

# **ITHACA COLLEGE LOS ANGELES PROGRAM**

## **Fall 2020 Orientation Packet**

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**FALL 2020 ORIENTATION PACKET**  
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## **DATES for FALL 2020 STUDENTS**

Friday, April 10	Notification and Housing Forms due online
Wednesday, April 15	Roommate assignments emailed to all students
Monday, July 13	Internship Search Log due in LA Program Office
Wednesday, August 7	Specific apartment assignments emailed to students

## **FALL 2020 SEMESTER CALENDAR**

Friday, August 14 – Monday, August 17	Students arrive in Los Angeles and check-in to housing at the Toluca Hills Apartments.
Sunday, August 16 – Monday, August 17	RA Orientation and Training (Required for RAs)
Tuesday, August 18	Los Angeles 101 – Orientation to LA and the ICLA Program** (Required for all Fall 2020 participants)
<b>**Do not schedule internship interviews on this date**</b>	
Monday, August 24	Internships and Classes officially begin
Monday, November 23 – Friday, November 27	Thanksgiving Break
Friday, December 4	Internships and Classes end
Monday, December 7 – Friday, December 11	Final Exams; the exam schedule is the same as the weekly class schedule.
Sunday, December 13	Housing ends at noon

## **TUITION & HOUSING COSTS**

**Tuition:** ICLA Program students pay the same tuition rate as they would on the home campus.

**Housing:** TBA

While you are living in Los Angeles, you will need money for food, transportation, and entertainment. We estimate that students spend approximately \$600 a month for personal living, though that amount can vary depending on the individual student's lifestyle

# GETTING TO LOS ANGELES

## ARRIVING BY PLANE:

**Los Angeles International Airport (LAX)** (310-646-5252): LAX, Los Angeles' major airport, is located 27 miles from the AVA Toluca Hills Apartments. Travel time depends greatly on traffic and can take from 30 minutes to 1 hour 30 minutes. Taxis, Lyft, and Uber are available to ride from LAX to the AVA Toluca Hills Apartments. To pick up taxis, Lyft, or Uber, you will take a free shuttle from your arrival terminal to at a remote location next to Terminal 1. Please refer to the [LAXit webpage](#) for important information about where and how to pick up your ride at the airport.

**Flyaway:** take a Flyaway shuttle bus to Hollywood for \$8, and then an Uber or Lyft for \$5-\$10 to the apartments. You can pay at the Flyaway bus at LAX. Ask an airport employee where the Flyaway shuttle stop is, and make sure you take the Hollywood bus! Details at [www.lawa.org/flyaway](http://www.lawa.org/flyaway). (Hollywood destination is unavailable at this time.)

**Hollywood Burbank Airport (BUR)** 2627 North Hollywood Way (818-840-8830): Located 15 minutes/5 miles from the AVA Toluca Hills Apartments. Taxis, Uber, and Lyft are available outside the airport. American, JetBlue, Southwest, United and US Airways fly into Burbank. It will save you time and ride fare, but it is generally cheaper to fly into LAX. You can also take Metro bus 222 from the Burbank Airport to the AVA Toluca Hills Apartments for \$1.75 exact change. Use this link and enter your estimated bus departure time to see the bus route: <http://goo.gl/maps/2u10j>

## ARRIVING BY CAR / ADDRESS FOR Lyft/Uber/Taxi:

The address for the AVA Toluca Hills Apartments main entrance is:

**3500 Barham Blvd., Los Angeles, CA 90068.**

Use this address for your first arrival to the apartments. If you are shipping your car, you can also use this address.

**This information is also available on the Transportation section of our website. Please visit:** <https://www.ithaca.edu/academics/roy-h-park-school-communications/los-angeles-program/transportation>

# HOUSING

## IMPORTANT DEADLINES & DATES

[Housing Applications](#) are due online **Friday, April 10, 2020.**

Roommate assignments will be emailed to all program participants on **Wednesday, April 15<sup>th</sup>.**

Specific apartment assignments will be emailed to you on or before **Wednesday, August 5<sup>th</sup>.**  
Please do not call before this date regarding your assignment.

