

**Los Angeles Program**

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## **APPLICATION INSTRUCTIONS & PROGRAM INFORMATION FOR NON-ITHACA COLLEGE STUDENTS**

### **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/rhp/la>.

#### **Eligibility**

1. Communications major OR minor OR related field.
2. Completed 60 credits by the start of your semester in Los Angeles.
  - \*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.

#### **Application Deadlines**

Summer 2020 & Fall 2020: Friday, February 7, 2020

Spring 2021: Friday, September 25, 2020

#### **Selection Criteria**

*Space in the program is limited. If there are more qualified applicants than there are spaces, priority will be given to seniors and communications majors. Selection, done by the program director in consultation with the program staff, will be 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

## **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 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. Notification**

Please email [laprogram@ithaca.edu](mailto:laprogram@ithaca.edu) that you have completed your application so that it can be reviewed immediately. A decision will be emailed to you within the week.

### **E. If you are accepted into the ICLA Program, you will be given information about how to search for and apply to internships listed in our database.**

## **PROGRAM COSTS**

When you attend the Ithaca College LA Program, you are registered as a full-time Ithaca College student. The cost of tuition for students attending the Los Angeles program is the same as on-campus Ithaca College students. Summer students pay per credit hour.

### **TUITION**

Students attending the Ithaca Los Angeles Program are registered as full-time Ithaca College students. ***Tuition costs are determined in March for the following summer and school year.*** Check the program website for updated cost information ([www.ithaca.edu/la](http://www.ithaca.edu/la)).

Summer students are charged tuition per credit hour, and there is a 3-credit minimum for summer registration. Cost of tuition in summer 2019 was \$1,056 per credit. Cost of tuition for fall 2019 and spring 2020 is \$22,637 per semester.

### **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](http://ithaca.edu/la).

### **COST OF HOUSING**

The cost of housing for Summer 2019 was \$4,300.  
The cost of housing for the 2019-2020 academic year is \$6,600/semester.

### **ADDITIONAL COSTS**

There is no meal plan. In addition to meals, students will be responsible for transportation in and around Los Angeles, books, laundry, and personal items.

## **PROGRAM STAFF**

Dr. Stephen Tropiano, Director, Associate Professor  
Steven Ginsberg, Pendleton Chair, Associate Professor  
Jon Bassinger-Flores, Programs and Services Coordinator  
Meaghan O'Donnell, Professional Development Coordinator

## LOS ANGELES PROGRAM 2020-21 CALENDAR

### SUMMER 2020

|                           |  |
|---------------------------|--|
| 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\*\*

|                                 |  |
|---------------------------------|--|
| 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.

## 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>  |
|                                   | <b>TOTAL</b>                | <b>15 credits</b> |

### 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](http://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 2021 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)

## **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.

### **For more information, please contact:**

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