Go another 1.5 miles and turn left onto Old Main Circle (MTSU entrance).

From Columbia:

Take I-65N to TN 840E (exit #59). Take exit #53A onto I-24E towards Chattanooga. Take either exit #76 or #78B and follow the directions from Nashville above.

From Memphis:

Take I-40E to Nashville and then I-440 to I-24E. Continue using directions from Nashville (above).



The Admissions Office is located in 208 Cope Administration Building, which is on your left as you enter campus at the entrance on E. Main St. A visitor parking permit is required for longer stays.

More detailed directions are available at www.mtsu.edu

MTSU, a Tennessee Board of Regents university, is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities. UR047-0506

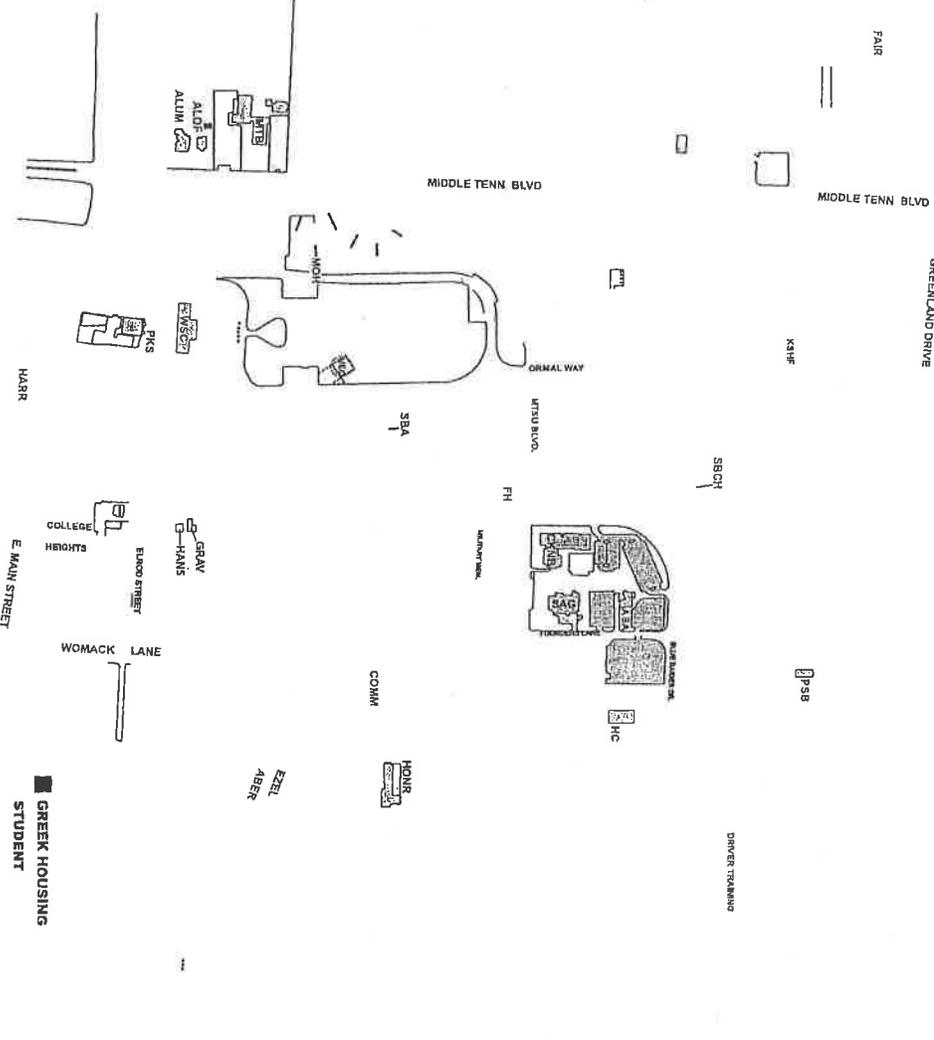


MIDDLE TENNESSEE STATE UNIVERSITY

Murfreesboro, Tennessee

Campus Map Legend

ABA	At Barn Annex
ABR	Abernathy Hall
ALOF	Alumni Office
ALUM	Alumni House
AMG	Alumni Memorial Gym
BAS	Business and Aerospace Building
BDA	Boutwell Dramatic Arts Building
BH	Beasley Hall
BLH	TCVANH-A, 1417 E. Main St. (Black House)
CAB	Cope Administration Building
CKNB	Cason-Kennedy Nursing Building
CLH	Clement Hall
COGN	Central Utility Plant/Cogeneration Plant
COH	Psychology Lab, 205 Baird Lane (Cooper House)
COMM	John Bragg Mass Communication Building
CORL	Central Services Building
CSB	Corlew Hall
CSB	Central Services Building (Day Care Center)
DH	Deere Hall
DSB	Davis Science Building
DYS	Tennessee Center for the Study and Treatment of Dyslexia
EHS	Ellington Human Sciences Annex
EZEL	Ezell Hall
FAIR	Fairview Building
FEH	Felker Hall
FH	Forrest Hall
GH	Greenhouse
GOH	Gore Hall
GRAY	Tennessee Center for Child Welfare, 211 College Heights (Graves)
GRH	Gracy Hall
HANS	Tennessee Center for Child Welfare, 207 College Heights
HARR	Center for Historic Preservation, 1416 E. Main St., (Harrison House)
HG	Horticulture Facility
HH	Haynes House, 1411 E. Main St.
HOB	Holmes Building (Maintenance Complex)
HONR	Paul W. Martin St. Honors Building
JACK	Tom H. Jackson Building
JCH	Jim Cummings Hall
JH	James Hall
JUB	James Union Building
JUDD	Judd Hall
KOIM	Kirksey Old Man
KSHF	Ermett and Rose Kennon Sports Hall of Fame
KUC	Keathley University Center
LH	Lyon Hall
LIB	James E. Walker Library
LRC	Ned McWhorter Learning Resources Center
MARY	Miss Mary Hall
MCH	Murphy Center
MCH	McHenry Hall



MGB	Midget Building
MHS	McFarland Health Services
MOH	Monohan Hall
MTB	Middle Tennessee Building
NEO	Naked Eye Observatory
NICK	Nicks Hall
OBSV	Observatory
PCS	Pitard Campus School
PH	Peck Hall
PHILP	Project HELP
PHO	Photography Building
PKS	Parking Services Building, 1403 E. Main
POOL	Natatorium
PS	Public Safety, 1412 E. Main Street
PSB	Printing Services Building
REC	Recreation Center
REH	Reynolds Hall
RH	Rutledge Hall
ROTX	ROTC Annex
SAG	Stark Agribusiness and Agriscience Center
SBA	Strobel Biology Annex
SBCH	Stephen B. Strain Baseball Clubhouse
SCA	Schantz Commons Apartments 1-9
SCH	Scharf Hall
SFA	Saunders Fine Arts Building
SIMS	Sims Hall
SMH	Smith Hall
TCM	Telecommunications Building
TLC	Tennessee Livestock Center
TODD	Andrew L. Todd Hall
VA	Vocational Agriculture
VH	Dept. of Criminal Justice Admn., 1421 E. Main St. (Vaughn House)
VIS	Voorhies Industrial Studies
WANH	Internal Audit (Wansley House)
WASS	Budget Office (Wassom House)
WC	Woodmore Cybercafe
WH	Warehouse (Maintenance Complex)
WLA	Wormack Lane Apartments A-L
WMB	Wright Music Building
WOOD	Wood Hall
WPS	Wiser-Patten Science Hall
WSC	Wood-Stegall Center (Development and University Relations)



For More Information

Thank you for attending the 2008 Media Marketplace. We look forward to our continued relationship! If you have any questions, please do not hesitate to contact the us!

Electronic Media Communication
Department
Box 58
Murfreesboro, TN 37132
emc@mtsu.edu
(615) 898-5628

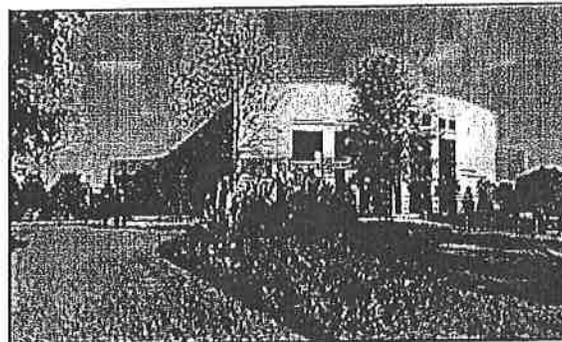
Recording Industry Department
Box 21
Murfreesboro, TN 37132
record@mtsu.edu
615-898-2578

School of Journalism
Box 64
Murfreesboro, TN 37132
pcathey@mtsu.edu
(615) 898-2141

www.mtsu.edu/~masscomm

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

MTSU's College of Mass Communication
Media Marketplace
Bringing the Industry & Students together



**Tuesday
May 18, 2008
9:30 a.m.**

**Internship Fair
&
Professional
Panels**

Supplemental EEO Outreach Initiatives

Date: March 18, 2008

Classification _____

Event: A Media Marketplace for Broadcast, Recording and Journalism students

Address: John Bragg Mass Communications Building
Middle Tennessee State University Campus
Murfreesboro, TN

Activity: 9:00 a.m. – 3:30 p.m. Career Fair

Coordinators: Whit Adamson, President TAB
Jill Green, Business Manager, TAB



Event Description and Date:

On Tuesday, March 18, 2008 a Media Marketplace forum was sponsored by Middle Tennessee State University's College of Mass Communications and the Tennessee Association of Broadcasters to assist the broadcasting industry managers, department heads and human resource personnel to find, mentor and employ a diverse cross-section of Tennessee students majoring in communications.

Scope of station participation and other sponsoring or participating organizations:

WKRN TV, Nashville, TN - participated to further the goal of disseminating information to M.T.S.U. students concerning employment opportunities; internships and general conversation dealing with the recruitment of people interested in being part of radio and television stations in Tennessee

Name(s) of station personnel attending:

Frances Pratt-Human Resource Director

Attach related documentation for Annual Summary Description
of Supplemental Outreach Initiatives

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: 10
Activity Classification: Career Fair

Nature of the Activity, Including Date(s): March 18, 2008
College Wide Career Fair - Media Marketplace

Scope of Station's Participation:
Met with student to discuss careers in TV Broadcasting

Station Personnel Involved:
Div of Human Resources

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

- * For "Activity Classification" use numbers "1" through "16" in accordance with the following:
 - 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
 - 2 Hosting of at least one job fair;
 - 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
 - 4 Participation in at least four events, including conventions, career days, workshops and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
 - 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
 - 6 Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
 - 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
 - 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
 - 9 Establishment of a mentoring program for station personnel;
 - 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
 - 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
 - 12 Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
 - 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
 - 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
 - 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
 - 16 Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

Vince Conti

From: Marc J. Barr [mjbarr@mtsu.edu]
Sent: Wednesday, March 05, 2008 10:35 AM
To: Vince Conti
Subject: Re: MTSU Student Career Panel
Follow Up Flag: Follow up
Flag Status: Red

DVD or flash drive will work.

On Mar 5, 2008, at 10:36 AM, Vince Conti wrote:

Sounds great. I will be sure to bring a demo reel. Any specifications as to format? (DVD, BETA, FLASH DRIVE, etc)
My address is:

6020 Hagars Grove Pass
Hermitage, TN 37076

Thanks

Erik Edmondson
WKRN Art Dept.
615-369-7259
art@wkrn.com

From: Marc J. Barr [mailto:mjbarr@mtsu.edu]
Sent: Wednesday, March 05, 2008 10:24 AM
To: Vince Conti
Subject: Re: MTSU Student Career Panel

Mr. Edmondson, good to hear from you.
The time is 9:40-11:05.
You can bring along a demo reel, if you'd like.

If you send me a mailing address, I can get a parking permit sent to you.
Thanks.

On Mar 5, 2008, at 10:22 AM, Vince Conti wrote:

Professor Barr,

Hello. Erik Edmondson here. Vince told me about the career day event you are putting together for the students at MTSU. I think that I will be able to attend. I will need to confirm this once a time has been set.

Thank you for the invitation. It will be cool to visit campus again.

Erik Edmondson
WKRN Art Dept.
615-369-7259
art@wkrn.com

From: Marc J. Barr [<mailto:mjbarr@mtsu.edu>]
Sent: Wednesday, March 05, 2008 9:46 AM
To: Vince Conti
Subject: Re: MTSU Student Career Panel

Any update as to whether you or someone from your department, can participate?
Is Erik Edmondson still with WKRN?

Thanks

On Jan 29, 2008, at 3:24 PM, Vince Conti wrote:

Marc,

I will have to wait until after elections to see if I can attend the career day or have someone from my department attend...If you have the time of the event that will be critical in my decision...
The news always goes

on....

Thank you for the invitation...I will get back with you...

Vince Conti
Art Director
WKRN-TV
615-369-7260
vconti@wkm.com

From: Marc J. Barr [<mailto:mjbarr@mtsu.edu>]
Sent: Tuesday, January 29, 2008 12:52 PM
To: mkordalski@fox17.com; Vince Conti; tsharp@wsmv.com; jonathan.pinkerton@cmt.com
Subject: MTSU Student Career Panel

Hello,

My name is Marc Barr and I am on the faculty of MTSU in the Dept. of Electronic Media Communication.

We are planning a "career day" event for Tuesday March 18th. We will be having people from various aspects of TV, Video, production and management on campus that day, along with reps from Sony and other companies.

I would like to organize a panel session comprised of the Art/Graphics . directors to speak to the students about the various skills and responsibilities of those in your departments.

Please let me know if you, or someone from your department, would be

interested and available to participate.

Nothing, other than the date, has been finalized as of yet, so I'm open to suggestions, additions, etc..

I'd appreciate your participation and know it would be worthwhile to our students.

Thanks

Marc J. Barr
Professor
Dept. of Electronic Media Communication
Middle Tennessee State University
Box 58
Murfreesboro, TN 37132
615-898-5118

http://www.southernartistry.org/Marc_Barr

Marc J. Barr
Professor
Dept. of Electronic Media Communication
Middle Tennessee State University
Box 58
Murfreesboro, TN 37132
615-898-5118

http://www.southernartistry.org/Marc_Barr

Marc J. Barr
Professor
Dept. of Electronic Media Communication
Middle Tennessee State University
Box 58
Murfreesboro, TN 37132
615-898-5118

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Vince Conti

From: Marc J. Barr [mj barr@mtsu.edu]
Sent: Wednesday, March 05, 2008 10:24 AM
To: Vince Conti
Subject: Re: MTSU Student Career Panel
Follow Up Flag: Follow up
Flag Status: Red

Mr. Edmondson, good to hear from you.
The time is 9:40-11:05.
You can bring along a demo reel, if you'd like.

If you send me a mailing address, I can get a parking permit sent to you.
Thanks.

On Mar 5, 2008, at 10:22 AM, Vince Conti wrote:

Professor Barr,

Hello. Erik Edmondson here. Vince told me about the career day event you are putting together for the students at MTSU. I think that I will be able to attend. I will need to confirm this once a time has been set.

Thank you for the invitation. It will be cool to visit campus again.

Erik Edmondson
WKRN Art Dept.
615-369-7259
art@wkrn.com

From: Marc J. Barr [mailto:mj barr@mtsu.edu]
Sent: Wednesday, March 05, 2008 9:46 AM
To: Vince Conti
Subject: Re: MTSU Student Career Panel

Any update as to whether you or someone from your department, can participate?
Is Erik Edmondson still with WKRN?

Thanks

On Jan 29, 2008, at 3:24 PM, Vince Conti wrote:

Marc,

I will have to wait until after elections to see if I can attend the career day or have someone from my department attend....If you have the time of the event that will be critical in my decision...
The news always goes

on....

Thank you for the invitation...I will get back with you.

Vince Conti
Art Director
WKRN-TV
615-369-7260
vconti@wkrn.com

From: Marc J. Barr [<mailto:mjbarr@mtsu.edu>]
Sent: Tuesday, January 29, 2008 12:52 PM
To: mkordalski@fox17.com; Vince Conti; tsharp@wsmv.com; jonathan.pinkerton@cmt.com
Subject: MTSU Student Career Panel

Hello,

My name is Marc Barr and I am on the faculty of MTSU in the Dept. of Electronic Media Communication. We are planning a "career day" event for Tuesday March 18th. We will be having people from various aspects of TV, Video, production and management on campus that day, along with reps from Sony and other companies. I would like to organize a panel session comprised of the Art/Graphics directors to speak to the students about the various skills and responsibilities of those in your departments.

Please let me know if you, or someone from your department, would be interested and available to participate.

Nothing, other than the date, has been finalized as of yet, so I'm open to suggestions, additions, etc..

I'd appreciate your participation and know it would be worthwhile to our students.

Thanks

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Vince Conti

From: Marc J. Barr [mjbarr@mtsu.edu]
Sent: Tuesday, January 29, 2008 3:33 PM
To: Vince Conti
Subject: Re: MTSU Student Career Panel
Follow Up Flag: Follow up
Flag Status: Red

so would 10am be good?

On Jan 29, 2008, at 3:31 PM, Vince Conti wrote:

The earlier the better...our crunch time hits about 1pm

vince

From: Marc J. Barr [mailto:mjbarr@mtsu.edu]
Sent: Tuesday, January 29, 2008 3:31 PM
To: Vince Conti
Subject: Re: MTSU Student Career Panel

Thanks for the response, I've asked the person who is over the event about times and will let you know as soon as I find out.

Since your decision is effected by time, when would be a good time in the day?

On Jan 29, 2008, at 3:24 PM, Vince Conti wrote:

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MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: CAREER FAIR

Activity Classification: 10

Nature of the Activity: July 22 – July 26, 2008 Exhibitor

Scope of Station's Participation: *Advance Diversity in Journalism*

Station Personnel Involved: Matthew Zelkind and Lisa Melton

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events, including conventions, career days, workshops, and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community in acquiring skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e. outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
- 16 Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

Housing
703-770-
3942



Badge/Registration #253769
Attendee Service Center Password: A6844

Dear Matthew :

UNITY: Journalists of Color, Inc welcomes you to the UNITY '08 Convention & Career Expo: A New Journalism for a Changing World! Never in the history of the news industry has there been a larger networking, career-building and professional development event. Get ready to be part of this historic event!

The Attendee Service Center (ASC) is Now Available! The ASC is designed to assist you in preparing for your effective participation at UNITY '08. Through the ASC you can create a personal itinerary of activities, sign-up for one of the numerous professional development workshops, review and make contact with the recruiters and exhibitors of the largest Media Showcase and Career Expo for journalists, send in your resume through our online Job Bank Databank, reserve your hotel rooms and travel, read the latest information on guest activities and events in Chicago - and much more!

Matthew Zelkind
Attending

Start planning your time with us in Chicago by accessing the ASC at https://www.2008unity.org/registration_update.cfm

In Unity,
UNITY '08 Staff Team

ATTENDEE INFORMATION

Your Registration Information:
Matthew Zelkind
Station Manager/News Director
Young Broadcasting Inc
441 Muftreesboro Road
Nashville, TN 37210
United States

Phone : 615-369-7205
Fax : 615-369-7329
E-mail : mzelkind@wkn.com

Billing Information
Payment Method : N/A

Qty	Code	Description	Date/Time	Cost
1		Exhibitor Comp Registration		
1		Will not attend banquet	07/23/2008 12:00 A	
Balance Due				\$0.00

SPOT OTHER UNITY '08 ATTENDEES AT THE AIRPORT AND BEGIN NETWORKING: Look for White Luggage Tags, sponsored by Toyota Motor Sales, U S A

As one of the first 3,000 registrants of UNITY '08, you will receive two complimentary luggage tags in advance of the convention.

