

## ITHACA COLLEGE LOS ANGELES PROGRAM

### APPLICATION INSTRUCTIONS & PROGRAM INFORMATION

**SUMMER 2010 • FALL 2010 • SPRING 2011**

#### **Program Description**

The Ithaca College Los Angeles Program is an internship-based program that provides juniors and seniors with a major or minor in communications an opportunity to gain professional experience in their chosen fields. The program offers internships in television, radio, photography, cinema, corporate communications, the recording industry, journalism, public relations, and advertising. In addition, students can take major requirements and/or elective courses in cinema, television, marketing, strategic communication, and journalism as well as one-credit courses on industry-related topics. Classes are taught at the James B. Pendleton Center, located minutes from Burbank and Hollywood, by our Los Angeles-based faculty and professionals working in the industry. For more information, visit our website at <http://www.ithaca.edu/la>.

#### **Eligibility**

1. Major OR minor in the Park School of Communications.
2. Completed 60 credits by the start of your semester in Los Angeles.
  - \*30 of those credits must have been earned at Ithaca College.
  - \*For communication majors, 15 of those credits must be communications credits.
  - \*For communication minors, 12 of those credits must be communications credits.
3. Be in good academic, judicial and \*financial standing in the Park School and Ithaca College, with no unresolved issues at the start date of your semester in Los Angeles.

\*Your name will be submitted to the Bursar's Office to confirm that you are in good financial standing with the college.

#### **Application Process**

1. You must meet the eligibility requirements.
2. Submit your completed application to the Dean's Office by **Friday, February 19, 2010 at 4pm.** You are responsible for making sure all certification forms and letters of recommendation are sent to the Dean's Office by the deadline.

**Do not send application materials to the Los Angeles Program Office.**

## I. APPLICATION PROCEDURES and CHECKLIST

### A. Complete the following forms in your application packet:

- ❑ **PERSONAL INFORMATION, SEMESTER PREFERENCE and ACADEMIC INFORMATION**  
Complete these forms and include them with your application.
- ❑ **CONSENT FORM**  
If you are not responsible for your own bills, you must also obtain your parent or guardian's signature. Include the form in your application.
- ❑ **STUDENT CONDUCT CERTIFICATION**  
Complete the top portion of this form and bring it to the Office of Judicial Affairs (2102 West Tower Lobby). They will forward the completed form to the Dean's Office.
- ❑ **ACADEMIC and BUSINESS/WORK RECOMMENDATIONS**  
You are responsible for making sure these forms reach the LA Program Office by the application deadline. You may include them with your submission to the Dean's Office, or you may have them faxed directly to the LA Program Office. Please see form for details.

### B. Submit the following materials with your application:

- ❑ **RESUMÉ** Include an updated resumé.
- ❑ **TRANSCRIPT**  
Connect to the Homer system, then click *Student & Financial Aid* on the main menu and select *Student Records & Billing Information*. Follow the *Unofficial Academic Transcript* link, select the transcript level (undergraduate) followed by the "web student transcript" menu, then click the *submit* button.
- ❑ **PERSONAL ESSAY** (3 pages maximum, typewritten, double-spaced)  
Your application must include a *specific, well-organized, and honest* essay in which you discuss the Los Angeles Program and the internship experience in relation to your academic and career goals. Please number the pages and put your name at the top of each page. Be sure to proofread your essay for grammar and spelling. Answer all of the following questions:
  1. What are your specific short and long-term academic, career and personal goals?
  2. How will your participation in the LA Program help you meet your goals?
  3. At what kind of media organization would you like to intern? (you do not need to name specific organizations)
  4. What do you hope to gain (skills, knowledge, training, experience, etc.) through your internship experience?
  5. What experiences during the last two years have prepared you for an LA internship? If you are a communications minor, pay particular attention to this point.

### C. The Los Angeles Program will submit the following:

- ❑ **APPLICATION FEE** A non-refundable \$35 fee will be charged directly to your student account through the Bursar's Office.

