

ITHACA COLLEGE LOS ANGELES PROGRAM

APPLICATION INSTRUCTIONS &

PROGRAM INFORMATION

SUMMER 2020 • FALL 2020 • SPRING 2021

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 and music industries, journalism, public relations, advertising, and new media. 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 Park credits.
*For communication minors, 12 of those credits must be Park 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.
4. Final decisions for applications are made in consultation with the dean's office.

*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 by **Friday, February 7, 2020**. You are responsible for making sure all certification forms and letters of recommendation are submitted by the deadline.

I. APPLICATION PROCEDURES and CHECKLIST

A. Complete the following application materials digitally:

❑ LA PROGRAM APPLICATION

Complete this form and be sure that you fill out the semester preference section in order to be considered.

B. Download, print, fill out and upload to your digital application:

❑ CONSENT FORM

If you are not responsible for your own tuition bill, you must also obtain your parent or guardian's signature. Once signed, upload this form to your digital application.

❑ UNOFFICIAL TRANSCRIPT

Follow directions found at the "Unofficial Transcript" tab of your digital application. Download and save your unofficial transcript in a PDF file. Upload it to your application by clicking on the yellow folder. Do NOT copy and paste information to the text box provided.

C. Submit the following materials to be filled out digitally:

❑ **RESUMÉ** Attach a one-page resume in a .doc or PDF format by clicking on the yellow folder. Do NOT copy and paste or type in information into the text box provided.

❑ ADVISER APPROVAL

Type in the contact information, including the email address, of your adviser. Once this information is added and submitted your adviser will digitally fill out this form and submit it electronically. It is your responsibility to make sure that this is completed before the due date.

❑ ACADEMIC and BUSINESS/WORK RECOMMENDATIONS

Type in contact information, including the email address, of the person you are requesting a recommendation from as well as the requested information on how you know the individual. Once this information is added and submitted your referral will digitally fill out this form and submit it electronically. It is your responsibility to make sure that this is completed before the due date.

❑ PERSONAL ESSAY (2 pages maximum, typewritten, double-spaced)

Upon completion, upload your Personal Essay to your digital application in a .doc or PDF format. It must be 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.

D. Submit your completed application digitally no later than Friday, February 7, 2020.

II. SELECTION PROCESS / DECISION NOTIFICATION

A. Selection Criteria

Applications will be reviewed by the program director. 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 (Fall and Spring semester applicants only)

- * 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 2020 or Spring 2021 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 2020 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 emailed to you by **Friday, February 28, 2020.**

Students are able to defer their admission to the following academic year of 2021-2022. However, students who decide to exercise this right must resubmit their personal information as well as an updated transcript during the Spring 2021 admissions period in order to attend in the 2021-2022 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 need to reply to the Decision Letter via email by **Wednesday, March 25, 2020 by 4pm.**

III. STUDENT ORIENTATION on the Ithaca College Campus

A. Mandatory Orientation Meeting for Summer 2020 & Fall 2020 Students

Sunday, March 22, 2020 in the Park School Auditorium

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

B. Spring 2021 Students: Mandatory orientation will be held during the Fall 2020 semester. You will be notified by e-mail of the date and times at the start of the Fall 2020 semester.

IV. ADDITIONAL INFORMATION

A. Summer 2020/Fall 2020 Resident Assistant (R.A.) Positions

There are a limited number of Resident Assistant positions available in Los Angeles. RAs receive free housing. Once you're accepted into the LA Program, you may submit an application, available at <http://www.ithaca.edu/rhp/la/residencelife/>. Please refer to the LA Program Application Schedule on page 5 for the RA application timeline.

Note: Spring 2021 RA applications will be available in September 2020.