CREATE YOUR PERSONAL ITINERARY FOR UNITY '08, sponsored by Hearst

88 days, 7:28:28 hours until the 4th Quadrennial Convention, UNITY 2008

UNITY



JOURNALISTS OF COLOR



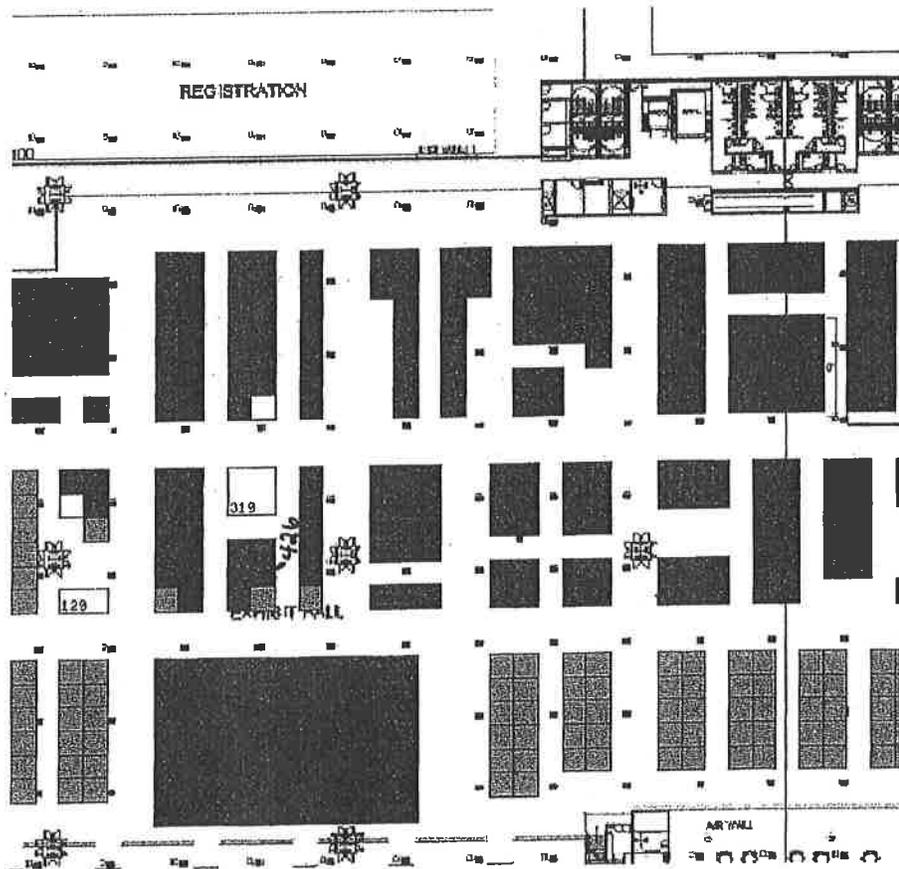
A New Journalism for a Changing World

Housing & Transportation Schedule

Floor Map

- Welcome
- Registration
- Happening @ UNITY 08
- About Chicago & Guest Info
- Press Registration
- Become an Exhibitor
- Advertising & Sponsorship Opportunities
- Marketplace Contract
- Booth Sales Contract
- Attendee Service Center
- Exhibitor Service Center
- Profile Update
- Exhibitor Staff Registration
- Staff Registration Marketplace
- Exhibitor Payment
- Checklist
- Exhibitor Documents
- Exhibitor Kit
- Floor Map
- Exhibitor FAQs
- Logout
- Speaker Service Center
- UNITY Homepage
- Student Projects
- Housing & Transportation
- Schedule

Legend: ■ Sold □ On Hold ■ Available ■ Selected



Christine Bontrager

From: booths@unityjournalists.org
Sent: Thursday, April 17, 2008 3:35 PM
To: Christine Bontrager
Subject: UNITY '08 Media Showcase and Career Expo Booth Assignment



Dear Brian,

Thank you for registering to be an exhibitor at the UNITY '08 Media Showcase and Career Expo. As we are drawing closer to the convention, many of the details are falling into place and wanted to send you an update of your space

(1) BOOTH ASSIGNMENT

Young Broadcasting has been assigned to booth 426. You can view your booth location by logging into the Exhibitor Service Center and clicking on 'Floor Map' on the left hand navigation bar

(2) SET UP, TAKE DOWN and SHOW HOURS

The Media Showcase and Career Expo hours are as follows

- Tuesday, July 22 - 9am - 5pm (set-up)
- Wednesday, July 23 - 9am - 5pm (show hours)
- Thursday, July 24 - 9am - 2:30pm (show hours)
- Friday, July 25 - 11am - 5pm (show hours)
- Saturday, July 26 - 9am - 12:45pm (show hours)
- Saturday, July 26 - 12:45pm - 8pm (take down)

All booths must be set up on Tuesday, July 22 and be operational at 9am on Wednesday, July 23.

(3) EXHIBITOR KIT

The Exhibitor Kit was sent out via email this week from Hargrove Inc, our general contractor. Included in the kit is information from:

- Hargrove Inc - General Contractor
- PSAV - Audio Visual vendor
- Focus One - McCormick Place vendor for all utilities (electricity, internet, etc.)

The links to the online exhibitor kit are available in the Exhibitor Service Center. As a reminder, here is your log in information.

LINK: https://www.2008unity.org/exhibitor_service_center.cfm
LOGIN: 273265
PASSWORD: Q1789

— if you want to view floor map

If you did not receive the emailed Exhibitor Kit, please contact me at booths@unityjournalists.org.

(4) EXHIBITOR REGISTRATION

Two complimentary registrations come with the purchase of each 10' x 10' booth Please login to the

Exhibitor Service Center to use your complimentary registrations:

Instructions for using complimentary registrations

- a. Login to the Exhibitor Service Center
- b. Click on 'Exhibitor Staff Registration' on the left hand navigation bar
- c. Click on the grey 'Register' button
- d. Follow the prompts to complete registration

Once you complete the online registration, you will receive a confirmation email that will include your badge id number. **Please note that you must register and obtain a badge id number before you can make hotel reservations.** If you plan on registering additional individuals to help with your booth, please do so at <http://www.2008unity.org/registration.cfm>.

(5) EXHIBITOR PROFILE

Your exhibitor profile is available to all convention attendees as they are looking at the online interactive floorplan. To update your exhibitor profile please visit the Exhibitor Service Center and click on 'profile update' on the left hand navigational bar.

Current Company Description

Young Broadcasting Inc., founded in 1986, has become one of the largest and fastest growing broadcast station groups in America. The company owns and operates ten television stations in geographically diverse markets and the national television representation firm Adam Young Inc. The centerpiece of Young Broadcasting's operating strategy has been the development and maintenance of strong, local franchises. In this regard, Young Broadcasting stations are #1 in news in a number of markets.

(6) BALANCE

The balance for Young Broadcasting is \$ 00. **Please note that all payments are due by April 30, 2008.** Payments can be made by either credit card or check. Credit card payments can be processed in the Exhibitor Service Center by clicking on 'Exhibitor Payment' on the left hand navigation bar. Your invoice can also be accessed on that same screen. Checks should be made out to UNITY: Journalists of Color, Inc. and sent to:

UNITY: Journalists of Color, Inc
7950 Jones Branch Drive
McLean, VA 22107

Please contact me at booths@unityjournalists.org with any questions about your balance.

Again, thank you for registering as an exhibitor for the UNITY '08 convention. We all look forward to seeing you in Chicago this July!

In Unity,

Allison Stevens, UNITY '08 Show Manager

and

UNITY '08 Expo Team
Veronique Dodson, National Association of Black Journalists
Michele Gonzalez, National Association of Hispanic Journalists
Albert Lee, Asian American Journalists Association

UNITY: Journalists of Color, Inc
7950 Jones Branch Drive
McLean, VA 22107
p: 703.854.3590
main line: 703.854.3585
f: 703.854.3586
www.2008unity.org
www.unityjournalists.org

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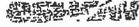
and

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www.2008unity.org
www.unityjournalists.org

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Furnishings

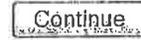
UNITY 2008

Young Broadcasting
441 Murfreesboro Rd
Nashville, TN 37210
Brian Greif

Receipt
Booth 0
06/11/08 12:03:33 PM

	Date	Description	Qty	Price	Ext Price
*	06/11/08	Padded Side Chair	1	59.00	59.00
*	06/11/08	(4' x 2' x 30"h) Table Draped Black	1	88.00	88.00
Subtotal					147.00
Tax					0.00
Total					147.00

*Items ordered via the Web.



Electrical



Calendar of Events Services

- ELECTRICAL
- PLUMBING
- BOTTLED GASES
- TELEPHONE SERVICES
- INTERNET SERVICES
- CABLE TV SERVICES

Event Name: UNITY '08

Location: McCormick Place Price Rate: Advance Days Remaining: 18

Checkout: Order Confirmation

Your order has been submitted successfully and will be processed within 72 hours

Shopping Cart

Please remember that your order is not complete until you have submitted a Floor Plan/Plumbing Services Template Form or a technical drawing to FOCUS One®. In addition, if you have ordered any plumbing services, you MUST complete Page 2 of the Floor Plan/Plumbing Services Template Form. Use the 'Floor Plan/Plumbing' link at the left side of the page to access the forms.

Checkout

Forms may be submitted via fax (312) 567-8377 or mailed to the following address:



75 Remittance Drive, Ste 1335
Chicago, IL 60675-1335
Attn: FOCUS One

- Floor Plan/Plumbing
- Labor Rates
- Exhibitors Guide
- Internet Terms/Conditions

-or- via overnight express:

Northern Trust Co.
350 North Orleans, 8th Floor
Suite 1335, MPEA Trade Shows
Chicago, IL 60654

Home

Please print a copy of this message as an acknowledgment of your order, Order #24144, placed on 06-Jun-08

Please carefully review the order to ensure all information submitted is correct

If the information listed is inaccurate, please contact FOCUS One® at (312) 791-6113

Revisions and cancellations to this order must be in writing. Please fax changes to (312) 567-8377 and include the above order number and event / show name

You will receive 2 emails from focusone@mpea.com:

1. An email to cbontrager@wkrc.com confirming that the order has been placed
2. An email to cbontrager@wkrc.com when the order has been processed

[Return to Shopping](#)

Order Summary								
	Item	Code	Quantity	Price	Sub Total	City Tax	State Tax	Item Total
	1500 Watt *	1110	1	\$202.00	\$202.00	0.00 %	0.00 %	\$202.00
Total								\$202.00

Questions, comments or help with ordering:

Email: focusone@mpea.com | Telephone: (312) 791-6113 | Fax: (312) 567-8377

[Privacy](#) | [Conditions](#) | [Browser Requirements](#)



Calendar of Events
Services

- ELECTRICAL
- PLUMBING
- BOTTLED GASES
- TELEPHONE SERVICES
- INTERNET SERVICES
- CABLE TV SERVICES

Event Name: UNITY '08

Location: McCormick Place Price Rate: Advance Days Remaining: 18

Checkout: Step 5 of 5

Final Review

Please review your order to ensure all information is correct, then click 'Final Submit'

Shopping Cart

Checkout



- Floor Plan/Plumbing
- Labor Rates
- Exhibitors Guide
- Internet Terms/Conditions

Home

Order Summary								
Item	Code	Quantity	Price	Sub Total	City Tax	State Tax	Item Total	
1500 Watt *	1110	1	\$202.00	\$202.00	0.00 %	0.00 %	\$202.00	
Total							\$202.00	

Booth Information	
Booth Number	426

Exhibitor Information	
Company Name	Young Broadcasting, Inc.
First Name	Brian
Last Name	Greif
Address1	441 Murfreesboro Road
Address2	
City	Nashville
State/Province	TN
Zip Code/Postal Code	37210
Country	United States
Telephone Number	(615) 369-7257
Fax Number	(615) 369-7388
Email	cbontrager@wkcr.com

Credit Card Information		
Credit Card Type	Credit Card Number	Credit Card Expiration Date
American Express	xxxxxxxxxx2134	08/2010

Credit Card Billing Information	
First Name	J.Alexander
Last Name	Morgan
Address1	599 Lexington Ave, Fl.47
Address2	
City	New York
State/Province	New York
Zip Code/Postal Code	10022-7640
Country	United States

[Return to Shopping](#)

* If you 'Return to Shopping', the credit card information will be removed!

Questions, comments or help with ordering:

Email: focusone@mpea.com | Telephone: (312) 791-6113 | Fax: (312) 567-8377

[Privacy](#) | [Conditions](#) | [Browser Requirements](#)



INVOICE

UNITY: Journalists of Color, Inc.

7950 Jones Branch Drive
McLean, VA 22107
Phone: 703.854.3585
Fax: 703.854.3586
Email: unity08@unityjournalists.org

Invoice No: 6035
Invoice Date: 04/03/08
Due Date: 04/30/08
Page: 1

Sold To:

Brian Greif
VP of News
Young Broadcasting
441 Murfreesboro Road
Nashville, TN 37210
United States
Phone: 615-369-7257
Fax: 615-369-7388

4th Quadrennial Convention, UNITY 2008

Qty	Date	Description	Amount
1	04/02/08	Exhibitor Recruiter - Booth Space - TBD	\$5,000 00
1	04/03/08	Payment by AMEX card number 2134	(\$5,000.00)
BALANCE DUE:			\$0.00

NOTES:

UNITY: Journalists of Color, Inc. is a 501(c)(3) non-profit organization. UNITY's tax identification number is 58-2079830.

Please Remit To:

UNITY: Journalists of Color, Inc.
7950 Jones Branch Drive
McLean, VA 22107
Phone: 703.854.3585
Fax: 703.854.3586
Email: unity08@unityjournalists.org

Total Pages: 1

Sandra Osborne

From: Cindy Endsley
Sent: Wednesday, September 03, 2008 11:19 AM
To: Peggy Wilcox (E-mail); Sandra Osborne; Bob Peterson
Subject: FW: 4th Quadrennial Convention, UNITY '08

Cindy Endsley
Executive Assistant
WKRN-TV
Young Broadcasting Inc.
P. 615-369-7354
F. 615-369-7388
441 Murfreesboro Road
Nashville, TN 37210

From: Christine Bontrager
Sent: Wednesday, September 03, 2008 10:26 AM
To: Cindy Endsley
Subject: FW: 4th Quadrennial Convention, UNITY '08

Will this work? Lisa & Matthew were the two we signed up for the booth with our two complimentary registrations. Phil was already registered as a convention attendee, so we did not register him as a recruiter. Brian just swapped out with Matthew and used his badge.

From: Allison Stevens [mailto:astevens@unityjournalists.org]
Sent: Wednesday, September 03, 2008 10:10 AM
To: Christine Bontrager
Subject: RE: 4th Quadrennial Convention, UNITY '08

Hi Chris,

Young Broadcasting participated in the UNITY '08 Media Showcase and Career Expo as a recruiter. The staff members who participated with the booth were Lisa Melton and Matthew Zelkind. The Media Showcase and Career Expo booth hours of operation were:

Wednesday, July 23 – 9am – 5pm
Thursday, July 24 – 9am – 4pm
Friday, July 25 – 11am – 5:30pm
Saturday, July 26 – 9am – 12:45pm

Please let me know if you need anything else.

Thanks,
Allison

--
Allison M. Stevens
Program and Exhibits Manager
UNITY: Journalists of Color, Inc
7950 Jones Branch Drive
McLean, VA 22107

9/3/2008

p 703.854 3590
f 703.854 3586
www.unityjournalists.org

Please help UNITY and help us raise \$75,000 to support our efforts to advance diversity in the newsroom. Donate at <http://www.networkforgood.org/pca/Badge.aspx?BadgId=110700badgId=109790> to help improve how communities of color are covered in the media.

Did you miss the world's largest gathering of journalists of color at the UNITY '08 Convention? Don't worry, you can watch the plenary sessions and download the podcasts at <http://www.unityjournalists.org/conventions/unity08/multimedia/>. Stay tuned for more.

From: Christine Bontrager [mailto:cbontrager@wkrn.com]
Sent: Thursday, August 28, 2008 11:32 AM
To: Allison Stevens
Subject: RE: 4th Quadrennial Convention, UNITY '08

Allison,

In place of a certificate, could you send us some sort of email notification that Young Broadcasting actually participated in the event. We have the receipts of our booth rental, but we need something to show that our employees did actually attend and participate in the job fair. I'm sorry if this seems an odd request, but it is what the attorneys are asking for.

Thank you for your help,
Chris

From: Allison Stevens [mailto:astevens@unityjournalists.org]
Sent: Tuesday, August 26, 2008 12:42 PM
To: Christine Bontrager
Subject: RE: 4th Quadrennial Convention, UNITY '08

Hi Chris,

We haven't issued participation certificates in the past for the convention.

Thanks,
Allison

—
Allison M. Stevens
Program and Exhibits Manager
UNITY: Journalists of Color, Inc
7950 Jones Branch Drive
McLean, VA 22107
p 703.854.3590
f 703.854.3586
www.unityjournalists.org

Please help UNITY and help us raise \$75,000 to support our efforts to advance diversity in the newsroom. Donate at <http://www.networkforgood.org/pca/Badge.aspx?BadgId=110700badgId=109790> to help improve how communities of color are covered in the media.

Did you miss the world's largest gathering of journalists of color at the UNITY '08 Convention? Don't worry, you can watch the plenary sessions and download the podcasts at <http://www.unityjournalists.org/conventions/unity08/multimedia/>. Stay tuned for more.

From: Christine Bontrager [mailto:cbontrager@wkrn.com]
Sent: Tuesday, August 26, 2008 1:18 PM

9/3/2008

To: Allison Stevens
Subject: RE: 4th Quadrennial Convention, UNITY '08

Allison,

Can you tell me when we can expect to receive our participation certificate for our EEO records. The company is Young Broadcasting

Thank you,
Chris Bontrager

Chris Bontrager
WKRN-TV
Young Broadcasting, Inc
615-369-7257

From: astevens@unityjournalists.org [mailto:astevens@unityjournalists.org]
Sent: Thursday, April 03, 2008 1:26 PM
To: Christine Bontrager
Cc: ktrent@unityjournalists.org
Subject: 4th Quadrennial Convention, UNITY '08

Dear Brian,

Thank you for reserving a booth at the UNITY '08 Media Showcase and Career Expo. Attached is your paid invoice and will serve as your receipt.

Please don't hesitate to contact me with any questions and I look forward to working with you.

Thank you,
Allison

9/3/2008

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: CAREER FAIR

Activity Classification: 10

Nature of the Activity: **October 1, 2008 – College Wide Career Fair**

Scope of Station's Participation: *To Solicit Students for Intern Opportunities*

Station Personnel Involved: **Sandra Osborne, Jamie Camp, Lewis Harkness & Rosemary Wesela**

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Co-sponsoring of at least one job fair with organizations in the business/professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e. outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least four events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of ^{or trade groups whose membership} includes substantial participation by ^{women and minorities};
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****



October 1, 2008

Greetings,

Welcome to MTSU and the Fall Career Fair! We appreciate you taking time to attend and recruit MTSU students and graduates. Our staff has been busy promoting your organization to over 1,400 faculty and staff members and more than 23,000 students! As a result, we hope you have a productive day. Before you leave, please take a moment to complete our evaluation and drop it off at one of the registration tables as you leave the track level.

Lunch is provided today from 11:30 a.m. to 1:30 p.m. in the northwest corner of the Track Level. Please have a representative from your organization pick up and sign for your lunch tickets at the main registration table at Gate S1 of the Track Level. ***Everyone must have a ticket to be admitted.***

As a commuter institution, we are constantly looking for ways to reach out to students and keep them focused on their career plans. Inserted in this packet is a flier listing opportunities for your organization to get involved with MTSU students on a variety of career-related topics. Not only will this give you greater "brand recognition" on campus, but it will also encourage students to take an active part in their career planning process.

Today marks my one year anniversary at MTSU as director of the Career Development Center. I am fortunate to work for a great University with great people who are focused on helping students excel and achieve. We have made many fundamental changes in our office over the past twelve months; our staff has been fully dedicated to redefining the office with a new name, mission statement, philosophy, and set of services. Many of these changes may not be readily apparent to our employer constituents, but we hope they will become so as you hire more MTSU graduates!

I look forward to working with you and your organization during this and future events. Our Career Development Center staff will greet you and be available for assistance today; however, if you have any questions or concerns do not hesitate to call on me or one of our staff.

Sincerely,

Bill Fletcher, Director
Career Development Center

Sandra Osborne

From: mail@experience.com on behalf of bfletcher@mtsu.edu
Sent: Tuesday, September 30, 2008 12:45 PM
To: Sandra Osborne
Subject: Career Fair Tomorrow at MTSU

**MIDDLE
TENNESSEE**
STATE UNIVERSITY



We look forward to your visit tomorrow for the MTSU Career Fair. I am taking this last opportunity to send you another copy of our Logistics Information:

<http://career.web.mtsu.edu/fallfairconfirmation.pdf>

The above PDF will provide all the information you need to get to campus. We are not mailing any information. Your parking pass will be given to you by the Parking Authority. Please pay particular attention to our parking challenges.

Any questions, please contact the Career Center at 615-898-2500.

Sincerely,
Bill Fletcher, Director
MTSU Career Development Center

Copyright © 2008

Two Faneuil Hall Marketplace Boston

Career Development Center

MIDDLE
TENNESSEE
STATE UNIVERSITY

LOGISTICS Fall 2008 Career Fair October 1, 2008

AGENDA

8:00 a.m. - Doors open for set-up
9:00 a.m. - Continental Breakfast available
10:00 a.m. - Fair begins
11:30 a.m. - 1:30 p.m. - Lunch served
3:00 p.m. - Fair ends

Important!

This information is being sent *only to the person who made the career fair registration*. Please distribute to all other staff attending.

PAYMENT INFORMATION

If you selected payment by check in the online registration, please make checks payable to **MTSU Career Development Center** and mail to:

Career Development Center
Keathley University Center 328
MTSU, Box 2
Murfreesboro, Tennessee 37132

If check is issued by parent company, please note registration name in the memo.

If you wish to pay by credit card, we can accept your information by phone up until 2 weeks after the fair. Please call Pat Stamps, Recruiting Coordinator, at 615-898-2862. You will need the following information:

- Name on card
- Card number and expiration
- 3 digit code on back of card
- Billing address that the card statements are sent to
- Card type: AMEX, MC, VISA, Discover

SHIPPING EXHIBIT MATERIAL

Shipping materials, exhibits and supplies require the following address and instructions:

- Mark shipment: **"Hold for Fall Career Fair, October 1, Murphy Center"**
- Mark the boxes with the number of boxes (Box 1 of x).
- Shipments must arrive **between September 26-30, 2008**.
- Ship to:

Distribution Services
Middle Tennessee State University
1500 Greenland Drive
Murfreesboro, TN 37132

MTSU is NOT responsible for lost or damaged shipments. MTSU will receive and hold shipments on behalf of employers and transport material to the Murphy Center the morning of the event.

Return shipment arrangements from Murphy Center at MTSU must be made with your carrier for the afternoon of October 1. Each package must be clearly marked with the company destination and shipper. Please have all recruiters bring the appropriate labels with your shipper account numbers on them.

Notify your carrier to pick up your shipment at:
Murphy Center, Track Level, Gate S1
2650 Middle Tennessee Boulevard
Murfreesboro, TN 37132

Directions to Murfreesboro and MTSU

From Nashville:

Take I-24E to Murfreesboro exit 76 and go left on Medical Center Parkway for 4 miles to Memorial Blvd. Turn left on Memorial and go .5 miles to Clark Blvd., turning right on E. Clark. Continue for 1.1 miles; street name changes to Middle Tennessee Blvd. Go 1.1 miles to East Main Street and turn left. Make an immediate left onto Old Main Circle (MTSU entrance).

OR

Take I-24E to Murfreesboro exit 78B. Merge onto Old Fort Parkway (Hwy. 96E) and drive 2.1 miles. Turn right onto Broad Street (US-41S/US-70S). Go .4 miles and turn left onto West Main Street. Proceed 1.5 miles and turn left onto Old Main Circle (MTSU entrance).