### D. Submit your completed application to the Dean's Office (Park 311) no later than Friday, February 19, 2010 at 4pm.

## **II. SELECTION PROCESS / DECISION NOTIFICATION**

### **A. Selection Criteria**

Applications will be reviewed by the program staff. Selection is based on the following criteria:

1. How a Los Angeles internship fits your academic and career goals.
2. Involvement in activities related to your major and career goals.
3. Current grade point average.
4. Academic and business recommendations.

### **B. Semester Placement**

- \* Once a student is accepted into the program, the program staff will review his/her "Semester Preference Form" and assign the student to the Fall 2010 or Spring 2011 semester.
- \* Priority will be given to students on the basis of their class standing as determined by the number of credits earned by the end of the Spring 2010 semester.
- \* The student's semester placement will be included in his/her acceptance letter.
- \* **ALL DECISIONS CONCERNING SEMESTER PLACEMENT ARE FINAL. THERE ARE NO WAITING LISTS.**

### **C. Decision Letters**

Decision letters will be available to pick up in the Dean's Office on **Tuesday, March 23, 2010**. If you are not studying at the home campus this semester, please indicate on your "Personal Information Form" where your notification letter should be sent.

**Students are able to defer their admission. However, students who decide to exercise this right must resubmit their personal information as well as an updated transcript during the Spring 2011 admissions period in order to attend in the 2011-2012 academic year. All decisions made by the program staff are final. No exceptions will be made.**

### **D. "Attendance Notification Form"**

If accepted into the LA Program, your acceptance letter will include an "Attendance Notification Form." This form is due in the Dean's office (Park 311) by **Wed., April 14, 2010 by 4pm.**

## **III. STUDENT ORIENTATION on the Ithaca College Campus**

### **A. Mandatory Orientation Meeting for Summer 2010 & Fall 2010 Students**

**Sunday, April 4, 2010 @ 7pm, Location TBA**

Ithaca College students accepted into the LA Program are required to attend this mandatory orientation session.

### **B. Spring 2011 Students:** Mandatory orientation and small group meetings will be held during the Fall 2010 semester. You will be notified by e-mail of the date and times at the start of the Fall 2010 semester.

## IV. ADDITIONAL INFORMATION

### A. Summer 2010/Fall 2010 Resident Assistant Positions

There are a limited number of Resident Assistant positions available in Los Angeles. RAs receive free housing and local telephone service. Once you're accepted into the LA Program, you may submit an application, available at the Dean's office (Park 311). Please refer to the LA Program Application Schedule on page 5 for the RA application timeline.

**Spring 2011 students apply for RA positions in the Fall 2010 semester.**

### B. Los Angeles Program Cost Information

1. **APPLICATION FEE:** A non-refundable \$35 application fee will be charged to your student account by the Bursar's Office.
2. **TUITION:** Students attending the Ithaca Los Angeles Program are registered as full-time Ithaca College students. Tuition costs are the same in Ithaca and in LA.
  - a. Summer 2010 tuition costs will be available after March 1, 2010. Summer students are charged tuition per credit hour, and there is a 3-credit minimum for summer registration. The cost of tuition in summer 2009 was \$917/credit.
  - b. Fall 2010 and Spring 2011 tuition costs will be available in the Dean's office after March 1, 2010. Tuition was \$16,105/semester during the 2009-2010 academic year.
3. **HOUSING**
  - c. Summer 2010 housing costs will be available after March 1, 2010. Summer housing in 2009 was \$3,230.
  - d. Fall 2010 and Spring 2011 LA housing costs will be available in the Dean's office after March 1, 2010. Housing was \$4,930/semester during the 2009-2010 academic year.
3. **FINANCIAL AID:** All Ithaca College financial aid applies to this program, though workstudy/college employment is available on a very limited basis. If workstudy/college employment is part of your financial aid package, we advise you to notify the Financial Aid Office.
4. **ADDITIONAL COSTS:** Students will be responsible for additional costs such as: transportation to and around Los Angeles, meals, laundry, books, telephone, and personal items.