B. Los Angeles Program Cost Information

1. **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 2020 tuition costs will be available in early March. Summer students are charged tuition per credit hour, and there is a 3-credit minimum for summer registration. The cost of tuition in summer 2019 was \$1,056/credit.
 - b. Fall 2020 and Spring 2021 tuition costs will be available in the Dean's office in early March. For the 2019-2020 academic year, the cost of tuition is \$22,637/semester.
2. **HOUSING**
 - a. Summer 2020 housing costs will be available in early March. The cost of 2019 summer housing was \$4,300.
 - b. Fall 2020 and Spring 2021 LA housing costs will be available in the Dean's office in early March. The cost of housing during the 2019-2020 academic year is \$6,600/semester.
3. **FINANCIAL AID:** All Ithaca College financial aid applies to this program, though work study/college employment is available on a very limited basis. If work study/college employment is part of your financial aid package, we advise you to notify the Financial Aid Office.
4. **ADDITIONAL COSTS:** There is no meal plan available. In addition to meals, students are responsible for the cost of transportation to and around Los Angeles, books, laundry, 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. For additional information, visit the LA program housing website at ithaca.edu/la.

V. LA PROGRAM APPLICATION SCHEDULE

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|---|--|
| APPLICATIONS due online | Friday, February 7, 2020 |
| DECISION LETTERS emailed to you RA APPLICATIONS available on ICLA website | Friday, February 28, 2020 |
| RA APPLICATIONS due online *for Summer 2020 and Fall 2020 Students *RA Applicants selected for interviews will be informed and interviews will be scheduled. | Thursday, March 5, 2020 by 4pm |
| RA INTERVIEWS via Skype | Monday-Wednesday, March 16 - 18, 2020 |
| RA DECISIONS EMAILED TO CANDIDATES | Friday, March 20, 2020 |
| MANDATORY ORIENTATION MEETING *for Summer 2020 and Fall 2020 Students | Sunday, March 22, 2020 @ Park Auditorium |
| ATTENDANCE NOTIFICATION FORM and HOUSING PREFERENCE FORM due online | Wednesday, March 25, 2020 |

VI. LOS ANGELES PROGRAM 2020-2021 CALENDAR

SUMMER 2020

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|---------------------------|--|
| Friday-Monday, May 15 -18 | Students arrive in Los Angeles |
| Tuesday, May 19 | Orientation |
| Wednesday, May 20 | Classes and internships begin |
| Tuesday, May 25 | Orientation (graduated seniors) *if needed |
| Friday, July 24 | Classes and internships end |
| Sunday, July 26 | Housing ends |

FALL 2020

| | |
|-------------------------------|---|
| Friday-Monday, August 14 -17 | Students arrive in Los Angeles |
| Tuesday, August 18 | Orientation |
| Monday, August 24 | Classes and internships begin |
| Mon.- Fri., November 23 - 27 | Thanksgiving Break (classes not in session) |
| Friday, December 4 | Classes and internships end |
| Monday-Friday December 7 - 11 | Final exams |
| Sunday, December 13 | Housing ends |

SPRING 2021**

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|---------------------------------|--|
| Sunday - Wednesday, January 3-6 | Students arrive in Los Angeles |
| Friday, January 8 | Orientation |
| Tuesday, January 11 | Classes and internships begin |
| Monday, January 18 | Martin Luther King, Jr. Day (no class) |
| Monday-Friday, March 13 - 21 | Spring Break (classes not in session) |
| Friday, April 23 | Classes and internships end |
| Monday-Friday, April 26 – 30 | Final Exams |
| Sunday, May 2 | Housing ends |

**Dates subject to change.

VII. ACADEMIC & COURSE REGISTRATION INFORMATION

IF YOU ARE APPLYING FOR FALL 2020 OR SPRING 2021:

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 2020:

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.

COURSE OFFERINGS

For specific course descriptions, go to www.ithaca.edu/catalogs.

*Fulfills Writing Intensive requirement

SUMMER 2020 COURSES

Cinema & Photography

CNPH 30000 *Fiction Film Theory** (3 credits)

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

Journalism

JOUR 49000 *Journalism Internship* (3-5 credits)

Strategic Communication

STCM 49000 *STCM Internship* (3-5 credits)

Television-Radio

TVR 46000 *Senior Seminar: Topics in Media Effects* (3 credits)

TVR 49000 *Television-Radio / Emerging Media Internship* (3-5 credits)

Writing for Film, TV and Emerging Media

MASS 33300 *Writing the Feature Film* (4 credits)