From Chattanooga:

Take I-24W toward Nashville, Murfreesboro exit 81. Turn right onto Church Street (US-231N). Drive .9 miles and turn right onto Middle Tennessee Blvd. Go another 1.9 miles and turn right onto Main Street. Make an immediate left onto Old Main Circle (MTSU entrance).

From Knoxville:

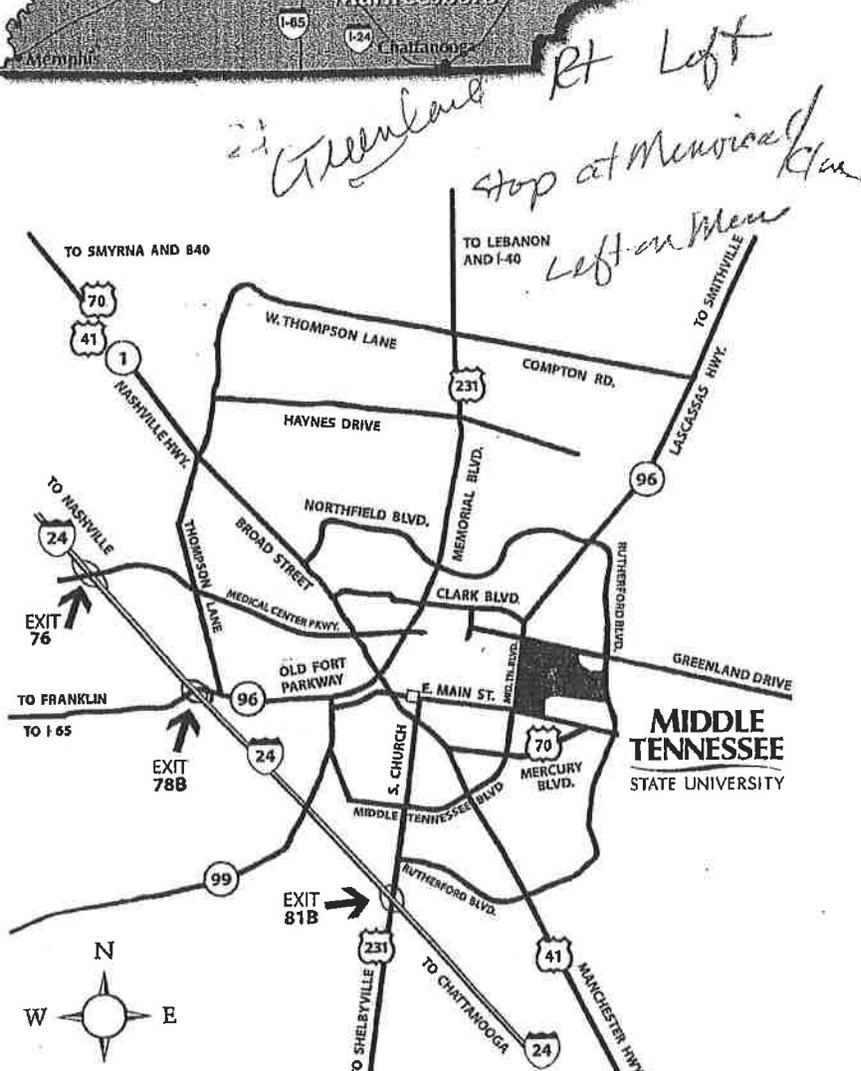
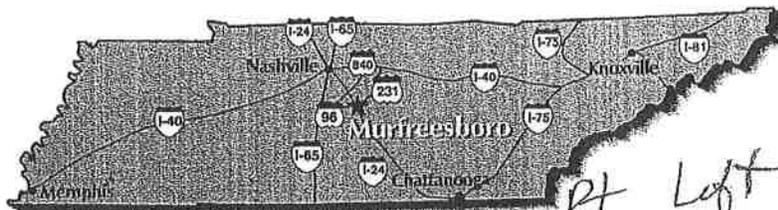
Take I-40W to Nashville/ Lebanon and exit #235 onto 840W. Take the Murfreesboro/ Smyrna exit (US-41S/US-70S, exit 55A). Merge onto US-41S/70S (Broad Street). Drive 4.5 miles and turn left onto West Main Street. Go another 1.5 miles and turn left onto Old Main Circle (MTSU entrance).

From Columbia:

Take I-65N to TN 840E (exit #59). Take exit #53A onto I-24E towards Chattanooga. Take either exit #76 or #78B and follow the directions from Nashville above.

From Memphis:

Take I-40E to Nashville and then I-440 to I-24E. Continue using directions from Nashville (above).

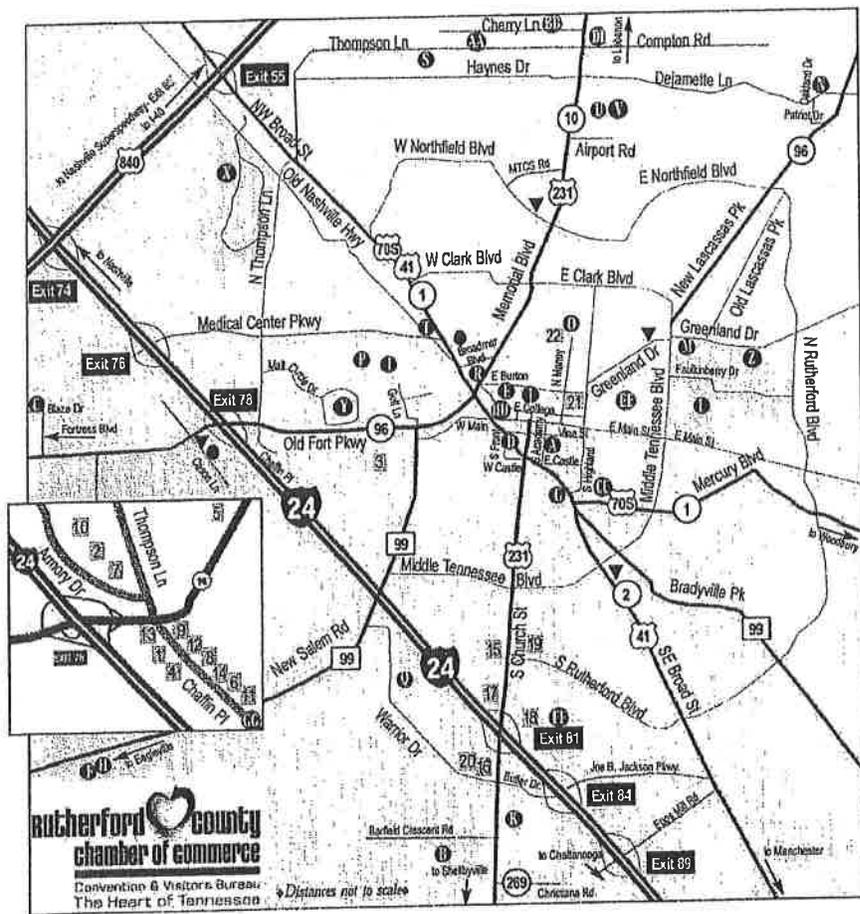


The Admissions Office is located in 208 Cope Administration Building, which is on your left as you enter campus at the entrance on E. Main St. A visitor parking permit is required for longer stays.

More detailed directions are available at www.mtsu.edu

MTSU, a Tennessee Board of Regents university, is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities UR047-0506





MURFREESBORO AREA ATTRACTION

- A Bradley Academy Museum
- B Bartfield Crescent Park
- C Blackman High School
- D Cannonsburgh Village
- E Center for the Arts
- F Champions Run Golf Course
- G Discovery Center
- H Eagleville High School
- I Fortress Rosecrans
- J Historic Courthouse
- K Indian Hills Golf Course
- L MTSU-Floyd Stadium
- M MTSU-Murphy Center
- N Oakland High School
- O Oaklands Mansion
- P Old Fort Golf Course
- Q Riverdale High School
- R Chamber of Commerce
- S Stegel High School
- T Strike & Spare Bowling
- U Sports* Com
- V Star* Plex/McKnight Park
- W Stones River Battlefield
- X Stones River Mall
- Y Tennessee Livestock Center
- Z Tennessee Miller Coliseum
- AA Richard Siegel Soccer Park
- BB Patterson Park Center
- CC

MEDICAL

- DD Alvin C. York VA Medical Center
- EE Middle TN Medical Center

ANTIQUÉ MALLS

- FF Antique Center I & II
- GG Hylabrook Antique Mall
- HH Market Place On Main

OTHER

- ▼ Duds N' Suds Laundry
- Movie Theatres

MURFREESBORO AREA LODGING*

- Exit 78, Murfreesboro**
- 1 Best Western Chaffin Inn • 615-895-3818
800-528-1234 • www.bestwestern.com/chaffininn
168 Chaffin Place
 - 2 Country Inn & Suites • 615-890-5951
800-456-4000 • www.countryinns.com
2262 Armory Drive
 - 3 Crestwood Suites • 615-907-1500
877-EXTENDED • www.crestwoodsuites.com
1345 Old Fort Parkway
 - 4 Days Inn & Suites • 615-893-8170
800-DAYS-INN • www.daysinn.com
182 Chaffin Place
 - 5 DoubleTree Hotel • 615-895-5555
800-222-TREE • www.doubletreemurfreesboro.com
1850 Old Fort Parkway
 - 6 Fairfield Inn & Suites • 615-849-1150
800-228-2800 • www.mariott.com/bramb
175 Chaffin Place
 - 7 Hampton Inn • 615-896-1172 • 800-HAMPTON
www.hamptoninn.com/hi/murfreesboro
2230 Armory Drive
 - 8 Microtel Inn • 615-904-2000
888-771-7171 • www.microtelinn.com
151 Chaffin Place
 - 9 Motel 6 • 615-890-8524
800-4MOTEL6 • www.motel6.com
114 Chaffin Place
 - 10 Red Roof Inn • 615-893-0104
800-REDROOF • www.redroof.com
2282 Armory Drive
 - 11 Sleep Inn • 615-396-3000
800-SLEEP-INN • www.sleepinn.com/hotel/tn280
193 Chaffin Place
- Exit 81, Murfreesboro**
- 12 Super 8 Motel • 615-867-5000
800-800-8000 • www.super8.com
127 Chaffin Place
 - 13 The Scarlet Hotel • 615-896-2420
2227 Old Fort Parkway
 - 14 Wingate Inn • 615-849-9000
800-228-1000 • www.wingateinns.com
165 Chaffin Place
- Exit 81, Murfreesboro**
- 15 Best Value Inn & Suites • 615-896-8030
888-315-2378 • www.bestvalueinn.com
1954 S Church Street
 - 16 Howard Johnson • 615-896-5522
800-446-4656 • www.hojo.com
2424 S Church Street
 - 17 Knights Inn • 615-893-1090
800-843-5644 • www.knightsinn.com
2036 S Church Street
 - 18 Quality Inn • 615-890-1006
866-678-2378 • www.choicehotels.com
2135 S Church Street
 - 19 Ramada Limited • 615-896-5080
800-272-6232
1855 S Church Street
 - 20 Vista Inn & Suites • 615-848-9030
866-ALVISTA • www.vista-inns.com
118 Westgate Boulevard
- Bed & Breakfast**
- 21 Byrn-Roberts Inn • 615-867-0308
888-887-4919 • www.byrn-roberts-inn.com
346 E Main Street
 - 22 Carriage Lane Inn • 615-890-3630
800-357-2827 • www.carriagelaneinn.com
411 N Maney Avenue

*Denotes Chamber Members

SMYRNA & LA VERGNE LODGING*

Exit 64, La Vergne

- 1 Comfort Inn • 615-793-3600
800-4CHOICE • www.choicehotels.com
107 Enterprise Boulevard
Holiday Inn Express • 615-793-9100
800-HOLIDAY
www.hiexpress.com/laverngetn
109 Enterprise Boulevard
- 2 Super 8 • 615-793-9999
800-800-8000 • www.super8.com
110 Enterprise Boulevard

Exit 66, Smyrna

- 4 Fairfield Inn & Suites • 615-223-8877
800-228-2800
www.marriott.com/usnasy
810 Expo Drive
Hampton Inn & Suites • 615-355-8432
800-HAMPTON • www.hamptoninn.com
2573 Highwood Boulevard
- 6 Sleep Inn & Suites • 615-220-2260
800-424-6423 • www.smyrnasleepinn.com
2689 Highwood Boulevard

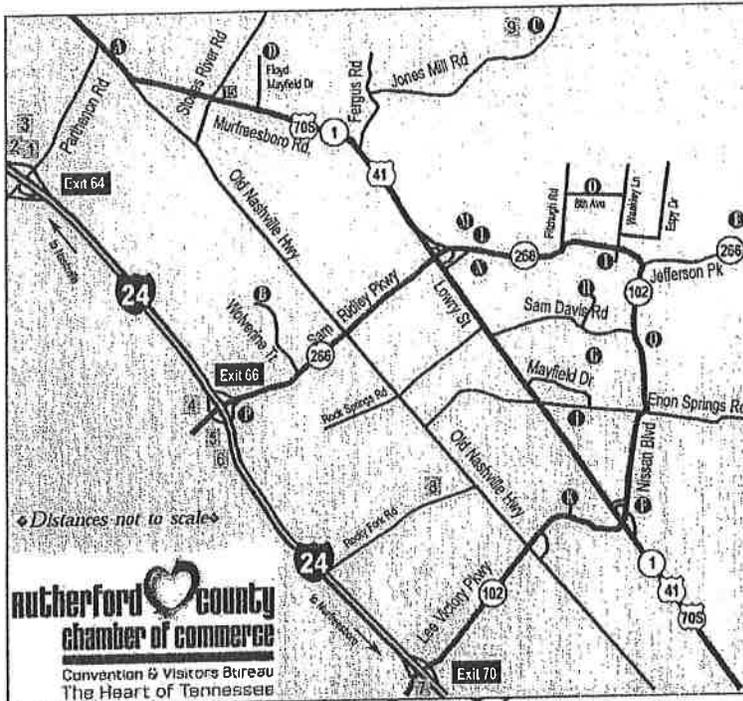
Exit 70, Smyrna

- 7 Deerfield Inn • 615-220-4700
1071 Courier Place

Campgrounds

- 8 Nashville I-24 Campground
615-459-5818
1130 Rocky Fork Road, Smyrna
- 9 Poole Knobs Campground
615-459-8948 • 877-444-6777
493 Jones Mill Road, La Vergne

*Denotes Chamber Members



SMYRNA & LA VERGNE AREA ATTRACTIONS

La Vergne

- A La Vergne City Hall and Rutherford County Chamber of Commerce
- B La Vergne High School
- C Poole Knobs Recreation Area
- D Veterans Memorial Park

Smyrna

- E Cedar Crest Golf Course
- F Nissan North America, Inc.
- G Rotary Soccer Park
- H Sam Davis Home & Museum

- I Smyrna Bowling Center
- J Smyrna City Hall and Rutherford County Chamber of Commerce
- K Smyrna High School
- L Smyrna Municipal Golf Course
- M Smyrna/Rutherford County Airport
- N Smyrna Town Centre
- O Volunteer Park
- Medical
- P StoneCrest Medical Center
- Laundry
- Q The Clothesline

ITINERARY TO OUR MUST SEE ATTRACTIONS

If you have one day:

• **Stones River National Battlefield (1-2 hours)**, commemorating a Civil War battle where 81,000 soldiers fought and 23,000 were killed or injured

• **Cannonsburgh Village (1 hour)**, a pioneer village with a gristmill, one-room schoolhouse, museum and a large collection of antique farm machinery.



• **Murfreesboro Public Square**, lunch at one of the many eateries and then enjoy the antique and specialty shops located in the downtown district. Don't miss the historic Rutherford County Courthouse (20 minutes), one of only six courthouses in Tennessee that dates back to pre-Civil War.



• **Oaklands Historic House Museum (1 1/2 hours)**, tour an elegant mansion that began as a two-room home and became the largest plantation in the county at the time of the Civil War.

• **Middle Tennessee State University (30 minutes)** drive through the campus of one of Tennessee's fastest growing universities.

• **Discovery Center at Murfreesboro** is a hands-on museum and environmental center for visitors of all ages. With hundreds of fun exhibits, twenty acres of outdoor wetlands and daily programs, there is something for the entire family to enjoy. Daily programs and exhibits include: Tennessee Live, Water Works, Newton's Loft, Creation Station, Window to the World, Healthy Choices, On the Move and much, much more!



If you have two days:

Do everything listed for day one, then:

• Visit the **Sam Davis Home and Museum (1 1/2 hours)**, in Smyrna, the boyhood home of a Civil War hero.



• Take a tour of the **Nissan plant (1 hour)** in Smyrna, which is open for tours every Tuesday and Thursday (advance reservations required.)

• See **Fortress Rosecrans (30 minutes)** in Murfreesboro, largest earthen fort built during the Civil War.

• Stroll the **Stones River**

Greenway Trail, a beautiful nature walk that connects Cannonsburgh Village, Fortress Rosecrans and the Stones River National Battlefield

• Visit the **Antique malls** in Murfreesboro, where treasures abound.

If you have three days:

Do everything listed for days one and two, then take your choice:

• Just 40 minutes from downtown Nashville, tour the new **Country Music Hall of Fame (2 hours)**, the **Ryman Auditorium**, first home of the **Grand Ole Opry (1 hour)** or **The Frist Center for the Visual Arts**.

• Travel down Hwy 231 to **Bell Buckle, Tennessee**, just 30 minutes down the road. Spend the afternoon browsing through the shops in the quaint little town that time has forgotten.

• Head down scenic Hwy 231 to **Lynchburg, Tennessee (1 hour drive)** and take a tour of the world famous **Jack Daniel Distillery (70 minute tour)**. Have lunch on the historic square and spend the afternoon visiting the shops in Lynchburg.



For more information on tourist attractions, lodging, events and more, call the Rutherford County Convention & Visitors Bureau at 800-716-7560 or 615-893-6565. Visit us on-line at www.rutherfordchamber.org or pick up a copy of our visitors guide at area hotels.

Rules and Regulations

Welcome to Middle Tennessee State University. This permit entitles you to park in any parking space designated by Parking Services except in disabled spaces, reserved spaces, yellow curbs, tow zones, or fire lanes.

EVERYONE MUST PAY AT THE PARKING METERS.

This permit must be displayed at all times and is NONTRANSFERABLE.

Visitors receiving an unregistered violation (No. 32: No Campus Permit) should sign the ticket and mail or deliver the ticket to Parking Services, P.O. Box 147, MTSU, Murfreesboro, TN 37132.

For Parking questions, call

898-2850

For Public Safety questions, call

898-2424

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

AA/REG BF005-0708

EXHIBIT 30

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: 4

Activity Classification: Career Day

Nature of the Activity, Including Date(s): Sept 22, 2009
Career Fair

Scope of Station's Participation: Invited invite attendees regarding
Career in TV Broadcasting (New)

Station Personnel Involved: Joe Gregory, Neil Owen & Allison Hatler

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

***** DO NOT PUT IN PUBLIC FILE *****

**Quarterly Appearances – WKRN-TV
August 2007**

Appearances in the community by WKRN on-air talent were reported as follows:

Bob Mueller	National Association of Public Relations	Media Ethics Discussion
	Second Harvest Food Bank	Media Reporting Discussion
Allison Hatcher	Juvenile Diabetes Walk-A-Thon Murfreesboro	Honorary Chairperson
	Wings of Freedom Fish Fry Smyrna	Honorary Chairperson
	Lake Providence Baptist Church	Career Fair Talk - <i>Sept 22, 2007</i>
	Nashville Chamber of Commerce Emerging Leaders Awards	Host

Julie Kroenig
Allison Hatcher
Neil Orme
Julie Kroenig

EXHIBIT 31

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: 5

Activity Classification: Internship Program

Nature of the Activity, Including Date(s): July 1, 2007 – March 31, 2008

Scope of Station's Participation: 6 Students Afforded Internship Opportunities.

Station Personnel Involved: News, Weather, Sports

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
- 16 Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

*Spring
Summer*



REGULATIONS GOVERING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

Due to the ever increasing number of requests for internships at WKRN-TV, we have adopted some basic rules which must be met in order for acceptance.

The following will apply:

1. The student must be enrolled in an accredited school, college, or university program in which credit will be received for the internship.
2. The duration of any internship program at WKRN-TV will not be less than eight (8) weeks.
3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
8. Personal interviews of all applicants will be required at WKRN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

9/20/07

Date

INTERNSHIP APPLICATION

Date: 9/20/07

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes (primary) e-mail No _____ Type _____

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: MTSU

Address: _____

Department Head or Advisor: Edd Applegate Phone No: N/A

Major: Advertising/ sociology Minor: Business law Graduation Date: May 2008

Type of degree you will receive: Bachelor's of science

Available to intern: Full time Part time Weekends

Specify days and hours (20 hours minimum) any

Position or area of training desired: marketing / promotion

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting spring Ending Summer

Main Goal: Earn experience through hands on learning

How did you hear of WKRN's Internship Program? Career fair

What do you expect to gain from this program? Experience in field of major

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341



REGULATIONS GOVERING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

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Applicant

3/20/07

Date

INTERNSHIP APPLICATION

Date: March 28, 2007

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: 377 Huntington Place Tupelo, MS 38801

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type Blue Cross Blue Shield

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: Mississippi State University

Address: _____

Department Head or Advisor: John Forde Phone No: 662-325-8033

Major: Broadcasting Minor: _____ Graduation Date: May 2008

Type of degree you will receive Bachelor of Arts

Available to intern: Full time Part time Weekends

Specify days and hours (20 hours minimum) any time

Position or area of training desired: Field reporter and Anchor

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting June 1, 2007 Ending July 31, 2007

Main Goal: I want to become a successful

How did you hear of WKRN's Internship Program? Through the Station's website

What do you expect to gain from this program? Experience in my future field of work.

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341

March 27, 2007

To whom it may concern:

I am providing this letter as documentation that [redacted] is eligible to receive academic credit for service in an internship with your station during summer 2007. She can enroll in CO 4053 Internship in Communication at Mississippi State University for 3 hours of academic credit.