### C. HOUSING INFORMATION

Students attending the Los Angeles Program are required to live in the Oakwood apartment complex, located a short walk from the Pendleton Center, Warner Bros. Studios, Universal Studios, and public transportation. Each student will share (with 3 other students) a fully furnished two-bedroom, two bathroom apartment which also includes a complete kitchen. Linens, kitchen supplies, TV, and telephone service can be rented directly from Oakwood. These costs are NOT included in the housing fee. For additional information, visit the LA program housing website at [ithaca.oakwood.com](http://ithaca.oakwood.com).

## V. LA PROGRAM APPLICATION SCHEDULE

<b>APPLICATIONS</b> due in Dean's Office	Friday, February 19, 2010 by 4pm
<b>DECISION LETTERS</b> available in Dean's Office	Tuesday, March 23, 2010
<b>RA APPLICATIONS</b> due in Dean's Office *Summer 2010 and Fall 2010 Students *RA Applicants selected for interviews will be informed and interviews will be scheduled.	Wednesday, March 24, 2010 by 4pm
<b>MANDATORY ORIENTATION MEETING</b> *Summer 2010 and Fall 2010 Students	Sunday, April 4, 2010 @ 7pm, Location TBA
<b>RA INTERVIEWS w/ PROGRAM DIRECTOR</b>	Monday-Wednesday, April 5-7, 2010
<b>RA DECISIONS EMAILED TO CANDIDATES</b>	Friday, April 9, 2010
<b>ATTENDANCE NOTIFICATION FORM and HOUSING PREFERENCE FORM</b> due in Dean's Office	Wednesday, April 14, 2010 by 4pm

## VI. LOS ANGELES PROGRAM 2010-11 CALENDAR

### SUMMER 2010

Saturday-Monday, May 22-24	Students arrive in Los Angeles
Tuesday, May 25	Orientation (non seniors)
Wednesday, May 26	Classes and internships begin
Tuesday, June 1	Orientation (seniors)
Friday, July 30	Classes and internships end
Sunday, August 1	Housing ends

### FALL 2010

Friday-Monday, August 13-16	Students arrive in Los Angeles
Tues. & Wed., August 17-18	Orientation
Monday, August 23	Classes and internships begin
Mon.- Fri., November 22-26	Thanksgiving Break (classes <b>not</b> in session)
Friday, December 3	Classes end
Monday-Friday December 6-10	Final exams; Internships end
Sunday, December 12	Housing ends

### SPRING 2011\*\*

Friday-Monday, January 7-10	Students arrive in Los Angeles
Tues. & Wed., January 11-12	Orientation
Tuesday, January 18	Classes and internships begin
Monday-Friday, March 14-18	Spring Break (classes <b>not</b> in session)
Monday, May 2	Classes end
Tuesday-Friday, May 3-6	Final Exams; Internships end
Sunday, May 8	Housing ends

\*\* Subject to change. Please check our website ([www.ithaca.edu/la](http://www.ithaca.edu/la)) for updates.

## VII. ACADEMIC & COURSE REGISTRATION INFORMATION

### IF YOU ARE APPLYING FOR FALL 2010 OR SPRING 2011:

Fall and spring semester students generally register for 15 credits. The minimum number you can take is 12 credits; the maximum is 18. All students are required to register for a 6-credit internship and "Media Industries," a 1-credit seminar.

A 15-credit schedule consists of:	Internship	6 credits
	Media Industries	1 credit
	Two 3-credit courses	6 credits
	<u>Two 1-credit courses</u>	<u>2 credits</u>
	TOTAL	15 credits

### IF YOU ARE APPLYING FOR SUMMER 2010:

You must enroll for 3-5 internship credits; the maximum is 5 credits. The maximum total number of internship and course credits you can take is 11 credits. You do not have to enroll in any courses.