FALL 2020 COURSES

Cinema & Photography

CNPH 30000 *Fiction Film Theory** (3 credits)
CNPH 30500 *Contemporary Film Criticism* (3 credits)
CNPH 49000 *Cinema & Photography Internship* (6 credits)

General Communication

(Additional one-credit courses will be available)

GCOM 32600 *Media Industries* (1 credit)

Journalism

JOUR 48800 *Issues and the News* (3 credits)
JOUR 49000 *Journalism Internship* (6 credits)

Strategic Communication

STCM 31000 *Organizational Speech Writing and Interviewing* (3 credits)
STCM 33200 *Writing for Public Relations** (3 credits)
STCM 49000 *STCM Internship* (6 credits)

Television-Radio

TVR 32700 *Program Development for Entertainment Media* (4 credits)
TVR 33500 *Electronic Media Criticism* (3 credits)
TVR 46000 *Senior Seminar: Topics in Media Effects* (3 credits)
TVR 49000 *Television-Radio / Emerging Media Internship* (6 credits)

Writing for Film, TV and Emerging Media

MASS 33300 *Writing the Feature Film* (4 credits)
MASS 33400 *Writing for Series TV* (4 credits)
MASS 43300 *Thesis Screenwriting* (4 credits)
MASS 43600 *Thesis TV Writing* (4 credits)

SPRING 2020 COURSES

Cinema & Photography

CNPH 30000 *Fiction Film Theory** (3 credits)
CNPH 30500 *Contemporary Film Criticism* (3 credits)
CNPH 49000 *Cinema & Photography Internship* (6 credits)

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

GCOM-32600 *Media Industries* (1 credit)

Journalism

JOUR-48800 *Issues and the News* (3 credits)
JOUR-49000 *Journalism Internship* (6 credits)

Strategic Communication

STCM-31000 *Organizational Speech Writing and Interviewing* (3 credits)
STCM-33200 *Writing for Public Relations** (3 credits)
STCM-49000 *STCM Internship* (6 credits)

Television-Radio

TVR 32700 *Program Development for Entertainment Media* (4 credits)

TVR 33500 *Electronic Media Criticism* (3 credits)

TVR 46000 *Senior Seminar: Topics in Media Effects* (3 credits)

TVR 49000 *Television-Radio / Emerging Media Internship* (6 credits)

Writing for Film, TV and Emerging Media

MASS 33300 *Writing the Feature Film* (4 credits)

MASS 33400 *Writing for Series TV* (4 credits)

MASS 43300 *Thesis Screenwriting* (4 credits)

MASS 43600 *Thesis TV Writing* (4 credits)

VIII. INTERNSHIP INFORMATION

Students accepted into the program are assigned a faculty advisor who will assist them with their internship searches. Although some students are offered an internship prior to their arrival in Los Angeles, the majority of students obtain an internship at the start of their LA semester. All students attending the LA Program are guaranteed an internship. If a student is interested in working for a specific company that is not listed in our database, our program staff will advise the student on how to contact them and arrange an internship.

The internship listings for the Los Angeles Program are available online at: <http://www.ithaca.edu/la/>

1) Click on "INTERNSHIPS" in the left column

2) Under the heading click on "INTERNSHIP DATABASE"

3) Use your Netpass Username and Password to access the database. Once you reach the database, you can search the listings by category or a specific company.

Advertising

Animation

Archives

Broadcast Journalism

Casting

Children's TV Production

Commercial Production

Distribution

Documentary Production

Entertainment Journalism

Film Development

Film Publicity

Film/TV Development

Literary Talent Agency

Management

Marketing

Multimedia

Non-Profit Organizations

Photography

Print Journalism

Production Company

Public Relations

Radio Stations

Record Company

Soap Operas

Sound Post-Production

Special Effects

Sports Public Relations

Talk Shows

Television Development

Television Production Company

Television Publicity

Television Series Production

Television Sports

Television Station

Theatre

Video Production

For more information, please contact:

Ithaca College LA Program • 3800 Barham Blvd., Suite 305 • Los Angeles, CA 90068
phone 800-280-7709 • fax 323-851-6748 • email laprogram@ithaca.edu • www.ithaca.edu/la/

Thank you for your interest in the Ithaca College LA Program!