The course requires [redacted] to perform at least 120 hours of service, and she is to provide me with information about her activities via at least five emailed updates. Her supervisor at the station will be asked to complete an evaluation of her service, and that evaluation will be worth 75 percent of the course grade. She must complete other assignments, including submitting a current resume and cover letter, along with a final summary report.

If you have questions, please contact me by email at ldefore@comm.msstate.edu or by phone at (662) 325-8934. We appreciate your efforts to give college students the opportunity to gain professional experience.

Cordially,



Lora J. DeFore
Internship Coordinator

March 25, 2007

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

To Whom It May Concern:

I am applying for the internship position available in the summer session. I found out about his position by searching your station's website.

My courses in broadcasting at Mississippi State University have made me familiar in linear and nonlinear editing. I seek this internship to gain experience in my future field of work. I am a highly motivated and organized student and I would not take this opportunity lightly.

I would appreciate the opportunity to meet with you to discuss my qualifications for this position. Please contact me at _____ if you have questions or would like to schedule an interview. Thank you in advance for your time.

Sincerely,



REGULATIONS GOVERING STUDENT INTERNSHIP PROGRAM
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- ✓ 5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program. *DR. CLARE SEASTON*
- ✓ 6. WKRN-TV does not provide payment or stipends for student interns.
- ✓ 7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
- ✓ 8. Personal interviews of all applicants will be required at WRKN-TV before acceptance into the internship program.
- ✓ 9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
- ✓ 10. All students must have proof of hospitalization insurance before beginning he program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
- ✓ 11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

May 23, 2007

Date



May 22, 2007

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

Dear Frances Pratt,

I am the academic advisor for [redacted] at Middle Tennessee State University. I am writing to confirm that [redacted] has passed all requirements in our program to accept an internship with your company and will receive college credit for his work at WKRN. He is a student in good standing and just completed our Introduction to TV Production course and has already done some free lance video work.

I think you will find him a responsible worker who will abide by the terms of your program.

All best,

A handwritten signature in cursive script that reads "Clare Bratten". The signature is written in black ink and is positioned above the typed name and contact information.

Clare Bratten
Assistant Professor
Electronic Media Communications
Box 58
Middle Tennessee State University
cbratten@mtsu.edu
(615) 898-2795



REGULATIONS GOVERING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

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11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

 _____ Applicant

 April 27, 2007
 _____ Date

INTERNSHIP APPLICATION

Date: April 27, 2007

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) cel

Do you have hospitalization insurance? Yes No _____ Type Koster Insurance

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: Vanderbilt University

Address: 2201 West End Ave. Nashville, TN 37235

Department Head or Advisor: John M. Sloop Phone No: (615) 322-2988

Major: Communication studies Minor: Geology Graduation Date: 2009

Type of degree you will receive Bachelor of Arts in Communication studies

Available to intern: Full time Part time Weekends _____

Specify days and hours (20 hours minimum) Any day anytime ^{until} in July

Position or area of training desired: Anchor or meteorologist ^{class} from 1-3

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting May or June Ending August

Main Goal: To learn the skills needed to be successful ^{in this} field

How did you hear of WKRN's Internship Program? WKRN's website

What do you expect to gain from this program? hands-on experience in the Newsroom

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341



VANDERBILT UNIVERSITY
COLLEGE OF ARTS AND SCIENCE

Communication Studies

Date: April 27, 2007

To whom it may concern:

is eligible to receive academic credit for a completed internship through Interdisciplinary Studies 280. Vanderbilt University customarily requires that a student work five hours for each hour of academic credit.

Sincerely,

A handwritten signature in black ink, appearing to read 'John M. Sloop'.

John M. Sloop, Chair
Department of Communication Studies

Young Broadcasting Inc. System Employee Requirements

(This form must be filled out before you can have access to a computer.)

To: Frances Pratt - HR Dept / Eric Spears - IT Dept

Date: 8/21/2006

From: RE: New Hire Re-Hire Termination 3rd Party/Vendor

Employee Name:	Effective Date:
Department: NEWS	Manager/Supervisor (print): MATTHEW ZELKIND
Position/Title: WEATHER INTERN	Signature: <i>[Signature]</i> 7/16/07
Computer Policy Signed <input checked="" type="checkbox"/> <i>[Signature]</i>	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input checked="" type="checkbox"/> Temp <input checked="" type="checkbox"/> Intern

Facilities Required:

- Phone Voice Mail (You must include the extension number _____)
 Long Distance Code Cellphone Pager ID Badge Gasoline Card
 Laptop Car/ Car Keys Camera Equipment

Systems/Applications:	Applications Required	Added by IT Staff	Deleted by IT Staff
<i>System</i>			
Domain Credentials	<input type="checkbox"/>		
Email Address	<input type="checkbox"/>		
Encoda Systems / Medialine	<input type="checkbox"/>		
<i>Newsroom</i>			
ENPS	<input type="checkbox"/>		
<i>Finance</i>			
ADP Payroll System	<input type="checkbox"/>		
Great Plains	<input type="checkbox"/>		
DRS	<input type="checkbox"/>		
CMS	<input type="checkbox"/>		
Invoice Archive	<input type="checkbox"/>		
Business Portal	<input type="checkbox"/>		
<input type="checkbox"/> Requisition Creator <input type="checkbox"/> Requisition Approver <input type="checkbox"/> Final Approver			
Submit To:			
<i>Traffic / Sales</i>			
Bias	<input type="checkbox"/>		
Salesline	<input type="checkbox"/>		
<i>Web Access</i>			
Website Access	<input type="checkbox"/>		
<i>3rd Party/Vendor Access</i>	<input type="checkbox"/>		
Specific access needs must be entered below			
* Vendor Access Policy Signed <input type="checkbox"/>			

Special Hardware and Software Needs (Please Specify):

IT STAFF ONLY

TEMP/INTERN LOGON EXPIRES: App. Aug. 6, 2007

NAME: _____

Please Print

DEPT: NEWS / WEATHER TODAY'S DATE: 7-13-07

PURPOSE STATEMENT

The purpose of this document is to provide employees with a set of rules and standards to follow for the proper use of computer assets owned by Young Broadcasting Inc. or any of its subsidiaries (collectively, the "company") company. This document intends to clarify an employee's rights and responsibilities with respect to computer equipment and resources including hardware, software, login security, data files and electronic messaging.

The scope of this policy applies to:

- All employees including regular, temporary, part-time and contract employees who work for the company
- Any Company-owned computer equipment located at any remote bureau office, or at any remote location such as a News van, employee's home or on-the-road travel site.

LOGIN ACCESS

- All Employees, including interns and temps, will be assigned login access to approved systems *if and only if* the proper forms have been completed, authorized by their supervisor and delivered to the IT Department. Notification of new employee hires must be given to the IT, and HR well in advance of their start date.
- Logins will be assigned as follows:
 By: first initial, last name
 Then, if a duplicate exists:..... first initial, second initial, last name
 Then, if still a duplicate:..... will be determined by IT dept.
- **Employees are not allowed to log in to more than one workstation on the Network at one time.** The system will prohibit multiple logons, displaying a warning message on screen. The employee must first log out of their current workstation before being able to log on to another.
- Employees are not authorized to use a network workstation unless they have their own log on which has been created and approved for them based upon the Employee Entry/Exit form explained above.
- All Employees with Network logins will be given access to **standard desktop applications** such as: Microsoft Office, Internet Explorer and Microsoft Outlook.
- All other **special access privileges** to other systems and applications will be granted if indicated on their entry form and approved by their Supervisor and the IT Department.

TERMINATIONS

- Supervisors who hire and terminate employees are **required** to notify the IT, and HR Departments of the employee's termination date. Notification is to be made immediately upon realization of the termination by submitting an Employee Entry/Exit Form. The Employee Entry/Exit Form can be sent via e-mail or in paper

form with a signature. This form can be found on the *Share Drive* in the *IT Forms Directory*, it is called WKRNEmpform.doc.

- Terminated employee **data files** are the responsibility of their supervisor. Employees are required to review, organize and delete old data files before they leave. Any files remaining will be deleted at the time of termination. A manager may request that files remain active for a specified time. That access will be at the discretion of the IT department.
- E-mail accounts will be removed and all remaining e-mail will be permanently deleted upon the employee's termination date. A manager may request that a mailbox remain active for a specified time. That access will be at the discretion of the IT department.

PASSWORDS

- Passwords should have a **minimum length of 6** and be **alpha-numeric**. Alpha-numeric is defined as at least one letter of the alphabet and at least one number from 0-7 or special character including: ~`!@#\$%^&*()-_+=[]{}?<> No periods (.) or slashes (/) (\) are allowed.
- Passwords will be **randomly generated** for the employee by the IT Department unless the employee **specially requests** a password which meets the company's minimum requirement.
- Employees are **unauthorized to give their passwords to anyone**, with the exception of the IT Department for testing purposes and in an emergency situation. If their password has been made public, their password must be changed immediately. Under no circumstances should a manager or someone with special access privileges give their logon and password to someone else.

DATA PROTECTION

- Employees are responsible for protecting Network and workstation resources by **logging off or shutting down** their computers every evening and during non-working hours such as weekends, vacations. Data files must be saved and closed during idle periods.
- Employees with Network logons will be given full, **exclusive** access rights to a folder on the Network in which to store their own user data files. This folder is referred to as their *Home Directory* and is designated by the H: drive. No other user login has access to this folder with the exception of the IT Department administrative staff.
- Regular employees with Network logons will also be given full-access rights to their own department's **share folder**, named as follows: G:\dept. They also have full access to the general shared folder, named as follows: x:\. Full access is defined as being able to save, create, read, write, view and **delete** files.
- The IT Department performs nightly **backups** of user data files stored on the Network.
- The IT Department is not responsible for the security of data being saved on a user's local hard drive, floppy disks or being stored in the general shared folder, which all employees have full access to and which can be deleted by anyone at any time.

SOFTWARE

- **Employees are not authorized to copy, delete, move or install any software whatsoever onto the company Network or onto any company-owned computer asset.**
- Employees are unauthorized to download files or programs from the Internet and are restricted from performing Internet file transfers. Exceptions are made for those employees with specially authorized positions who have a justified and continual business purpose for downloading files from the Internet. If this privilege is abused it will be revoked.
- The Information Technology Department is the only department that is authorized to approve, purchase, receive and install software. **Unauthorized software will be removed from workstation hard drives or**

Network drives without question. Repeated removal of unauthorized software will be reported to Human Resources.

- If specific vendor-supplied application software needs to be installed and configured by that vendor, then the IT Department must be notified in advance. This is to ensure that the software is compatible with our environment and that it is installed with proper access and virus scanning enabled.
- Games, screen savers, animations and other executable programs are completely **unacceptable** and will be removed without question. This includes pictures (JPG, BMP, GIF, etc...) used for desktop wallpaper.
- It is illegal to take company-owned software home and copy or install it onto an employee's personal computer, with the exception of a few application licenses, approved by the IT Department.

SOFTWARE - STANDARD APPLICATIONS

- Workstation computers are supplied with **standard desktop software** applications which include:
Microsoft Windows 2000 or XP, Microsoft Office 2003 Suite, Outlook E-mail, Internet Explorer, Adobe Acrobat, Media Player, Macromedia Flash Player and Symantec Anti-Virus.
- Applications other than the standard list above require authorization for use from the Employee Entry/Exit form. If software other than the provided list above is required for an employee to complete their job, please submit a written request signed by your department head to the IT Department.
- Network and workstation software is purchased only from the IT Department's standard operating budget. Requests for special software needs should be considered well in advance, preferably during the yearly August budget period.
- **Database applications** are not installed as standard desktop software. We certify one application for use in the company for special needs that have been budgeted and approved by IT and the Department. The program is Microsoft Access. We encourage the use of Word and Excel for most simple database lists. When these standard applications are unable to provide the employee with efficient functionality for their needs, then one of these two programs will be considered.
- **Electronic Calendar** application is available for all regular, full-time employees that have a permanent desk and that have access to Microsoft Outlook E-mail. We train and provide support for Outlook 2003 only.

EMAIL

- It is the policy of the company that all electronic mail systems should only be used for business related communications. E-mail systems and all e-mail generated using these systems, including their associated backups, are considered to be an asset owned by the company and are not the property of the user.
- It is not the company's policy to monitor e-mail messages in general, but we reserve the right to do so for the performance of operation, maintenance, auditing, security and investigative functions. Users should be aware that the IT Department may need to logon and check their email accounts in cases of installation testing and problem troubleshooting.
- E-mail system users should use good judgment in forwarding mail messages and attachments that contain information that the recipient is not authorized to have access to, or contain information that could damage an individual, personally or professionally, if released to the wrong parties.
- The security and integrity of the company e-mail system is everyone's responsibility and therefore employees should not open or forward messages that come from an unknown source, such as spamming or "junk mail", or that contain unknown file or program attachments.
- Employees should be sensitive to the fact that our email system is linked to other divisions in the corporation and that messages should be thoughtfully reviewed before sending to distribution groups and outside individuals.

- Employees are given a **disk space allowance of 500 MB** for email message storage and will be notified with a warning when they reach 425 MB. If you allow you files to exceed 500MB you will no longer be able to send any e-mail. Your Individual Internet mail messages are limited to 5MB in size.

Remote Access

- It is the responsibility of any employee of Young Broadcasting Inc. with remote access privileges to ensure that their remote access connection remains as secure as his or her network access within the office. It is imperative that any remote access connection used to conduct Young Broadcasting Inc. business be utilized appropriately, responsibly and ethically. Therefore, the following rules must be observed.
 1. General access to the internet by residential remote users through Young Broadcasting Inc.'s network is permitted. However, both the employee and his/her family members using the Internet for recreational purposes through company networks are not to violate any of Young Broadcasting Inc.'s acceptable use policies.
 2. Employees will use secure remote access procedures. This will be enforced through public/private key encrypted strong passwords in accordance with Young Broadcasting Inc.'s password policy. Employees agree to never disclose their passwords to anyone, particularly to family members if business work is conducted at home.
 3. All remote computer equipment and devices used for business interests, whether personal- or company-owned, must display reasonable physical security measures. Computers should have installed whatever antivirus/firewall software deemed necessary by Young Broadcasting Inc.'s IT department.
 4. In order to avoid confusing official company business with personal communications, employees, contractors and temporary staff with remote access privileges must never use non-company email accounts (eg. Hotmail, Yahoo, etc.) to conduct Young Broadcasting Inc. business.
 5. No employee is to use Internet access through company networks via remote connection for the purpose of illegal transactions, harassment, competitor interest or obscene behavior in accordance with other existing employee policies.
 6. If a personally- or company-owned computer or related equipment used for remote access is damaged, lost or stolen, the authorized user will be responsible for notifying their manager and Young Broadcasting of Nashville's IT department immediately.
 7. The remote access user also agrees to immediately report to their manager and Young Broadcasting of Nashville's IT department any incident or suspected incidents of unauthorized access and/or disclosure of company resources, databases, networks, etc.
 8. The remote access user also agrees to and accepts that his or her access and/or connection to Young Broadcasting Inc.'s networks may be monitored to record dates, times, duration of access, etc. in order to identify unusual usage patterns or other suspicious activity. As with in-house computers, this is done in order to identify accounts/computers that may have been compromised by external parties.

STATEMENT OF AGREEMENT

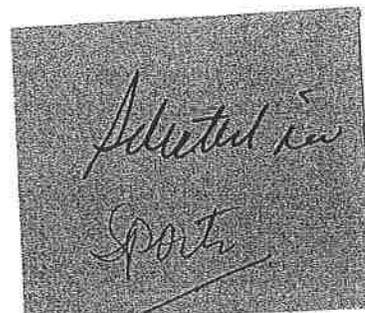
I, _____ ^{INTER - PR} acknowledge that (a) I am an employee within the scope of the policy described above and (b) I have read and understand this policy and agree to its terms.

Print Name

Signature

07/13/07
Date Signed

WKRN NASHVILLE



REGULATIONS GOVERNING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

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I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship

program.

Applicant _____

Date

4/10/07

441 MURFREESBORO ROAD NASHVILLE, TENNESSEE 37210 (615) 369-7237
AN AFFILIATE

INTERNSHIP APPLICATION

Date: 4/10/07

Name: _____

Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type

Anthem / Blue Cross

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name:

Mississippi State University

Address:

Mississippi State, MS 39762

Department Head or Advisor: Dr. Zullo Phone No: (662) 325-9281

Major: Sports Communications Minor: Broadcasting Graduation Date:

May 08

Type of degree you will receive

Bachelor of Science

Available to intern: Full time Part time _____ Weekends _____

Specify days and hours (20 hours minimum)

Mon - Sat 8-5

Position or area of training desired:

Sports / Broadcasting

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No

Length of Internship desired: Starting June 1 Ending July 31

Main Goal:

To further my experience in the field of Television Production

How did you hear of WKRN's Internship Program?

Internet website

What do you expect to gain from this program?

Experience needed to get a job.

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341

WKRN NASHVILLE

REGULATIONS GOVERING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

Due to the ever increasing number of requests for internships at WKRN-TV, we have adopted some basic rules which must be met in order for acceptance.

The following will apply:

1. The student must be enrolled in an accredited school, college, or university program in which credit will be received for the internship.
2. The duration of any internship program at WKRN-TV will not be less than eight (8) weeks.
3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
8. Personal interviews of all applicants will be required at WRKN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning he program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship

program.

Applicant _____ Date 4/10/07

441 MURFREESBORO ROAD NASHVILLE, TENNESSEE 37210 (615) 369-7237
AN AFFILIATE

INTERNSHIP APPLICATION

Date: 4/10/07

Name: _____ Social Security No: _____

Present Address:

Permanent Address:

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type
Anthem / Blue Cross

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name:

Mississippi State University

Address:

Mississippi State, MS 39762

Department Head or Advisor: Dr. Zullo Phone No: (662) 325-9281

Major: Sports Communications Minor: Broadcasting Graduation Date:
May 08

Type of degree you will receive

Bachelor of Science

Available to intern: Full time Part time _____ Weekends _____

Specify days and hours (20 hours minimum)

Mon - Sat 8-5

Position or area of training desired:

Sports / Broadcasting

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No

Length of Internship desired: Starting June 1 Ending July 31

Main Goal:

To further my experience in the field of Television Production

How did you hear of WKRN's Internship Program?

Internet website

What do you expect to gain from this program?

Experience needed to get a job.

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341

Started 8-29-2007

NEWS
WKRN NASHVILLE



REGULATIONS GOVERNING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

Due to the ever increasing number of requests for internships at WKRN-TV, we have adopted some basic rules which must be met in order for acceptance.

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3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
8. Personal interviews of all applicants will be required at WKRN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant _____

7/12/07
Date _____

INTERNSHIP APPLICATION

Date: 7/12/07

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type Cigna

In case of an emergency, please notify: _____ Phone No: 865-719-0268

School, College or University Name: Middle Tennessee State University

Address: 1301 E. Main St.

Department Head or Advisor: Mary Nichols Phone No: _____

Major: Digital Media Minor: Social Work Graduation Date: Dec. 2007

Type of degree you will receive Bachelor of Science

Available to intern: Full time _____ Part time Weekends _____

Specify days and hours (20 hours minimum) MWF - 12pm-5pm TR - 3-8

Position or area of training desired: Production

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting August 20, 2007 Ending October 19, 2007

Main Goal: To gain a better understanding of production by working hands-on.

How did you hear of WKRN's Internship Program? The Station's website

What do you expect to gain from this program? Experience and a better knowledge of the media industry.

Please complete this form and return to:
Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

615-369-7341

Electronic Media Communication
MTSU P.O. Box 58
Murfreesboro, Tennessee 37132
(615) 898-5628



May 25, 2007

To Whom It May Concern:

This letter is to confirm that the following student is eligible to enroll for an internship for credit at Middle Tennessee State University. To confirm actual enrollment, please require student to provide registration receipt showing enrollment in EMC 4000 once semester begins.

Name	Supervisor on record	Semester
	Mary Nichols	Summer 2007 or Fall 2007

A handwritten signature in cursive script that reads "Mary Nichols/jmm".

Mary Nichols, Ph.D.
Electronic Media Communication Internship Coordinator
Middle Tennessee State University
MTSU Box 58
Murfreesboro, TN 37132

mnichols@mtsu.edu
615 898-5677





REGULATIONS GOVERING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

Due to the ever increasing number of requests for internships at WKRN-TV, we have adopted some basic rules which must be met in order for acceptance.

The following will apply:

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3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
8. Personal interviews of all applicants will be required at WRKN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning he program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant: _____

Date: 04/ 07/08

INTERNSHIP APPLICATION

Date: 04/07/08

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) N/A _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes _____ Type: Blue Cross Blue Shields

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: Belmont University

Address: _____

Department Head or Advisor: Rich Tiner Phone No: 615-460-6282

Major: Mass Communication Minor: English Writing and Dance Graduation Date: May '09

Type of degree you will receive B.A.

Available to intern: any time best or available

Specify days and hours (20 hours minimum) Mon-Sat before 3:00 and Sunday after 12:00

Position or area of training desired: Writing or Production or Promotion

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes

Length of Internship desired: Starting *started* June 16th Ending: August or even Dec. *9am M, W, F 9-3:30*

Main Goal: To gain knowledge of the business and realize what facet I am best suited for and most productive and essential in.

How did you hear of WKRN's Internship Program? Greg Pillon refered *June 16th*

What do you expect to gain from this program? Essential skills that will help me in media production.

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkm.com



REGULATIONS GOVERING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

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10. All students must have proof of hospitalization insurance before beginning he program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

_____ 3/20/08 _____
 Applicant Date

INTERNSHIP APPLICATION

Date: March 30, 2008

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type _____

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: East Tennessee State University

Address: P.O. Box 70267 Johnson City, TN 37614

Department Head or Advisor: Tom Headley Phone No: (423) 439-7572

Major: Broadcasting Minor: Theater Graduation Date: May 2009

Type of degree you will receive Bachelor's of Science

Available to intern: Full time Part time _____ Weekends _____

Specify days and hours (20 hours minimum) any available

Position or area of training desired: any available

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting May 15, 2008 Ending August 20, 2008

Main Goal: To gain practical experience in the field of television.