### REGISTRATION PROCEDURES

1. Students applying for the LA Program should list the courses they intend to enroll in on the **Academic Information** form in their application packet and submit it with their application.
2. You must obtain your advisor's signature on the **Academic Information** form. This will ensure that you have conferred with your advisor concerning your academic progress.
3. A list of courses to be offered and registration instructions will be distributed at the on-campus Orientation session. The list of courses to be offered each semester is determined by student enrollment.
4. Students will have the opportunity to review their academic schedules with a member of the program staff upon their arrival in Los Angeles.
5. **FOR TV-R STUDENTS: You may enroll in only ONE of the following required courses during your semester in Los Angeles:** *Government and Media* and *Senior Media Seminar*. Please confer with your advisor concerning your degree and plan accordingly.

### COURSE OFFERINGS

Unless otherwise specified, all courses are for 3 credits. For specific course descriptions, go to [www.ithaca.edu/catalogs](http://www.ithaca.edu/catalogs).

### SUMMER 2010 COURSES

#### **Television-Radio**

TVR-46000 *Senior Seminar: Topics in Media Effects*

TVR-49000 *Television-Radio Internship* 3-5 credits

#### **Cinema & Photography**

CNPH-30000 *Fiction Film Theory*

CNPH-33300 *Advanced Screenwriting*

CNPH-49000 *Cinema & Photography Internship* 3-5 credits

#### **Strategic Communication**

STCM-49000 *STCM Internship* 3-5 credits

#### **Journalism**

JOUR-49000 *Journalism Internship* 3-5 credits

## FALL 2010 COURSES

### **Television-Radio \*\***

TVR-31200	<i>Government and Media</i> (2 sections)	
TVR-33500	<i>Electronic Media Criticism</i>	
TVR-33300	<i>Writing for Series Television</i>	
TVR-46000	<i>Senior Seminar: Topics in Media Effects</i>	
TVR-49000	<i>Television-Radio Internship</i>	6 credits

### **Cinema & Photography**

CNPH-30000	<i>Fiction Film Theory</i>	
CNPH-33300	<i>Advanced Screenwriting</i>	
CNPH-30500	<i>Contemporary Film Criticism</i>	
CNPH-43300	<i>Screenwriting Workshop</i>	
CNPH-49000	<i>Cinema &amp; Photography Internship</i>	6 credits

### **Strategic Communication**

STCM-31000	<i>Organizational Speech Writing and Interviewing</i>	
STCM-33200	<i>Writing for Public Relations</i>	
STCM-49000	<i>STCM Internship</i>	6 credits

### **Journalism**

JOUR-48800	<i>Issues and the News</i>	
JOUR-49000	<i>Journalism Internship</i>	6 credits

### **General Communication** (Additional one-credit courses will be available)

GCOM-32600-61	<i>Media Industries</i>	1 credit
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## SPRING 2010 COURSES

### **Television-Radio \*\***

TVR-31200	<i>Government and Media</i> (2 sections)	
TVR-33500	<i>Electronic Media Criticism</i>	
TVR-33300	<i>Writing for Series Television</i>	
TVR-46000	<i>Senior Seminar: Topics in Media Effects</i>	
TVR-49000	<i>Television-Radio Internship</i>	6 credits

### **Cinema & Photography**

CNPH-30000	<i>Fiction Film Theory</i>	
CNPH-30500	<i>Contemporary Film Criticism</i>	
CNPH-33300	<i>Advanced Screenwriting</i>	
CNPH-43300	<i>Screenwriting Workshop</i>	
CNPH-49000	<i>Cinema &amp; Photography Internship</i>	6 credits

### **Strategic Communication**

STCM-31000	<i>Organizational Speech Writing and Interviewing</i>	
STCM-33200	<i>Writing for Public Relations</i>	
STCM-49000	<i>STCM Internship</i>	6 credits

### **Journalism**

JOUR-48800	<i>Issues and the News</i>	
JOUR-49000	<i>Journalism Internship</i>	6 credits

### **General Communication** (Additional one-credit courses will be available)

GCOM-32600-61	<i>Media Industries</i>	1 credit
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**\*\* TV-R STUDENTS: Please refer to page 6 for specific restrictions concerning TV-R classes.**