How did you hear of WKRN's Internship Program? The internet

What do you expect to gain from this program? Invaluable, real-world experience

Please complete this form and return to:
zjbn7@goldmail.etsu.edu
Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341

*Starts
May 27
9am*

East Tennessee State University
P.O. Box 20002
Johnson City, TN 37614

March 30, 2008

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

Ms. Pratt,

I am interested in applying for one of the summer internship positions that was listed on your company's website. I am a junior at East Tennessee State University majoring in mass communications with a concentration in broadcasting and a minor in theater. I have had a great deal of experience in radio and television production, as well as performance, both in academic settings and in the field. Through my university, I have worked for the campus radio station for two semesters. I am comfortable using the Adobe Audition audio editing program and have created a number of commercials and drops. Also, through work on my senior thesis project (an original drama for television consisting of six 15-minute episodes that I wrote, produced, directed, and edited) I have become more than proficient with the video editing program, Final Cut Pro.

Last summer I had an internship with WBRF, a country and bluegrass radio station in Galax, Virginia. During this internship, I worked with Adobe Audition and also became familiar with the program, Scott Studios. I voiced a number of commercials for the station, worked a few overnight shifts, and attended several remotes. Some of these remotes included Smoke on the Mountain (the Virginia State barbecue festival), Galax Old Time Fiddler's Convention, and several concerts at the Blue Ridge Music Center. I even had the opportunity to work a remote for a concert with Ralph Stanley and Wayne Henderson. Although this internship provided me with invaluable experience, my true interests lie in television and I am seeking an internship to gain more experience in this field.

I believe that I would be an asset to this company and I know this internship would provide me with an important as well as unforgettable experience.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

EAST TENNESSEE
STATE UNIVERSITY



College of Arts and Sciences • Department of Communication
Box 70667, Johnson City, Tennessee 37614-1701, ph: (423) 439-4491, fax: (423) 439-7540, www.etsu.edu

3-28-2008

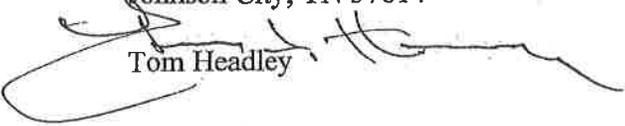
WKRN-TV
Summer Internship Program

To Whom It May Concern:

This letter certifies that _____ will be receiving 2 hours credit in 4680 Broadcast Practicum for working a minimum of 20 hours for 8 weeks. Your organization is required to complete 2 evaluation forms submitted by _____ midway through the internship and at the end of her program. _____ accepts all terms of the internship.

Please send completed evaluation forms to:

Tom Headley, Director of Broadcasting
Division of Broadcasting
P.O. Box 70667
East Tennessee State University
Johnson City, TN 37614


Tom Headley



arranged - May
reference - website

Start date/time - May 19, 9a
Schedule -

REGULATIONS GOVERING STUDENT INTER
WKRN-TV, NASHVILLE, TN

Due to the ever increasing number of requests for internships at WKRN-TV, the following basic rules which must be met in order for acceptance.

The following will apply:

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10. All students must have proof of hospitalization insurance before beginning the program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

3/1/08

Date

INTERNSHIP APPLICATION

Date: 3/2/08

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type Bluecross Blueshield

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: Hampton University

Address: _____

Department Head or Advisor: Prof. Van Dora Williams Phone No: 757-728-6924

Major: Broadcast Journalism Minor: Spanish Graduation Date: May 2009

Type of degree you will receive Bachelor of Arts

Available to intern: Full time _____ Part time Weekends

Specify days and hours (20 hours minimum) Mon-Fri 5:00 am-1:00pm Sat-Sun-All day

Position or area of training desired: Production, On-Air, News Website

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting May 19, 2008 Ending Aug 1, 2008

Main Goal: To learn as much as I can about everything!

How did you hear of WKRN's Internship Program? www.wkrn.com

What do you expect to gain from this program? More knowledge and skills in this field

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

SCRIPPS HOWARD SCHOOL OF
JOURNALISM AND COMMUNICATIONS
(757) 727-5405

February 25, 2008

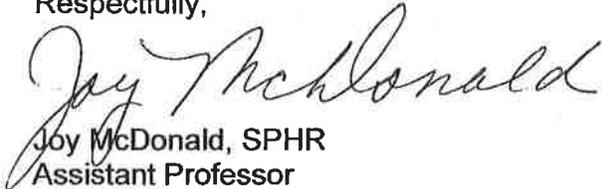
Frances Pratt
News 2 WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

Dear Ms. Pratt:

This letter is to inform you that _____ a broadcast journalism major in the Scripps Howard School of Journalism and Communications at Hampton University, will meet a graduation requirement for her successful completion of a 150-hour contracted internship at News 2 WKRN-TV during the summer of 2008.

All journalism and communications majors are required to complete an internship before they graduate from the university.

Respectfully,



Joy McDonald, SPHR
Assistant Professor
Internship Coordinator
Scripps Howard School of Journalism and Communications
757-727-5993
joy.mcdonald@hamptonu.edu

March 21, 2008

News Channel 2 WKRN-TV

Frances Pratt:

I am interested in applying for your summer internship program. I am a junior at Hampton University in Hampton, VA. At Hampton University, I am enrolled in the Scripps Howard School of Journalism and Communication. I am a junior majoring in broadcast journalism. I am also pursuing an area of emphasis in Spanish.

Throughout my matriculation at Hampton University I have taken eight journalism classes, and I am currently enrolled in three journalism classes. I have learned the fundamentals and the essential skills to write a journalism story. In a class entitled "Intro to Production," I was able to acquire skills in setting up a JVC camera. I learned how to calibrate a lens and shoot an extreme wide shot, wide shot, medium shot, close-up, and extreme close-up shot. For a final project for the course, I edited a story on a linear editing system using an insert mode. During this course, I was also able to acquire skills in Soundtrack Pro, part of the Final Cut Pro Edit Suite. I also have taken a course entitled, "Principles of Public Relations." With this course I was able to learn the basic nature of the public relations field and the different skills needed. I am currently enrolled in a journalism class entitled, "Broadcast Writing." In this class I am learning that basis of a broadcast story. I am learning how to do a voice over, sound on tape, wrap, as well as a package. With this course I am also learning how to use Adobe Audition 2.1.

During my junior year at Hampton University, I have managed to attend school and have a part-time job at Jason's Deli. I also participate in activities at school. Currently I am the Events Committee Chair for the Student Union Board. Along with a co-chair, I help create and events for students to interact with one another on campus. I am also a member of the Community Service Committee for this organization. Every other Saturday, we go to nursing homes and play bingo with the residents or simply keep them company. Last semester we received the honor of having the opportunity to volunteer for the Special Olympics that were held in Virginia Beach.

Dedication and hard work are two things that I strive to accomplish in any activity in which I participate. I am able to be a team member and work well with others. If I possess the skills needed to lead a team, I am not afraid to do so. I ask that you please consider me as participant to intern for your organization. I would love the opportunity to broaden and strengthen my skills by working for you. Thank you.

Sincerely,

Scriptts Howard School of Journalism and Communications INTERNSHIP CONTRACT

Last Name _____ First Name _____ GPA: 3.32

Student Number _____ Major/Sequence: Broadcast Year: Junior

E-Mail Address: _____

Local Address: _____

Local Phone: _____ Home Phone: _____

Home Address: _____

INTERNSHIP INFORMATION

Name of Organization: WKRN-TV (ABC) NASHVILLE, TN

Name of Intern Supervisor: Karen Brown

Intern Supervisor Title: Executive Producer

(If supervisor's title does not reflect expertise in communications (broadcast, public relations, print or advertising), attach an explanation or copy of the supervisor's resume.)

Organization's Address: 441 Murfreesboro Rd., Nashville, TN 37219

Supervisor's Phone: (615) 369-7206 Supervisor's Email: kbrown@wkrn.com

Supervisor's Fax: (615) 369-7329 Signature of Intern Supervisor: K. Brown

Check all that apply

Type of Internship: • Graduation Requirement (class-related credit)
• Course Credit (must be enrolled in JAC 465)

- Internship details and hours to be completed (due before you start internship)
SHJC internship coordinator's initials/Date _____
- Supervisor's Evaluation on file (due 30 days after completing the internship)
SHJC internship coordinator's initials/Date _____
- Interns Diary on file (due 30 days after completing the internship)
SHJC internship coordinator's initials/Date _____
- Intern's 3-5 page summary paper on file (due 30 days after completing the internship)
SHJC internship coordinator's initials/Date _____

Please Note: All submissions related to completing an internship must be typewritten.

Student's Signature _____ Date 5/14/08
(student signature indicates student has read and understands the requirements of the internship)

Internship Coordinator's Signature _____ Date _____

Director's Signature _____ Date _____



1:30-9:00pm
MONDAY
WEDNESDAY

REGULATIONS GOVERNING STUDENT INTERNSHIP
WKRN-TV, NASHVILLE, TN

Due to the ever increasing number of requests for internships at WKRN-TV, the following basic rules which must be met in order for acceptance.

will be able to start
Aug. 25

The following will apply:

1. The student must be enrolled in an accredited school, college or university, in which credit will be received for the internship.
2. The duration of any internship program at WKRN-TV will not be less than eight (8) weeks.
3. The internship may be terminated anytime by the station after one (1) week.
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11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

June 25, 2008
Date

INTERNSHIP APPLICATION

Date: June 25, 2008

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes X No _____ Type Blue Cross BlueShield

In case of an emergency, please notify: _____ Phone No: _____
School, College or University Name: Middle Tennessee State University

Address: 1301 East Main Street Murfreesboro, TN 37132

Department Head or Advisor: Dr. Roger Heinrich Phone No: (615)-904-8565

Major: Electronic Media Journalism Minor: Spanish Graduation Date: December 2009

Type of degree you will receive: Bachelor's Degree

Available to intern: Full time _____ Part time X Weekends Occasionally
Specify days and hours (20 hours minimum) Monday and Wednesdays- anytime; Friday- Day

Position or area of training desired: Reporting and anchoring

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes X No _____

Length of Internship desired: Starting End of August 2009 Ending December 2009

Main Goal: To experience the news industry outside the classroom and as a working individual.

How did you hear of WKRN's Internship Program? Career day at MTSU

What do you expect to gain from this program? The knowledge, guidance, and experience to further my career as a professional broadcaster.

Please complete this form and return to:

Human Resources
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
sosborne@wkrn.com
615-369-7341

Electronic Media Communication

MTSU P.O. Box 58
Murfreesboro, Tennessee 37132
(615) 898-5628



August 12, 2008

To Whom It May Concern:

This letter is to confirm that the following student is eligible to enroll for an internship for credit at Middle Tennessee State University. To confirm actual enrollment, please require student to provide registration receipt showing enrollment in EMC 4000 once semester begins.

Name	Supervisor on record	Semester
	Mary Nichols	Fall 08

A handwritten signature in cursive script that reads "Mary Nichols / inn".

Mary Nichols, Ph.D.
Electronic Media Communication Internship Coordinator
Middle Tennessee State University
MTSU Box 58
Murfreesboro, TN 37132

mnichols@mtsu.edu
615 898-5677





REGULATIONS GOVERING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN

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8. Personal interviews of all applicants will be required at WRKN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning he program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

June 25, 2008

Date

INTERNSHIP APPLICATION

Date: June 25, 2008

Name: _____ Social Security No: _____

Present Address _____

Permanent Address _____

Phone Number (Home): _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type Blue Cross BlueShield

In case of an emergency, please notify: _____ Phone No: _____
School, College or University Name: Middle Tennessee State University

Address: 1301 East Main Street Murfreesboro, TN 37132

Department Head or Advisor: Dr. Roger Heinrich Phone No: (615)-904-8565

Major: Electronic Media Journalism Minor: Spanish Graduation Date: December 2009

Type of degree you will receive: Bachelor's Degree

Available to intern: Full time _____ Part time Weekends Occasionally
Specify days and hours (20 hours minimum) Monday and Wednesdays- anytime; Friday- Day

Position or area of training desired: Reporting and anchoring

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting End of August 2009 Ending December 2009

Main Goal: To experience the news industry outside the classroom and as a working individual.

How did you hear of WKRN's Internship Program? Career day at MTSU

What do you expect to gain from this program? The knowledge, guidance, and experience to further my career as a professional broadcaster.

Please complete this form and return to:

Human Resources
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
sosborne@wkrm.com
615-369-7341

WKRN-TV REGULATIONS GOVERNING STUDENT INTERSHIPS

The following requirements must be met before being accepted as a WKRN-TV Intern:

1. Student must be enrolled in an accredited school, College or University program in which credit is received for the internship.
2. The duration of any internship is no less than eight (8) weeks.
3. The internship can be terminated, by WKRN-TV, after one week.
4. Interns are required to work a minimum of twenty (20) hours a week.
5. A letter is required from a school official stating the student is qualified academically, will receive credit and will abide by the terms of the WKRN-TV Internship Program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student agrees to perform any assignments to which she/he is directed by the supervising manager involved with his/her internship.
8. All intern applicants will receive a personal interview at WKRN-TV before being accepted into the internship program.
9. The student is subject to normal security rules established by WKRN-TV. The student is not allowed on company premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All interns are covered by the same liability insurance applicable to any invitee or visitor in the WKRN-TV building.
11. All applicants must complete, sign, and submit the attached Internship application to WKRN-TV.

I have read the above requirements governing student interns at WKRN-TV. I understand and agree to abide by the same while I participate in the WKRN-TV Internship Program.

Applicant Signature

09-28-08

Date

INTERNSHIP APPLICATION

Date 08-28-08

Name _____

Social Security # _____

Present Address _____

Permanent Address _____

Phone number _____ (home) _____ (school) _____ (other)

Emergency contact: _____ (Phone) _____

Hospitalization Insurance Co. and type _____

School, College or University Name Tennessee State University

Address 3300 John A. Merritt Blvd Nashville, TN 37209

Dept. Head or Advisor Dr. Donald Page (Phone _____)

Major MASS Communications Minor _____ Graduation Date Aug 2009

Type of degree you will receive B.S. Degree

Available to intern: Full time Part-time _____ Weekends _____

Specify days and hours (20 hours minimum) Monday 2:00-5:00, Tues 3:00-7:00, Wed 2:00-5:00

Department of interest News Reporting

Are you able to perform the essential functions of this position with or without reasonable accommodations? YES _____ NO

Dates requested: Start date Asap End date _____

Main goal Learn everything possible about reporting and other branches of media

How did you hear of WKRN-TV's program? School

Please complete this form and return to:

Rosemary Wesela
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

Thurs 3:00-7:00
Sat 10:00-2:00

start date Sept. 11, 2008

Time in: 11 AM

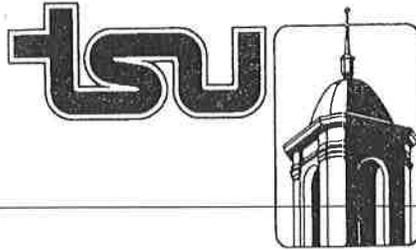
Thursday

Schedule: Tuesday 3pm-7pm (4)

Wednesday 10³⁰ AM - 2⁰⁰ PM (4)

Friday 10³⁰ AM - 2⁰⁰ PM (4)

Saturday 8 AM - 4 PM (9)



College of Arts and Sciences
Tennessee State University
3500 John A. Merritt Blvd.
Nashville, Tennessee 37209-1561

Communications
Office: (615) 963-5741
Fax: (615) 963-5805

Ms. Rosemary Wesela
News 2, WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

August 28, 2008

Dear Ms. Wesela,

This letter is to verify that _____ is a student at Tennessee State University. He is registered for the Internship course COMM 4420 for the Fall Semester. He will receive three credit hours for the course. _____ is expected to complete a minimum of 150 hours of work which is the equivalent to a minimum of 10 hours per week.

Thank you for giving _____ the opportunity to intern at News Channel 2.

Sincerely,

A handwritten signature in cursive script that reads "Coreen Jackson".

Coreen Jackson, Ph.D.
Asst. Professor/Internship Instructor
cjackson7@tnstate.edu
963-1546

WKRN-TV REGULATIONS GOVERNING STUDENT INTERNSHIPS

The following requirements must be met before being accepted as a WKRN-TV Intern:

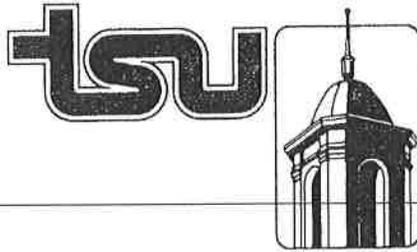
1. Student must be enrolled in an accredited school, College or University program in which credit is received for the internship
2. The duration of any internship is no less than eight (8) weeks.
3. The internship can be terminated, by WKRN-TV, after one week.
4. Interns are required to work a minimum of twenty (20) hours a week.
5. A letter is required from a school official stating the student is qualified academically, will receive credit and will abide by the terms of the WKRN-TV Internship Program.
6. WKRN-TV does not provide payment or stipends for student interns
7. The student agrees to perform any assignments to which she/he is directed by the supervising manager involved with his/her internship.
8. All intern applicants will receive a personal interview at WKRN-TV before being accepted into the internship program.
9. The student is subject to normal security rules established by WKRN-TV. The student is not allowed on company premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All interns are covered by the same liability insurance applicable to any invitee or visitor in the WKRN-TV building.
11. All applicants must complete, sign, and submit the attached Internship application to WKRN-TV.

I have read the above requirements governing student interns at WKRN-TV. I understand and agree to abide by the same while I participate in the WKRN-TV Internship Program.

Applicant Signature

8-28-08

Date



College of Arts and Sciences
Tennessee State University
3500 John A. Merritt Blvd.
Nashville, Tennessee 37209-1561

Communications
Office: (615) 963-5741
Fax: (615) 963-5805

Ms. Sandra Osborne
News 2, WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

August 27, 2008

Dear Ms. Osborne,

This letter is to verify that _____ is a student at Tennessee State University. He is registered for the Internship course COMM 4420 for the Fall Semester. He will receive three credit hours for the course. _____ is expected to complete a minimum of 150 hours of work which is the equivalent to a minimum of 10 hours per week.

Thank you for giving Carl the opportunity to intern at News Channel 2.

Sincerely,

A handwritten signature in black ink that reads 'Coreen Jackson'.

Coreen Jackson, Ph.D.
Asst. Professor/Internship Instructor
cjackson7@tnstate.edu
963-1546

Internship Information

Tennessee State University Department of Communications

DATES: Semester starts August 25, 2008; class end December 1, 2006

INSTRUCTOR: Dr. Coreen Jackson

Dept. of Communications, Tennessee State Univ., 3500 John A. Merritt Blvd, Nashville, TN 37209
Phone (615) 963-1546; e-mail cjackson7@tnstate.edu

Objectives of the Internship Course

Internship practicum experience serves four purposes:

1. Gives students an opportunity to explore career possibilities in communication
 2. Building on classroom knowledge, gives students an opportunity to learn the disciplines, skills and attitudes which can best — or only — be learned on the job, especially self-discipline, teamwork, responsibility, and initiative
 3. Lets students further develop practical skills in a “real-world” context
 4. Provides students an opportunity to strengthen their résumés and portfolios or tapes with practical experience and additional projects.
-

Internship Course Policies and Requirements

This course is open to juniors and seniors who have at least a 2.5 grade-point average and the basic courses in the area of internship. These are usually Broadcasting in America and Radio-Television Production, or Survey of Journalism and Newswriting. Students in Theatre or Speech must have two junior level courses appropriate to those areas. The instructor reserves the right to refuse admission to the class to any student, and this course is not open to students whom we do not know.

Interns must accumulate a minimum of 150 clock hours on their internships during the semester. This is an average of about 10 hours per week, finishing before final exam week. An intern's total work hours plus other requirements add up to about the normal amount of time a student would spend attending and studying for any other three-semester-hour course. Interns are expected to keep a schedule agreed upon between the supervisor and the intern. Interns' time sheets, signed by the supervisor, must be attached to their weekly reports.

Internship supervisors have the right to “fire” any intern who is not performing satisfactorily or who is causing problems. In that case, the intern's grade will be an “F.” Internships that do not work out for reasons beyond the control of the intern will be dealt with on a case-by-case basis.

Interns submit weekly written reports telling me what they did that week, if they are having any problems or have any questions, and generally what skills and knowledge they are developing. At the end of the semester interns submit final reports, reflecting on what they learned and gained from their internships. In addition, interns submit copies of portfolio materials — copy/stories written, video- or audiotapes, etc.

The internship supervisor is expected to submit an evaluation at the end of the semester, and to contact me if there are any problems. Supervisors' evaluations count 35% of interns' grades. A sample of the evaluation form is on the back of this page. Evaluation of achievement of the agreed learning objectives (35% of the interns grade), is done jointly by the supervisor and the instructor.

MONDAY - 2pm-7pm

WEDNESDAY - 2pm-7pm

FRIDAY - 2pm-7pm

SUNDAY - 1pm-6pm

Dr. Jackson

963-1546

TSA advisor

left
message
9/9/08

left message

for
on cell phone
9/9/08

left me messages

9/15/08



reference - Mr. Stephen Roast

Date/Time - MW, F 4-6p

Tu, Th - 114P

May 12 (Monday)

Schedule - Intern 5 - Andy Gordon

**REGULATIONS GOVERNING STUDENT INTERNSHIP
WKRN-TV, NASHVILLE, TN**

Due to the ever increasing number of requests for internships at WKRN-TV, the following basic rules which must be met in order for acceptance.

The following will apply:

1. The student must be enrolled in an accredited school, college, or university, in which credit will be received for the internship.
2. The duration of any internship program at WKRN-TV will not be less than eight (8) weeks.
3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
8. Personal interviews of all applicants will be required at WKRN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

04 Apr 08

Date

INTERNSHIP APPLICATION

Date: March 30, 2008

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) ^{cell} ~~XXXXXXXXXX~~ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type _____

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: Belmont University

Address: 1900 Belmont Blvd. Nashville, TN 37212

Department Head or Advisor: Dr. Sybril Bennett Phone No: 615-460-6383

Major: Journalism Minor: _____ Graduation Date: May '10

Type of degree you will receive B.A. or B.S.

Available to intern: Full time _____ Part time Weekends

Specify days and hours (20 hours minimum) _____

Position or area of training desired: News / Assignments Desk

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting early/mid May Ending 8/20/08

Main Goal: To develop my understanding of broadcast journalism

How did you hear of WKRN's Internship Program? Through my professor, Stephen Faust

What do you expect to gain from this program? A lot of knowledge

Please complete this form and return to:
Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341

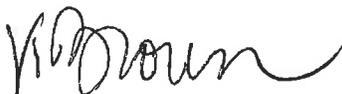
To Whom It May Concern:

completed a summer internship program at WKRN-TV. Her participation began in May, 2008. She worked between 20-30 hours a week.

Her primary focus during her internship was working on a special segment produced weekly called "That's Messed Up". In her time working on the segment with reporter Andy Cordan, learned a great deal.

She made contact with dozens and dozens of viewers who contacted WKRN about the segment. She was essentially a liason between potential story subject and the reporter. She assisted in making decisions on stories, and was diligent in getting information we needed for stories. Toward the end, Andy (a long time news veteran) felt comfortable enough to trust's judgement on what stories had more merit than others. She was entrusted to call both sides to see what the real story was.

has done quite a bit of work for the "That's Messed Up" Team. She is extremely reliable, and trustworthy. I believe she's learned a great deal about how to track down stories, when people are telling the truth, and how to tell a story being fair and unbiased. I assess her work as being above average, and think she has a great future in journalism.



Karen Brown
Executive Producer - WKRN-TV

Karen Brown

From: Andy Cordan
Sent: Monday, August 25, 2008 12:47 PM
To: Karen Brown
Subject: cordan: internship

Hi karen.

needs us to write her a letter to get credit for her internship.

Thom Storey is her Belmont professor. He needs us to outline her duties and an evaluation of her work. This, along with what believes she learned from us, will go into her academic file.

I think you should probably write it, since you are the queen of internships.

but I would tell you that in her time here, has learned a great deal.

She has excellent organizational skills. She has kept many people from writing me to tell me that I am messed up because I didn't respond to them in a timely manner. She has also been diligent in getting information we need for stories that she has helped put in the messed up hopper. Toward the end, I began to trust her judgement on what stories had more merit than others. I often had her call both sides to see what the real story was.

She is quiet, but we have gotten her to be more assertive and involve herself in other people's business, as all good journalists must do.

I think she has learned a lot and I will miss her 5 days a week.

She tells me that she will continue with us on Monday and Wednesday.
That is great.

I am wondering if we can get another intern to fill in a few other days, though that might get a little "busy" let me know what you think.

Thanks
a.c.



interhship

2 messages

Sun, Aug 17, 2008 at 2:33 PM

To: Thom Storey <storeyt@mail.belmont.edu>

We talked before school ended about me receiving credit for my summer internship this fall. What needs to happen so I can get that credit?

Thanks for your help.

Thom Storey <storeyt@mail.belmont.edu>

Sun, Aug 17, 2008 at 5:50 PM

To:

Cc: bennetts@mail.belmont.edu

You will need to register for Journalism Internship for the fall semester in order to get credit. If that keeps you within 16 hours, you will not need to pay any extra.

I will need a letter from your internship supervisor outlining your duties and his/her evaluation of your work. I will also need your assessment of the experience with a list of tasks and journalism-related work/project you completed. This and the supervisor letter will go into your academic file.

Although Sybril is currently your academic adviser, since you and I agreed to this situation, you will need to supply me with the requested documentation and I will share it with Sybril.

I will be in all week if you need to follow up or have questions.

Thom

[Quoted text hidden]

To Whom It May Concern:

completed a summer internship program at WKRN-TV. Her participation began in May, 2008. She worked between 20-30 hours a week.

Her primary focus during her internship was working on a special segment produced weekly called "That's Messed Up". In her time working on the segment with reporter Andy Cordan, learned a great deal.

She made contact with dozens and dozens of viewers who contacted WKRN about the segment. She was essentially a liason between potential story subject and the reporter. She assisted in making decisions on stories, and was diligent in getting information we needed for stories. Toward the end, Andy (a long time news veteran) felt comfortable enough to trust judgement on what stories had more merit than others. She was entrusted to call both sides to see what the real story was.

has done quite a bit of work for the "That's Messed Up" Team. She is extremely reliable, and trustworthy. I believe she's learned a great deal about how to track down stories, when people are telling the truth, and how to tell a story being fair and unbiased. I assess her work as being above average, and think she has a great future in journalism.

Karen Brown
Executive Producer - WKRN-TV

INTERNSHIP APPLICATION

Date 9/12/08

Name _____ Social Security # _____

Present Address _____

Permanent Address _____

Phone number _____ (home) _____ (school) _____ (other)

Emergency contact _____ (Phone) _____

Hospitalization Insurance Co. and type Cover Tennessee (Blue Cross Blue Shield)

School, College or University Name CSB School of Broadcasting

Address _____

Dept. Head or Advisor Chris Maze (Phone 884-6299)

Major Broadcasting Minor _____ Graduation Date 9/19/08

Type of degree you will receive Cert.

Available to intern. Full time Part-time _____ Weekends _____

Specify days and hours (20 hours minimum) Mon, Tues, Thurs, Fri

Department of interest News, Sports, Entertainment

Are you able to perform the essential functions of this position with or without reasonable accommodations? YES _____ NO

Dates requested: Start date 9/08/08 End date _____

Main goal _____

How did you hear of WKRN-TV's program? Christine Molek

Please complete this form and return to:

Rosemary Wesela
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

WKRN-TV REGULATIONS GOVERNING STUDENT INTERNSHIPS

The following requirements must be met before being accepted as a WKRN-TV Intern:

1. Student must be enrolled in an accredited school, College or University program in which credit is received for the internship.
2. The duration of any internship is no less than eight (8) weeks.
3. The internship can be terminated, by WKRN-TV, after one week.
4. Interns are required to work a minimum of twenty (20) hours a week.
5. A letter is required from a school official stating the student is qualified academically, will receive credit and will abide by the terms of the WKRN-TV Internship Program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student agrees to perform any assignments to which she/he is directed by the supervising manager involved with his/her internship.
8. All intern applicants will receive a personal interview at WKRN-TV before being accepted into the internship program.
9. The student is subject to normal security rules established by WKRN-TV. The student is not allowed on company premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All interns are covered by the same liability insurance applicable to any invitee or visitor in the WKRN-TV building.
11. All applicants must complete, sign, and submit the attached Internship application to WKRN-TV.

I have read the above requirements governing student interns at WKRN-TV. I understand and agree to abide by the same while I participate in the WKRN-TV Internship Program.

Applicant Signature

9/12/08

Date



Matthew Zelkind
Station Manager
WKRN - Nashville

Rob Learmont
Internship Coordinator
CSB School of Broadcasting, Nashville
25 Century Blvd, Suite 103
Nashville, TN 37214

Date 9/5/2008

Mr. Zelkind,

I am thrilled to recommend _____ for internship possibilities at WKRN - Nashville. _____ is looking forward to the chance to show you how she can contribute as a part of your successful team. _____ has demonstrated a true passion for TV, a willingness to work hard toward achieving her goals and a dedicated work ethic. I know she will be an asset to your company and a person you will be proud to have on your team.

CSB Nashville, LLC requires _____ to fulfill 150 internship hours between 9/6/2008 and 1/6/2009. Upon completion of said hours, she will receive full and complete internship credit. Please note CSB will supply you with required paperwork to be completed by a WKRN representative who can evaluate _____ performance.

Thank you for your continued support of our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Learmont", written over a horizontal line.

Rob Learmont
Internship Coordinator of Connecticut School of Broadcasting, Nashville



The UPS Store
1715 S. Rutherford Blvd.
Suite K
Murfreesboro, TN 37130
615.427.0001 Tel
615.427.0008 Fax



Fax Cover

The UPS Store

To: Ms. Frances E. Pratt

Fax #: 615-369-7302

Date: 4/11/2008

of Pages (including cover sheet): 5

From:

Phone #:

Subject: Internship

arranged - 4/22
reference -
start date / time - may 27 9am

schedule:



**REGULATIONS GOVERNING STUDENT INTERNSHIP PROGRAM
WKRN-TV, NASHVILLE, TN**

Due to the ever increasing number of requests for internships at WKRN-TV, we have adopted some basic rules which must be met in order for acceptance.

The following will apply:

1. The student must be enrolled in an accredited school, college, or university program in which credit will be received for the internship.
2. The duration of any internship program at WKRN-TV will not be less than eight (8) weeks.
3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
8. Personal interviews of all applicants will be required at WKRN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

4/11/2008

Date

INTERNSHIP APPLICATION

Date: _____

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type PPO

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: Middle Tennessee State University

Address: 1301 East Main St. Murfreesboro, TN 37132

Department Head or Advisor: Nancy Stubblefield Phone No: _____

Major: Electronic Media Minor: Speech/Theater Graduation Date: December 2008

Type of degree you will receive Bachelor of Science

Available to intern: Full time Part time _____ Weekends _____

Specify days and hours (20 hours minimum) Monday - Friday 9:00am - 12:00 p.m

Position or area of training desired: Desired training in Production, Broadcast and News writing

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting May 2008 Ending July 2008

Main Goal: To learn as much as possible and see first hand how the news works on tv.

How did you hear of WKRN's Internship Program? I heard about the program at the MTSU career fair

What do you expect to gain from this program? I expect to gain experience and knowledge I can use in the future for my career

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341

765 369-7302



arranged - 4/22/08
reference - Frances

REGULATIONS GOVERNING STUDENT INTERN
WKRN-TV, NASHVILLE, TN

Date/Time - May 24, 2008
8am

Due to the ever increasing number of requests for internships at WKRN-TV, the following basic rules which must be met in order for acceptance.

Schedule - Intern 6
(Weekends only)

The following will apply:

1. The student must be enrolled in an accredited school, college or university, in which credit will be received for the internship.
2. The duration of any internship program at WKRN-TV will not be less than eight (8) weeks.
3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
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9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

April 9, 2008
Date

INTERNSHIP APPLICATION

Date: April 9, 2008

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address: _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type Blue Cross Blue Shield of TN

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: Benedict College

Address: _____

Department Head or Advisor: Susan Dugan Phone No: (803)360-1784

Major: Mass Communication (Broadcast) Minor: _____ Graduation Date: May 2009

Type of degree you will receive Bachelor of Arts

Available to intern: Full time _____ Part time _____ Weekends

Specify days and hours (20 hours minimum) Saturday and Sunday 8am – 4pm

Position or area of training desired: I would like to shadow a reporter or learn about the production area.

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting May 24, 2008 Ending August 3, 2008

Main Goal: My main goal is to attain priceless experience in my field of study.

How did you hear of WKRN's Internship Program? I learned about this program from a friend.

What do you expect to gain from this program? I expect to gain a better understanding of the newsroom and have a better understanding of what job I want when I graduate.

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210



REGULATIONS GOVERING STUDENT INTERNSHIP
WKRN-TV, NASHVILLE, TN

arranged: May
reference: Deb M.
start date: May 12, 9am
Schedule: CHANGE 7/2-8p1
9am-5pm
T, W, TH

Due to the ever increasing number of requests for internships at WKRN-TV, the following are the basic rules which must be met in order for acceptance.

The following will apply:

1. The student must be enrolled in an accredited school, college or university, which credit will be received for the internship.
2. The duration of any internship program at WKRN-TV will not be less than eight (8) weeks.
3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
8. Personal interviews of all applicants will be required at WKRN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

Date

INTERNSHIP APPLICATION

Date: April 4, 2008

Name: _____ Social Security No: _____

Permanent Address:

Phone Number (Home) (615) 210-2531 (School) same (Other) same

Do you have hospitalization insurance? Yes No Type: Blue Cross Blue Shield

In case of an emergency, please notify: _____ H: _____

School, College or University Name: Southern Methodist University

Address: 4611 Travis Street
Apt. 1406A
Dallas, Texas 75205

Department Head or Advisor: Michele Houston Phone No: (469) 426-1765

Major: Broadcast Journalism - Meadows School

Minor: Business – Cox School of Business

Minor: French

Graduation Date: May 2009

Type of degree you will receive: BA in Journalism

Available to intern: Full time: Yes Part time: Yes Weekends: Yes
Specify days and hours (20 hours minimum) Hours as required

Position or area of training desired: 1) broadcast training 2) training in the business side of the news station.

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No

Length of Internship desired: I am going to summer school from 5/29 – 7/6/08. I am available from May 12th to May 23rd and again from July 2nd to August 21st, 2008.

Main Goal: To increase my writing, broadcasting, and reporting abilities.

How did you hear of WKRN's Internship Program? I am from Nashville, so I have been watching WKRN for my whole life!

What do you expect to gain from this program? I expect to gain experience, knowledge and a better understanding of how a newsroom actually works.

Please complete this form and return to:

Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341



left message 4/22/08

Joe Dubois "hired"

him for sports
starts
next Thursday.

REGULATIONS GOVERNING STUDENT INTERNSHIP
WKRN-TV, NASHVILLE, TN

Due to the ever increasing number of requests for internships at WKRN-TV, the following basic rules which must be met in order for acceptance.

The following will apply:

1. The student must be enrolled in an accredited school, college, or university, from which credit will be received for the internship.
2. The duration of any internship program at WKRN-TV will not be less than eight (8) weeks.
3. The internship may be terminated anytime by the station after one (1) week.
4. The minimum number of hours required for an intern will be twenty (20) hours per week.
5. A letter will be required from a school official stating that the student is qualified academically, will receive credit and will abide by the terms of WKRN-TV's internship program.
6. WKRN-TV does not provide payment or stipends for student interns.
7. The student will agree to perform any assignments to which she or he is directed by the supervising manager involved with his or her internship program.
8. Personal interviews of all applicants will be required at WKRN-TV before acceptance into the internship program.
9. The student is required to be subject to normal security rules established by the Station. Student should not be present on Station premises without supervision.
10. All students must have proof of hospitalization insurance before beginning the program. All students participating in the intern program will be covered by the same liability insurance applicable to any invitee or visitor in the Station building.
11. All applicants must complete, sign and submit to WKRN-TV the attached internship application.

I have read the foregoing regulations governing student internships at WKRN-TV and understand and agree to abide by the same while I participate in the WKRN-TV internship program.

Applicant

Date

March 24, 2008

INTERNSHIP APPLICATION

Date: March 24, 2008

Name: _____ Social Security No: _____

Present Address: _____

Permanent Address _____

Phone Number (Home) _____ (School) _____ (Other) _____

Do you have hospitalization insurance? Yes No _____ Type: Blue Cross Blue Shield

In case of an emergency, please notify: _____ Phone No: _____

School, College or University Name: Middle Tennessee State University

Address: 1301 EAST MAIN STREET, MURFREESBORO, TN 37132

Department Head or Advisor: Dr. Mary Nichols Phone No: 615-898-5677

Major: Mass Communications Minor: Spanish Graduation Date: August 2008

Type of degree you will receive Bachelors

Available to intern: Full time Part time Weekends

Specify days and hours (20 hours minimum) Open

Position or area of training desired: Television Production, Sports

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No _____

Length of Internship desired: Starting May 1 Ending June 30

Main Goal: To gain valuable experience in a professional television station

How did you hear of WKRN's Internship Program? Dr. Mary Nichols

What do you expect to gain from this program? Knowledge of all the various aspects of producing quality television, and working with professionals in the pursuit of my career

Please complete this form and return to: Frances E. Pratt
WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210
fp@wkrn.com
615-369-7341

Jeremy Dorcey

104 A General Forrest Drive
Smyrna, TN 37167

(615) 225-7665
Jeremy_Dorcey@hotmail.com

March 24, 2008

News2 / WKRN-TV
441 Murfreesboro Road
Nashville, TN 37210

Dear Joe Dubin:

I recently had a conversation with my advisor, Dr. Mary Nichols, at Middle Tennessee State University about my plans for working an internship this summer. She recommended that I send my resume to you to work in the sports department.

Hard work and dedication are the philosophies I employ at work and in school to succeed. I know my background, abilities, and enthusiasm for the television world make me an ideal candidate for a summer production internship at News2 / WKRN-TV. Some of the qualifications that I will bring are:

- Three years experience as a Master Control Operator.
- Honor Student at Middle Tennessee State University graduating August 2008.
- Recorded video for the Tennessee State House of Representatives.
- Advanced Spanish knowledge.

I am passionate about the art of communicating ideas through visual images. I know my experience, along with the education I have received as a Mass Communication student, will make me a valuable asset to News2 / WKRN-TV.

I am eager to talk with you about the contribution I can make at News2 / WKRN-TV. If you have any questions please contact me at (615)225-7665 or at jeremy_dorcey@hotmail.com.

Your consideration is greatly appreciated.

Sincerely yours,

Jeremy Dorcey
Enclosure

EXHIBIT 32

MENU OPTION ACTIVITIES -- Form BP-02

Type of Activity: 10

Activity Classification: Mentor

Nature of the Activity, Including Date(s):

July - August 2007
M.T.S.U. Students

Scope of Station's Participation:

Mentoring to Man Com Students, to assist with resume prep & general advice

Station Personnel Involved:

Christine Modells

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events, including conventions, career days, workshops, and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e. outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 13 Listing of each upper-level category opening in a job bank or newsletter of ^{media trade groups} whose membership includes substantial participation by ^{women and minorities};
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

***** DO NOT PUT IN PUBLIC FILE *****

Frances Pratt

From: Christine Maddela
Sent: Wednesday, March 12, 2008 2:45 PM
To: Frances Pratt
Subject: RE: EEO Public File Report

Frances,

It was so nice talking with you today. ☺

Here are some of the events:

Austin Peay State University Diversity Day: April, 2007

CSB School of Broadcasting: TV Instructor March 2007- Present

Middle TN State University: Mentor to mass communication students, help with resume tapes, give advice, etc.- July-Aug. 2007

Fort Campbell Army Post: Media training for soldiers (I don't know if this counts)

Hope that helps!

Christine

Christine Maddela
Anchor/ Reporter
WKRN-TV News 2
Nashville, TN
cmaddela@wkrn.com
www.wkrn.com
615-604-8530

From: Frances Pratt
Sent: Wednesday, March 12, 2008 1:44 PM
To: _ALL WKRN EMPLOYEES
Subject: EEO Public File Report
Importance: High

To All Employees:

Once again, I am preparing our EEO Public File Report and need information from you.

If you have participated in any of the following, please e-mail me the information by Friday, March 14, 2008.

- Career Days

3/12/2008

- **Workshops**
 - **Scholarship Program designed to assist students interested in pursuing a career in broadcasting**
 - **Events sponsored by educational institutions relating to career opportunities in broadcasting**
 - **Any other Education Outreach efforts**
-

Thanks,
Frances Pratt
Ext. 341



Riverdale High School

802 Warrior Drive
Murfreesboro, Tennessee 37128
Phone 615-890-6450
Fax 615-890-9790

Tom Nolan, Principal

February 22, 2008

WKRN News 2
ATTN: Lisa Patton
441 Murfreesboro Road
Nashville, TN 37210-1212

Bill Spurlock, Assistant Principal
Robert James, Assistant Principal
Karon Robinson, Assistant Principal
Tom Ridley, Assistant Principal

Dear Ms. Patton:

We thank you for showing us the never-seen-before, inside workings of News 2 on February 21, 2008, and answering our interview questions enthusiastically and completely. Our team is grateful for your friendliness, the extensive tour, and for allowing us to participate hands-on in the development of a forecast.

Our team greatly appreciates **Davis Nolan** for tag teaming the News 2 tour; **Anne Holt** for being so kind and allowing us to take a picture with her; **Allison Hatcher**, **Bob Mueller**, and **Neil Orne** for showing us the role of an anchor; **Brad Schmitt** for explaining the editing process; and **Rosemary Wesela** for her perspective as the "Director of First Impressions." This personal experience with News 2 allowed us to see the value of professionalism and communication skills in the real world and be able to utilize these skills in our chosen fields.

Thank you for your time and participation in our business project. We hope to see you at our final presentation on May 2, 2008, and will keep you updated on the progress of our project.

Sincerely,

Casey Russell

Kaylah Williams

Randy Grogan

Jacki Webb

**Quarterly Appearances – WKRN-TV
1st Quarter 2008 (Jan – March)**

Appearances in the community by WKRN on-air talent were reported as follows:

Staff	Event/Location	Issue
Julie Kroenig	Glengarry Elementary	Education
Bob Mueller	Second Harvest Food Bank Benton Hall School Edmonson Elementary School The Nashville Area Mental Health Assoc.	Hunger Career Education Health
Stephanie Langston	Minnie Pearl Cancer Foundation	Health
Joe Dubin	BGA MTSU	Education Career
Allison Hatcher	Blackman High School Murfreesboro UNA Elementary Antioch	Education Education
Davis Nolan	Prescott Elementary Cookeville Lakeview Elementary Mt. Juliet Maury County Emergency. Columbia	Weather Weather Weather
Jeff Ray	Columbia Academy, Columbia Sam Waldom Elementary Pioneer ALT Luncheon .Nashville Tour De Cure. Nashville	Weather Weather Weather Health
Lisa Patton	Dekalb Co. Student For Science Project St. Matthew Riverdale High School. Rutherford Co	Weather Weather Weather
Anne Holt	Tennessee Sports Hall Of Fame	Health

Feb 21, 08

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: 10

Activity Classification: Career Job Shadowing

Nature of the Activity, Including Date(s): 4-13-07 2-5-08
3-07 3-13-08
3-12-15 3-10-13-08

Scope of Station's Participation: Hillbush High, Ezell-Harding Christian, DCA, Park High, FRA / afforded the students to shadow their employer during their career week.

Station Personnel Involved: Lisa Patton Julian Perry
Steven Carter
Jodd Brown

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of women and minorities whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

Frances Pratt

From:

Sent: Thursday, September 06, 2007 10:37 PM

To: Frances Pratt

Subject: Weather Job Shadowing Information

Attachments: (

Hello Mrs. Pratt. Here is the information that you requested.

I would like to request a job shadow of the Weather department with Lisa Patton on September 13th, 2007 at 3:00 PM-6:30PM.

My teacher is Terry Burdette (terry.burdette@mnps.org). He is my economics teacher and this is required of him. 615-298-8400 ext. 1159.

Attached is my insurance card, both front and back. If you need anything else, my cell number is below and I will be happy to help you. Thanks for the opportunity and look forward to meeting you as well!

Fax

To: Frances Pratt

From:

Fax:

Pages: 3, including cover

Date: February 2, 2007

Re: Proof of insurance for job
shadowing, 02/06/07

Senior Career/Job Shadowing Evaluation Form

_____ (Senior's Name) has my permission to participate in the job-shadowing program on Tuesday, February 6, 2007. I will not hold Ezell-Harding Christian School or the individual/company hosting the job-shadowing program liable if an accident were to occur.

_____(Parent/Guardian signature) Date: 2-2-07

To: Career/Job Shadowing Host
 From: Belvia Pruitt- Guidance Counselor

****Thank you for participating in the Ezell-Harding Christian High School Career/Job Shadowing Program! Our school is most appreciative of the valuable time you have given to our senior. Please complete the following evaluation and return to the student so he/she can return it to the teacher on Wednesday, February 7, 2007.*

Your Name: _____ Business Phone _____
 Business/Company/Organization _____
 Address _____
 Student's Name _____
 Approximately how many hours did this student spend with you today? _____

Please rate by circling the following on a scale of one- five (five being the highest score)

This student appeared to have a genuine interest in my career: 1 2 3 4 5

This student was neatly dressed: 1 2 3 4 5

This student was polite and courteous: 1 2 3 4 5

This student followed my instructions: 1 2 3 4 5

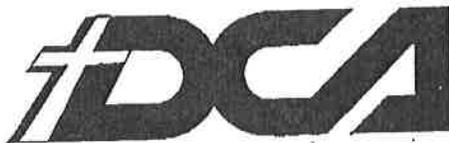
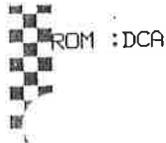
This student shadowed approximately _____ hours on the above date.

Would you be interested in job shadowing other students in the future? _____

*****Other Comments or Suggestions:**

Special Note To Seniors: To receive an excused absence for career/job shadowing day, seniors must return this form to Mrs. Birdwell on Wednesday Feb. 7th with all required signatures & evaluation information. I hope this day was a very positive and rewarding experience for you!

Sincerely,
 Belvia Pruitt- Guidance Counselor



DONELSON CHRISTIAN ACADEMY

March 6, 2007

Frances Pratt
Channel 2 News
WKRN TV
441 Murfreesboro Rd.
Nashville, TN 37210

Dear Ms. Pratt,

a junior at Donelson Christian Academy, is eligible to participate in our 3rd Annual Career Exploration, March 12-15, 2007. Her placement is scheduled to be with News 2 Video Journalist, Todd Dunn, and his reporter. We are very excited that getting this unique opportunity in her chosen field and appreciate greatly the cooperation of News 2 in making this happen!

Sincerely,

Vincent R. Huth, Ed.D
Director of College Placement

JOB SHADOWING PROJECT

WHO:	All Seniors
WHAT:	Spend a minimum <u>7 hour</u> work day with someone, <u>other than a relative</u> , employed in a career of interest to you.
WHEN:	Tuesday, February 5 from 8:00 a.m. to 3:00 p.m.
WHERE:	At the selected mentor's (person you plan to shadow) place of business
WHY:	To provide an opportunity to explore career options
HOW:	Contact a desired place of employment by phone or personal visit to request permission to shadow an employee. Remember you are representing Page High School. Always use proper language and manners. Whether visiting in person or shadowing, appearance should be appropriate.

The Job Shadowing Agreement signed by you, your parent, and mentor is due to your English teacher by Tuesday, January 29, 2008.

A Job Shadowing Questionnaire *SIGNED BY THE MENTOR* and Student Evaluation Form must be completed by the student and returned to your English teacher by Tuesday, February 12, 2008. *Be sure to take your job shadowing packet with you to the shadow site. Give the letter to your mentor. Complete the Job Shadowing Questionnaire and have the mentor sign it. Complete the student evaluation when you get home. Return the questionnaire and student evaluation to your English teacher by Tuesday, February 12, 2008.*

Please remember to properly thank your mentor for allowing you to shadow him/her for an entire day. Write him/her a thank you note expressing your appreciation for his/her time.

REMEMBER TO...

- ...Dress appropriately
- ...Be on time
- ...Be polite
- ...Ask questions
- ...Write a thank you note

If you do not show up at the job shadow site on February 5 and complete all forms, an unexcused absence will be issued for the entire school day as well as ONE day of ISS which results in the loss of all exam exemption privileges. Your mentor must sign the Job Shadowing Questionnaire indicating that you participated in the shadowing assignment.

JOB SHADOWING AGREEMENT

Directions: Complete and return this document to your English teacher by Tuesday, January 29, 2008. Please PRINT.

Student Name: _____

Shadow Site	WKRN		
Address	441 Murfreesboro Road		
City	Nashville TN	Zip	37062
Phone Number:	369-7352		
Mentor's Name:	Steven Carter		

Parent or Guardian Signature

2-4-08

Date

Student Signature

Date

Mentor's Signature

2-4-08

Date

TRANSPORTATION

Directions: Please identify the correct statement by circling either a, b, or c.

I give my permission for my son/daughter,

a) to drive his/her car to the shadow site.

b) to ride with His MOTHER to the shadow site.

c) to transport _____ (other students' names) to the shadow site.

I agree to hold The Williamson County Board of Education and Williamson County, Tennessee harmless and to defend both in the event of an accident.

Parent/Guardian Signature

2-4-08

Date

441 Murfreesboro Road
Nashville, TN 37210
(615) 369-7222
Affiliate



WKRN NASHVILLE WKRN.COM

Frances Pratt
Human Resources Manager

Phone: (615) 369-7341
Fax: (615) 369-7302
e-mail: fp@wkrn.com

FAX # 781-8551

DATE: 2-8-2008

TO: _____

COMPANY: GRA

OF PAGES: 2

FROM: FRANCES PRATT

COMMENTS:

Franklin Road Academy

Interim work/study 2008

SUPERVISOR DOCUMENT

Please print this form, fill in the information, and have the work/study supervisor sign it.
All forms must be turned in to the Upper School office no later than February 8, 2008.
For fax, please fax the completed form to 781-8551.

Student Name: _____

Company Name: _____

Channel 2, Nashville TN.

Dates of Interim: Monday, March 10 - Thursday, March 13, 2008

Work/Study Guidelines

The goal of the work/study experience is to provide our students with an opportunity to observe a profession that is of interest to them.

- Student participation is left to the discretion of the supervisor.
- Students may not work with or be supervised by relatives.
- All work/study participants must work a minimum of six hours each day.
- Students may not accept gifts or payment for their work/study experience.
- Students must provide their own transportation to and from the work/study site and must pay for their own meals and parking.
- Students must dress professionally during the work/study experience. Student dress should be comparable to the dress of other employees in the work/study environment.
- Punctuality is mandatory. Students are expected to be early for work/study obligations.
- FRA rules regarding use and/or possession of tobacco, alcohol, and drugs are in effect throughout the work/study experience.
- Students may not be absent from work/study. Please call 331-6808 to report absenteeism or any other issues.
- All students will be visited by their faculty supervisor at the work/study site.

Work/Study Supervisor

I am aware of the above named student's work/study arrangements with my company, and I agree to supervise him/her during this work/study experience.

Supervisor Signature: _____

Supervisor Name (Please Print): _____

FRANCES E. PRATT



to: Human Resources - News 2
Attn: Mrs. Pratt.

from:

re: Franklin Road Academy
Interim Program

Mon. Mar. 10 - Thurs. March 13, 2003

Mrs. Pratt -

Again we so appreciate your
kind support. This form just needs
to be signed and faxed to Jean
Young at FRA @ 781-8551



02/29/2008 09:20

=== COVER PAGE ===

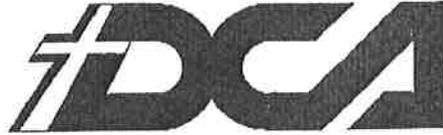
TO: _____

FROM: DONELSON CHRISTIAN

FAX: 6158832926

TEL: 6158832926

COMMENT: PLEASE CALL



DONELSON CHRISTIAN ACADEMY

To: Frances Pratt
Channel 2 News

From: Sara Crittenden
Career Exploration Advisor

Re: placement

This is to verify that junior of Donelson Christian Academy is to shadow cameraman
Todd Dunn during the week of March 10-13.

We appreciate Channel 2 allowing us the opportunity to place students in this position. I am sure that
will be able to learn a lot in his time there.

SBC

**Franklin Road Academy Interim
March 10–13, 2008**

The goal of the work/study experience is to provide our students with an opportunity to observe a profession that is of interest to them. Student participation is left to the discretion of the supervisor.

Work/Study Guidelines

- Students may not work with or be supervised by relatives.
- All work/study participants must work a minimum of six hours each day.
- Students may not accept gifts or payment for their work/study experience.
- Students must provide their own transportation to and from the work/study site and must pay for their own meals and parking.
- Students must dress professionally during the work/study experience. Student dress should be comparable to the dress of other employees in the work/study environment.
- Punctuality is mandatory. Students are expected to be early for work/study obligations.
- FRA rules regarding use and/or possession of tobacco, alcohol, and drugs are in effect throughout the work/study experience.
- Students may not be absent from work/study. Please call 331-6808 to report absenteeism or any other issues.
- All students will be visited by their faculty supervisor at the work/study site.

If you have any questions regarding work/study, please call Jean Young, Special Projects Coordinator, at 331-6808.

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: CAREER DAY

Activity Classification: 10

Nature of the Activity: February 11, 2009 - Speak about Career Opportunities

Scope of Station's Participation: Discussed Career Opportunities in the Broadcast Industry and handed out intern applications.

Station Personnel Involved: Michelle Dube

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events including conventions, career days, workshops and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment (e.g., NAAB);
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and advise members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of media trade group whose membership includes substantial participation by women and minorities;
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

Sandra Osborne

From: Michelle Dube
Sent: Monday, February 09, 2009 9:17 AM
To: Sandra Osborne
Cc: Gwen Kinsey
Subject: Speaking to College Communication Class

Sandy,

Not sure if you can add this to the EEO Report, but I'm speaking at an MTSU class. info is below:

DATE/TIME: February 11, 2009 6:30pm - 8:00pm
LOCATION: Middle Tennessee State University
Dr. Thomas Berg's Media Business Class (Juniors & Seniors)
SUBJECT: Career opportunities in media and the current status of the tv
broadcast industry.

Let me know if you need anything else. If you want, I can hand out internship applications to the class. I'll just need the most up to date application. Thanks.

Michelle Dube
Program & Community Affairs Director
WKRN-TV/News 2
441 Murfreesboro Rd.
Nashville, TN 37210
615-369-7249
615-244-2117(fax)
michelledube@wkrn.com

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: CAREER DAY

Activity Classification: 10

Nature of the Activity: February 11, 2009 - Speaking to Students

Scope of Station's Participation: Inform Students of Careers in Sales and Media

Station Personnel Involved: Glenn Proffitt and Matt Schurk

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events including conventional career days, workshops and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs and other programs designed to promote outreach equality (i.e. outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of media trade group* whose membership includes substantial participation by women and minorities;
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

Sandra Osborne

From: Matt Schurk
Sent: Monday, February 16, 2009 10:35 AM
To: Sandra Osborne
Subject: RE: Sales Internship

Attachments: MTSU SPEaking.doc



MTSU
eaking.doc (34 kb)

Who: Matt Schurk & Glenn Proffitt
What: Presentation on broadcast advertising sales
When: Wednesday, February 11, 2009
Where: MTSU

We discussed broadcast media sales careers with Dr. Thomas Berg's Media Sales class at MTSU. We went over a number of topics (attached) and also answered questions for about 30 minutes. The total presentation was about an hour and a half or so.

Let me know if you need anything else.

Matt

Matthew N. Schurk
Account Executive
WKRN-TV/News 2
441 Murfreesboro Rd.
Nashville, TN 37210
(615) 369-7379
(615) 244-2117(fax)
mschurk@wkrn.com

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

From: Sandra Osborne
Sent: Monday, February 16, 2009 10:32 AM
To: Matt Schurk
Subject: RE: Sales Internship

Who what when where

Sandy Osborne
Business Manager
WKRN - News2
441 Murfreesboro Rd.
Nashville, TN 37210
Ph: 615-369-7343
Fx: 615-369-7302

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

From: Matt Schurk

Sent: Monday, February 16, 2009 10:19 AM
To: Sandra Osborne
Subject: RE: Sales Internship

Info on who we spoke to, what we spoke about, etc.? Or just people who e-mail or call us looking for internships?

Matthew N. Schurk
Account Executive
WKRN-TV/News 2
441 Murfreesboro Rd.
Nashville, TN 37210
(615) 369-7379
(615) 244-2117(fax)
mschurk@wkrn.com

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

From: Sandra Osborne
Sent: Monday, February 16, 2009 10:18 AM
To: Matt Schurk
Subject: RE: Sales Internship

Any info you have on the event you and Glenn attended please send to me so I can include it in my EEO report

Sandy Osborne
Business Manager
WKRN - News2
441 Murfreesboro Rd.
Nashville, TN 37210
Ph: 615-369-7343
Fx: 615-369-7302

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

From: Matt Schurk
Sent: Monday, February 16, 2009 9:44 AM
To: Sandra Osborne
Subject: FW: Sales Internship

Hey Sandy-

This gentleman contacted me regarding a sales (or other) internship with WKRN. Glenn and I spoke to his class last week at MTSU. I am told you are the coordinator, but if you need anything else from me to pass along to him, just let me know. Thanks.

Matt

Matthew N. Schurk
Account Executive
WKRN-TV/News 2
441 Murfreesboro Rd.
Nashville, TN 37210
(615) 369-7379
(615) 244-2117(fax)
mschurk@wkrn.com

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

From: William Fletcher [mailto:fletcher06@gmail.com]

Sent: Wednesday, February 11, 2009 4:28 PM

To: Glenn Proffitt; Matt Schurk

Subject: Sales Internship

Mr. Proffitt and Mr. Schurk,

My name is William Fletcher, and I heard you speak in Dr. Berg's Media Sales class this afternoon at MTSU.

I am interested in a sales (or other) internship at WKRN. How can I move the process forward?

Thank you ahead of time for your help.

William Fletcher
Fletcher06@gmail.com
615.512.4939

Topics of Discussion for Broadcast Sales

History

- Technology and Changes (GP)
 - Radio, TV, Cable, Internet, Digital Media (GP)
-

Customers

- Direct Clients (MS)
 - Agency Business (GP)
 - Commission differences (GP)
-

Sales Process

- Prospecting (MS)
- Needs Analysis (MS)
- Sales Presentation (MS)
 - Walk through sales presentation
- Production (GP)
- Account Management (GP)

Getting into Sales

- Different Backgrounds (MS)
- Experience is Key (MS)
- Staying Relevant (GP)

Future of the Business

- Change: There's Always Something New (TV, Cable, Internet, Hulu, Satellite Radio) (GP)
- How many watch broadcast programming every week?
How many watch after fact on digital player (ABC.com, Hulu, etc.) (MS)

Question and Answer

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: CAREER DAY

Activity Classification: 10

Nature of the Activity: February 18, 2009 – Speak of Challenges in Management

Scope of Station's Participation: To educate students on the challenges a manager faces in Sales Management.

Station Personnel Involved: Greg Carter

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Cosponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events, including conferences, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs, and other programs designed to promote outreach, generally, (i.e., outreach that is not primarily directed to providing requalification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of ^{main trade group} ~~main trade group~~ whose membership includes substantial participation by ^{women and minorities} ~~women and minorities~~;
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

Steve Watt

From: Greg Carter
Sent: Wednesday, March 25, 2009 1:31 PM
To: Steve Watt
Subject: FW: FW: Meeting your class

See ya Wednesday.

Greg Carter
Sales Manager

615-369-7325 office
615-812-1100 cell
615-244-2117 fax

-----Original Message-----
From: tberg@mtsu.edu [mailto:tberg@mtsu.edu]
Sent: Monday, February 16, 2009 9:05 AM
To: Greg Carter
Subject: Re: FW: Meeting your class

Hi Greg,

I just left a message for you at the station but wanted to follow up with an email.

I've scheduled you to speak to my Electronic Media Management class this Wednesday, February 18th, 6:00-7:10 p.m., COMM 103. Because our focus in the class is on management issues, I'd like you to address the challenges you face in managing the sales department at WKRN-TV.

Most of my guest speakers will talk for about 45 minutes to one hour, then invite Q&A immediately thereafter.

For your convenience, here's the website that furnishes directions/maps to MTSU:
<http://www.mtsu.edu/maps.shtml>.

If you need further information, please give me a call on my cellphone, 615-400-1195. Looking forward to seeing you!

Best wishes,
Tom

Thomas R. Berg, PhD
Associate Professor
Department of Electronic Media Communication College of Mass Communication Middle
Tennessee State University

Phone: (615) 898-5867
Fax: (615) 898-5682

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: JOB SHADOW

Activity Classification: 10

Nature of the Activity: **Job Shadow – Jan 5, 2008, Jan 9, 2008, March 11, 2008, March 12, 2008.**

Scope of Station's Participation: ***Student Shadow Employee for the Day.***

Station Personnel Involved: **Lisa Patton**

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events, including conventions, career days, workshops, and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, internet programs, and other programs designed to promote outreach generally (i.e. outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
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- 16 Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

Dear Mrs Patton,

I just wanted to formally thank you for what you did. You were so nice for letting me shadow you for a day. I didn't really expect to be emailed back or even to be e-mailed back personally. Wednesday was a real treat and will be one of the coolest experiences of my life. It was really neat being and standing that close to you and the other anchors when doing the live news show. This experience has greatly aided me in my search for the right college and major/minor. I really enjoyed my experience and I just want you to know how much I appreciate the fact

Sandra Osborne

From: Rosemary Wesela
Sent: Monday, March 30, 2009 8:49 AM
To: Sandra Osborne
Subject: FW: appearances

There are two job shadows on this memo.

Rosemary Wesela
WKRN-TV
615-369-7222

From: Lisa Patton
Sent: Friday, March 13, 2009 6:04 PM
To: Rosemary Wesela
Subject: RE: appearances

Lisa Patton Appearances, etc:

January 2009:

Monday, Jan 5th: Job Shadow with
Friday, Jan 9th: Station visit and promo shoot with Girl Scouts for All About Women
Sat, Jan 24th: All About Women (Nashville Convention Ctr) spokesperson and mc

March 2009.

Monday, March 2nd: Weather talk to 4th, 5th & 6th graders at Friendship Christian School in Lebanon
Wednesday, March 4th: Speak to gifted Wilson County 3rd graders
Monday, March 9th: Keynote speaker at Mt. Juliet Women in the Workforce Luncheon
Wednesday, March 11th and Thursday, March 12th: Job Shadow with of Franklin Road Academy
Sunday, March 15th: Judge chill cookoff at Cook's United Methodist Church in Wilson County
Thursday, March 26th: Attend media seminar at Nashville National Weather Service Office

From: Rosemary Wesela
Sent: Thursday, March 12, 2009 8:57 AM
To: Lisa Patton
Subject: RE: appearances

I have the JR engagements (thank you). I will need the things you have done through March. By the way, your job shadows count.

Thanks, Lisa this EEOC report is important for the station.

Rosemary Wesela
WKRN-TV
615-369-7222

From: Lisa Patton

3/30/2009

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: COMMUNITY OUTREACH

Activity Classification: 6

Nature of the Activity: March 3, 4 & 5, 2009 – Speak to Students

Scope of Station's Participation: Spoke to students about weather.

Station Personnel Involved: Lisa Patton

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

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- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events including conventions, career days, workshops and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment issues;
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- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
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- 16 Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

Sandra Osborne

From: Rosemary Wesela
Sent: Monday, March 30, 2009 8:49 AM
To: Sandra Osborne
Subject: FW: appearances

There are two job shadows on this memo.

Rosemary Wesela
WKBN-TV
615-369-7222

From: Lisa Patton
Sent: Friday, March 13, 2009 6:04 PM
To: Rosemary Wesela
Subject: RE: appearances

Lisa Patton Appearances, etc:

January 2009:

Monday, Jan 5th: Job Shadow with
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Thursday, March 26th: Attend media seminar at Nashville National Weather Service Office

From: Rosemary Wesela
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Subject: RE: appearances

I have the JR engagements (thank you). I will need the things you have done through March. By the way, your job shadows count.

Thanks, Lisa this EEOC report is important for the station.

Rosemary Wesela
WKBN-TV
615-369-7222

From: Lisa Patton

3/30/2009

Sent: Wednesday, March 11, 2009 7:55 PM
To: Rosemary Wesela
Subject: appearances

Hello Rosemary,

I had given JR lists of my engagements for the past couple of quarters (thru the end of 2008). Do you have access to those?

Do you need the appearances I've done in 2009?? Or just 2008?

Thanks,
Lisa Patton

3/30/2009

Lisa Patton

From: James E. Russell

Sent: Friday, March 27, 2009 9:34 AM

To: Anne Holt; Bob Mueller; Brad Schmitt; Christine Maddala; Jeff Ray; Joe Dubin; John Dwyer (jdwyer@wkrn.com); Julie Kroening; Justin Bruce; Lisa Patton; Neil Orne; Teresa Weakley; Tiani Jones

Subject: QUARTERLY APPEARANCES TALENT REPORT.doc

1 st QUARTERLY APPEARANCES TALENT REPORT
09 ASAP



Add Dates

STAFF NAME

EVENT/LOCATION

ISSUE

Jan 5, 2009 Job shadow with Mandly Sanders

Jan 24, 2009 All About Women (Gal Scouts) emcee
Nashville Convention Ctr Stage

March 2, 2009 Weather Talk - Friendship Christian School in Lebanon
4th, 5th, + 6th graders

March 4, 2009 Speak to Wilson County gifted 3rd graders - Weather
+ Motivation

March 9, 2009 Keynote speaker @ Mt. Juliet Women in the Work Force Luncheon

March 11, 2009 Job shadow w/ Cameron Coats - Franklin Road Academy
+ 12th

March 25, 09 IF NO APPEARANCES PUT THAT

March 15, 2009 ^{ASAP} Judge Chili Coshoff Fundraiser @ Cook's Market

March 30 - April 2nd - Job shadow w/ Braden Anderson
Senior @ DCA

②
When the girls come
for "a picture" and
you generously for
giving some of your
weekend time. I'm
thrilled Ann had
its biggest day as
far as I'm doing
didn't get to speak
with you personally
at the stage.
at the many many thanks.
Sally

Dear Lisa,
Thank you so
much for helping
us host the youth
program at All Saints
London. The Girls Scouts
had a great time. I
hope you did too!
I really appreciate
your participation on
the City Host committee,
especially on the set

Jan 2009

Jan 24

**Quarterly Appearances – WKRN-TV
4th Quarter 2008 (Oct – Dec)**

Appearances in the community by WKRN on-air talent were reported as follows:

Staff	Event/Location	Issue
JOE DUBIN	DONELSON-HERMITAGE LEADERSHIP CONFERENCE STATION CAMP HIGH SCHOOL SPOKE TO JOURNALISM CLASS	11/18/08 12/17/08
CHRISTINE MADDELA	FEEDING HOPE CHALLENGE	12/13/09 (Second Harvest)
JULIE KROENIG	CRIEVE HALL ELEMENTARY	10/14/08 (Food 2 Families)
ANNE HOLT	PARK AVENUE ELEMENTARY CUMBERLAND ELEMENTARY HICKMAN ELEMENTARY GOWER ELEMENTARY COCKRILL ELEMENTARY F.H. JENKINS ELEMENTARY SCHOOL SMITHSON-CRAIGHEAD ACADEMY PARAGON MILLS ELEMENTARY GALLATIN HIGH SCHOOL HENDERSONVILLE HIGH SCHOOL	10/2/08 (Food 2 Families) 10/6/08 (Food 2 Families) 10/6/08 (Food 2 Families) 10/8/08 (Food 2 Families) 10/9/08 (Food 2 Families) 10/15/08 (Food 2 Families) 10/16/08 (Food 2 Families) 10/17/08 (Food 2 Families) 11/20/08 (Food 2 Families) 12/12/08 (Food 2 Families)
BOB MUELLER	YMCA BOYS & GIRLS CLUB NASHVILLE RESCUE MISSION	EMERGENCY SHELTER CHILD & YOUTH DEVELOPMENT EMERGENCY SHELTER
LISA PATTON	STUDENT JOB SHADOW AT NEWS 2 (OCT 08) SOUTHSIDE ELEMENTARY SCHOOL STUDENT JOB SHADOW AT NEWS 2 (DEC 08)	CHILD & YOUTH DEVELOPMENT CHILD & YOUTH DEVELOPMENT CHILD & YOUTH DEVELOPMENT

EXHIBIT 33

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity:

Activity Classification:

14
Management Training

Nature of the Activity, Including Date(s):

June 15, 2004
Discrimination Law Update Seminar

Scope of Station's Participation:

Update on FMLA issue. Latent on OSHA
New Smoking Ban & New Whistle-Blow. Pg

Station Personnel Involved:

James Platt, H.R. Manager

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community in acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
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10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
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16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

***** DO NOT PUT IN PUBLIC FILE *****

KING & BALLOW
LAW OFFICES
1100 UNION STREET PLAZA
315 UNION STREET
NASHVILLE, TENNESSEE 37201

TELEPHONE: 615/259-3458

FACSIMILE: 615/254-7907

www.kingballow.com

May 9, 2007

Frances Pratt
WKRN-TV
441 Murfreesboro Rd
Nashville, TN 37210

Dear Ms. Pratt:

2007 is shaping up to be another interesting year in Employment and Discrimination law. Now is a good time to catch up on the latest developments.

Please join King & Ballow's Employment and Discrimination section on Friday, June 15, 2007 for an update on recent legal developments.

Our schedule will be:

- 8:00 – 8:30 Registration and Continental Breakfast
- 8:30 – 8:50 Supreme Court Update: Has *Burlington Northern* changed how the courts decide retaliation cases?
- 8:50 – 9:20 FMLA Regulation Status: What are courts doing while we wait for new regulations?
- 9:20 – 9:35 Break
- 9:35 – 10:20 OSHA Update: Are you in compliance?
- 10:20 – 10:40 Immigration Reform: Discussion of pending state and federal legislation. Are there any new obligations for employers?
- 10:40 – 11:00 Family Responsibility Cases: What are the courts saying now?

Please join me, along with Angelita Fisher, a senior associate in the Employment and Discrimination Law section of King & Ballow and Kathleen Henderson, a senior associate in the Litigation section of King & Ballow. The program will be at the Franklin Marriott in Cool Springs, TN from 8:30 a.m. to 11:00 a.m. on June 15.

The seminar will be \$45 for you and a guest from your company. You may register by mail, phone, fax or e-mail. For more information about our speakers or the seminar, please contact Chasity Morgan at (615) 726-5526 or cmorgan@kingballow.com.

We look forward to seeing you.

Sincerely,



Howard M. Kastinsky

LA JOLLA OFFICE:

LA JOLLA EASTGATE · 9404 GENESEE AVENUE, SUITE 340 · LA JOLLA, CALIFORNIA 92037 · TELEPHONE: 858/597-6000 · FACSIMILE: 858/597-6008

KING & BALLOW
LAW OFFICES
1100 UNION STREET PLAZA
315 UNION STREET
NASHVILLE, TENNESSEE 37201
TELEPHONE: 615/259-3456
FACSIMILE: 615/254-7907
www.kingballow.com

Direct Dial (615) 726-5425

June 21, 2007

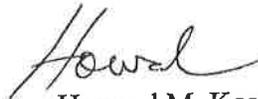
Frances Pratt
WKRN-TV
441 Murfreesboro Rd.
Nashville, TN 37210

Dear Frances:

It was a pleasure seeing you again at the recent "Employment Law Update" seminar. I enjoyed the opportunity to speak with you. I hope you got to put the gift card to good use.

I look forward to seeing you again soon. We anticipate having another update in late November. In the meantime, if I may ever be of assistance, please do not hesitate to contact me.

Sincerely,



Howard M. Kastrinsky

HMK/clm

LA JOLLA OFFICE:

1 A JOLI LA EASTGATE · 9404 GENESEE AVENUE, SUITE 340 · LA JOLLA, CALIFORNIA 92037 · TELEPHONE: 858/597-6000 · FACSIMILE: 858/597-6008

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity:

14

Activity Classification:

Management Training

Nature of the Activity, Including Date(s):

Aug 13, 2009

EEO & Management Seminar sponsored by T.A.B

Scope of Station's Participation:

Update information on Employment Opportunity & Management Seminar

Station Personnel Involved:

H. R. Director
Francis Pratt

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events, including conventions, career days, workshops and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of ^{media trade groups} whose membership includes substantial participation by ^{women and minorities};
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities

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**MIDDLE
TENNESSEE
STATE UNIVERSITY**

**Tennessee Association
of Broadcasters**

50 Music Square West, Suite 900
Nashville, TN 37203
Phone: (615) 321-1625
Fax: (615) 321-8580

The College of Mass Communication and the Jennings A. Jones College of Business at Middle Tennessee State University in conjunction with the Tennessee Association of Broadcasters hereby awards

Frances Pratt - WTKRN 59

A certificate of completion for attendance at the Equal Employment Opportunity and Management Seminar presented at the Middle Tennessee State University Paul W. Martin Sr. Honors Building on August 13, 2007

Paul W. Martin Sr.

Dr. Anantha Babbili, Dean
College of Mass Communication



James E. Burton

Dr. E. James Burton, Dean
Jennings A. Jones College of Business

**MIDDLE
TENNESSEE**
STATE UNIVERSITY



Final Agenda for Monday August 17th

Agenda for EEO/Management Seminar for Tennessee Association of Broadcasters

Location: MTSU—Paul Martin, Sr. Honors College Building

Date: August 13, 2007 – 8:00 a.m. – 4:00 p.m.

Presenters: Dr. David Foote and Dr. R. Earl Thomas, Management and Marketing
Dr. Jennifer Bailey Woodard, Electronic Media Communication

8:00 – 8:30 Coffee and such compliments of Dean Anantha Babbili, College of Mass Communication

8:30 – 10:00 Maxim for Leadership –Dr. R. Earl Thomas

10:00 – 10:15 Break— Coffee and such compliments of Dean Anantha Babbili, College of Mass Communication

10:15 – 11:45 Emotional Intelligence –Dr. David Foote

11:45 – 12:45 Lunch – Compliments of the TAB

12:45 – 2:15 Diversity: Issues and Challenges –Dr. Jennifer Bailey Woodard

Part I: How do we incorporate diversity into our business plan and successfully execute recruitment and retention of minorities?

2:15 – 2:30 Break—Coffee and soft drinks - compliments of Dean Jim Burton, Jennings A. Jones College of Business

2:30 – 4:00 Diversity Issues and Challenges –Dr. Jennifer Bailey Woodard

Part II: Recruitment and Retention – Creating a Plan

4:00 Adjourn

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: 14
 Activity Classification: Management Training

Nature of the Activity, Including Date(s): Oct 15, 2007
Employment Law Update -

Scope of Station's Participation: Station Management Training

Station Personnel Involved: Management Training for all Station Management and Supervision.

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

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- 4 Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities.
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
- 14 Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
- 15 Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
- 16 Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

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Employment Legal Update Seminar
Oct 15, 2007
Sign in Sheet

1. Franzen Pratt

2. Joe Gregory

3. J. Kirk Moore

4. Michelle Dulin

5. K. Brown

6. Gene Parker

7. David Hankins

8. Kathy McHenry

9. Jane Smith

10. Carolyn Mitchell

11. STEVE WATT

12. Jane Smith

13. David Parker

14. John P. P.

15. Michael Wright

16.

17.

18.

19.

20.

21.

22.

23.

24.

25.

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity:

14

Activity Classification:

Management Training

Nature of the Activity, Including Date(s):

Nov 30, 2007

Employment & Discrimination Update

Scope of Station's Participation:

Update info on New Workplace Smoking Law, Religious Discrimination & National Origin, Harassment in the Workplace, Age Discrimination

Station Personnel Involved:

James Platt, G.R. - Mgr.

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

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- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a retooling program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
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KING & BALLOW
LAW OFFICES
1100 UNION STREET PLAZA
315 UNION STREET
NASHVILLE, TENNESSEE 37201

TELEPHONE: 615/259-3456

FACSIMILE: 615/254-7907

www.kingballow.com

October 17, 2007

Frances Pratt
WKRN-TV
441 Murfreesboro Rd
Nashville, TN 37210

Dear Ms. Pratt:

On Friday, November 30, 2007, King & Ballow's Employment and Discrimination Section will host a seminar on recent legal developments, since our last seminar in June 2007. We are inviting you and any guests from your company to join us for this event.

Our schedule will include:

- | | |
|---------------|---|
| 8:00 – 8:30 | Registration and Continental Breakfast |
| 8:30 – 9:00 | Social Security “No-Match” Letters: Can You Take Advantage of the “Safe Harbor” in the New Regulations
<i>We will explain the status of the new DHS regulations and explain how employers may avoid significant new liabilities.</i> |
| 9:00 – 9:30 | A Healthier Workforce: Keeping Employees Well and Helping Them Kick Those Habits
<i>We will discuss some new approaches to keeping your work force healthy and the impact of federal laws on those approaches. We will also provide steps for complying with Tennessee's new workplace smoking law.</i> |
| 9:30 – 9:45 | Break |
| 9:45 – 10:15 | Update: The Latest Court Decisions on National Origin and Religious Discrimination
<i>Recent decisions are allowing more of these Title VII cases to go to trial – and employees are winning! We will discuss how to avoid that liability.</i> |
| 10:15 – 10:45 | Harassment Law Update: Sex and Beyond – The New Frontier
<i>Sexual harassment in the workplace continues to be the subject of litigation. Meanwhile, more courts are finding that other protected classes may also be the victim of unlawful harassment. And, the days of the “equal opportunity harasser” may be numbered.</i> |
| 10:45 – 11:15 | Age Discrimination: Recent Developments under the Age Discrimination in Employment Act
<i>The clash of generations in the workplace continues to spawn new concerns for employers. We will offer strategies to reduce those tensions and potential litigation.</i> |

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The Employment and Discrimination seminar will be held at the Franklin Marriott in Cool Springs, TN from 8:00 a.m. to 11:15 a.m. on November 30. The seminar will be \$45 for you and a guest from your company. You may register by mail, phone, fax or e-mail. If you have any questions about the seminar or speakers, please feel free to contact Chasity Morgan at (615) 726-5526 or cmorgan@kingballow.com.

I have enclosed a brochure that provides information on additional services King & Ballow's Employment and Discrimination Section provides. If you are interested in learning more about our in-house management training programs, please contact myself at (615) 726-5425 or Angelita Fisher at (615) 726-5402.

We look forward to seeing and working with you.

Sincerely,



Howard M. Kastrinsky

KING & BALLOW
LAW OFFICES
1100 UNION STREET PLAZA
315 UNION STREET
NASHVILLE, TENNESSEE 37201

TELEPHONE: 615/259-3456

FACSIMILE: 615/254-7907

www.kingballow.com

Direct Dial (615) 726-5425

December 4, 2007

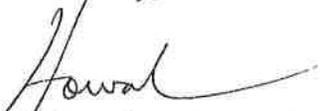
Frances Pratt
WKRN-TV
441 Murfreesboro Rd
Nashville, TN 37210

Dear Frances:

It was a pleasure seeing you during the recent "Employment Law Update" seminar. I enjoyed the opportunity to be with you and appreciated your participation.

I look forward to seeing you again soon. We anticipate having another update in the Spring. In the meantime, if I may ever be of assistance, please do not hesitate to contact me.

Sincerely,


Howard M. Kastrinsky

HMK/clm

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LA JOLLA EASTGATE - 9404 GENESEE AVENUE, SUITE 340 - LA JOLLA, CALIFORNIA 92037 - TELEPHONE: 858/597-6000 - FACSIMILE: 858/597-6008

MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: MANAGEMENT TRAINING

Activity Classification: 14

Nature of the Activity: June 6, 2008 – Update on Employment Law

Scope of Station's Participation: Interactive Workshop and Mock Trial

Station Personnel Involved: Sandra Osborne

Attach all documentation concerning the nature of the activity, the scope of the station's participation, and the station personnel involved.

For "Activity Classification" use numbers "1" through "16" in accordance with the following:

- 1 Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
- 2 Hosting of at least one job fair;
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- 4 Participation in at least four events, including conventions, career days, workshops and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job banks, Internet programs and other programs designed to promote outreach generally (i.e. outreach that is not primarily directed to providing notification of specific job vacancies);
- 7 Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
- 8 Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
- 9 Establishment of a mentoring program for station personnel;
- 10 Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
- 11 Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
- 12 Listing of each upper-level category opening in a job bank or newsletter of ^{women and minorities} whose membership includes substantial participation by women and minorities;
- 13 Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
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King & Ballow
Certificate of Completion

This certificate is presented to:

Sandra Osborne

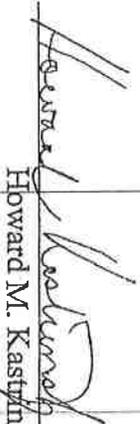
for successfully completing

King & Ballow's Employment Law Update:

An Interactive Employment Law Workshop and Mock Trial

June 6, 2008

This program, ORG-PROGRAM-28917, has been pre-approved for 6.75 hours of General Credit recertification credit hours through the Human Resource Certification Institute (HRCI). Please be sure to note the program ID number in your online recertification file. For more information about certification or recertification, please visit the HRCI website at www.hrci.org.



Howard M. Kastynsky, Attorney at Law

6/6/08

Date



MENU OPTION ACTIVITIES – Form BP-02

Type of Activity: MANAGEMENT TRAINING

Activity Classification: 14

Nature of the Activity: August 4, 2008 – Train Department Heads on Hiring Procedures for EEO Compliance

Scope of Station's Participation: Discuss proper procedures for hiring.

Station Personnel Involved: Gwen Kinsey, Sandra Osborne, Mike Tarrolly, Dave Parker, Michelle Dube, Steve Watt, Matthew Zelkind

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- 3 Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
- 4 Participation in at least four events including conventional career days, workshops and similar activities sponsored by organizations representing groups present in the community interested in broadcast employment issues;
- 5 Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
- 6 Participation in job fairs, Internet programs and other programs designed to promote outreach generally (i.e. outreach that is not primarily directed to providing notification of specific job vacancies);
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***** DO NOT PUT IN PUBLIC FILE *****

August 4, 2008

Memo: Hiring procedures for EEO compliance
To: All Hiring Managers
From: Kinsey

To insure compliance with EEO requirements and appropriate documentation, we will follow these steps:

1. Request to hire: You must request permission to hire with an email to me.
2. I will respond with an email letting you know whether or not you should proceed to post the position.
3. Please provide a Job title, description and dates the position closes to our Station Business Manager. She will use this information to send letters to our EEO recruitment sources. You should then post the position with any additional industry resources you believe will result in a favorable pool of applicants. Station business manager will create a folder for your open position. This folder will contain the attached four pages of documentation.
4. Please insure that you interview at minimum six applicants. Please note where each of these applicants learned of the position, and keep time and date of interview.
5. Please give your folder and ALL applicants and correspondence to the station business manager for signature by the General Manager
6. You will NOT be given permission to make an offer on your position until the General Manager has signed off on your folder.
7. Once you have been given permission to hire, Station Business Manager will make arrangements for background checks, drug screens, etc. All offers are contingent upon successful completion of background checks and drug screens.
8. Station business manager will not order background checks or drug screens until authorization paperwork has been signed by the General Manager

TO: GENERAL MANAGER
BUSINESS MANAGER

FROM: _____

DATE: _____

AUTHORIZATION TO HIRE OR PROMOTE

POSITION: _____

HIREE: _____

START DATE: _____

STARTING SALARY: _____

EMPLOYEE WHO PREVIOUSLY
HELD THIS POSITION: _____

CONTRACT: YES _____ NO _____

O/T EXEMPT: YES _____ NO _____

FULL-TIME: YES _____ NO _____

PART-TIME: YES _____ NO _____

ESTIMATED PART-TIME HOURS PER WEEK: _____

IS SALARY WITHIN BUDGET: YES _____ NO _____

IF NO, WHERE ARE FUNDS COMING FROM: _____

NOTE ANY SPECIAL CONSIDERATIONS OR PAY GUARANTEES OFFERED TO OBTAIN EMPLOYEE.
(SUBJECT TO GENERAL MANAGER, BUDGET AND POLICY APPROVAL:

IS EMPLOYEE INCURRING RELOCATION EXPENSES: YES _____ NO _____

ARE THESE RELOCATION EXPENSES TO BE REIMBURSED: YES _____ NO _____

ESTIMATED PRE-MOVE TRAVEL EXPENSES: _____

ESTIMATED TEMPORARY LIVING EXPENSES: _____

ESTIMATED COST OF MOVING HOUSEHOLD GOODS: _____

ESTIMATED COST OF TRAVEL TO NEW LOCATION: _____

GRAND TOTAL: _____

ATTACHMENTS REQUIRED:

- EEO INTERVIEW COMPLIANCE CHECKLIST
- EEO APPLICANT INTERVIEW LIST
- RESUMES, APPLICATIONS, REFERENCES, E-MAILS AND/OR ANY OTHER CORRESPONDENCE OF THOSE INTERVIEWED

THIS FORM CONSTITUTES A REQUEST FOR AUTHORIZATION TO HIRE OR PROMOTE AND IS SUBJECT TO GENERAL MANAGER APPROVAL.

DEPARTMENT HEAD

DATE

GENERAL MANAGER

DATE

BUSINESS MANAGER

DATE

TO: EEO ADMINISTRATOR

WKRN

FROM: _____

DATE: _____

EEO INTERVIEW COMPLIANCE CHECKLIST

JOB TITLE: _____

EMPLOYEE REPLACED: _____

DEPARTMENT: _____

DATE OF OPENING: _____

JOB NUMBER: _____

1. INTERVIEWS FOR THIS POSITION WERE CONDUCTED AND A LIST OF ALL PERSONS INTERVIEW IS ATTACHED.

2. THE SUCCESSFUL APPLICANT IS _____. HE/SHE WAS REFERRED BY: _____, HE/SHE WAS INTERVIEWED ON THE FOLLOWING DATE(S) _____. HIS/HER START DATE WILL BE: _____.

3. RESUMES OF CANDIDATES NOT INTERVIEWED HAVE BEEN PLACES IN THE AFFIRMATIVE ACTION FILE TO BE REVIEWED SHOULD OTHER OPENINGS OCCUR AT THE STATION. THEY WILL BE HELD FOR A MINIMUM PERIOD OF THREE MONTHS. THE RESUME OF THE SUCCESSFUL CANDIDATE WILL BE PLACE IN HIS/HER EMPLOYEE FILE.