Students enrolled in ICLA live in the AVA Toluca Hills Apartments. The main entrance is located at 3500 Barham Boulevard, just up the street from Warner Brothers Studios and the ICLA James B. Pendleton Center. There are two other entrances to the apartment complex, but you should check in with the guard at the main entrance the first time you arrive.

Typically, four students share a two-bedroom/two-bathroom apartment, with two students in each bedroom. Mixed-gender apartments are allowed if all prospective roommates request to live together. Students may be assigned to a private room or single apartment based on medical needs with approval from the Student Accessibility Services office (110 Towers Concourse / 607-274-1005).

Pets are not allowed in ICLA apartments. Exceptions can be made for service or support animals with approval from the Student Accessibility Services Office.

The apartments are fully furnished with basic furniture, kitchenware, and linens. Beds are standard twin size. Each apartment has basic cable, TV, DVD player, and wifi. The apartment complex has two clubhouses with fitness centers, pools, hot tubs, and gas grills.

## **RENTER'S INSURANCE**

Ithaca College does not provide insurance coverage of personal property that you have in your apartment. Renter's insurance coverage is optional. For insurance coverage, you may obtain your own coverage through [Haylor, Freyer & Coon, Inc.](#) or from a broker of your choice.

## **APARTMENT MANAGEMENT**

ICLA student apartments are managed by either Churchill Living. You will receive more detailed check-in instructions from Churchill Living once apartments have been assigned.

## **HOUSING AND ROOMMATE ASSIGNMENTS**

All ICLA students should complete the online Housing Application. The ICLA Program Office reserves the right to make final decisions regarding roommate and housing assignments.

### **Kitchen Essentials**

- Dinnerware (4)  
(Includes: dinner plates, salad plates, soup bowls, mugs)
- Flatware (4)  
(Includes: dinner knives, salad forks, dinner forks, soup spoons, tea spoons)
- Glasses (4)
- Wine Glasses (4)
- Coffee Maker
- Toaster
- Cookware Set
- Frying Pan
- Knife Set in a Block
- Kitchen Serving Utensils
- Tea Kettle
- Vegetable Peeler
- Can Opener
- Utensil Holder
- Pitcher
- Salt & Pepper Shakers
- Colander
- Mixing Bowl Set
- Cutting Board
- Baking Sheet
- Trivet
- Corkscrew
- Oven Mitts (2)
- Dish Towels (2)
- Napkins (4)
- Placemats (4)
- Paper Towel Holder
- Flatware Compartment
- Microwave Cover
- Garbage Can
- Light Bulbs (8)
- Measuring Cup
- Measuring Spoon Set
- Blender

### **Kitchen Extras**

- Dinnerware (4)
- Flatware (4)
- Glasses (4)

### **Bath Essentials**

- Shower Curtain
- Shower Curtain Liner
- Shower Curtain Hooks
- Bath Towels (4)
- Hand Towels (4)
- Washcloths (4)
- Cloth Bath Mat
- Small Garbage Can
- Garbage Bags (2)
- Toilet Brush
- Plunger
- Facial Tissues
- Toilet Paper (2)

### **Partial Bath**

#### **Essentials**

- Small Garbage Can
- Toilet Brush
- Plunger
- Facial Tissues
- Toilet Paper (2)
- Garbage Bags (2)
- Hairdryer

### **Bed Essentials**

#### **King, Queen, Full, Twin\***

- Fitted Sheets (2)
- Flat Sheets (2)
- Pillows\*
- Pillow Cases\*
- Pillow Shams\*
- Duvet Cover
- Duvet Insert
- Bed Skirt
- Mattress Pad
- Alarm Clock
- Suit Hangers (4, 2\*)
- Skirt Hangers (4, 2\*)
- Hangers (5)

### **Complimentary Supplies**

- Regular Coffee
- Tea Bags
- Water Bottles (2)
- Microwaveable Popcorn
- Sponge
- Paper Towels
- Kitchen Garbage Bags (13gal)
- Dish Detergent
- Dish Soap
- Laundry Detergent

### **Cleaning Package**

- Vacuum
- Broom & Dust Pan
- Mop & Mop Pail
- Iron & Ironing Board
- Laundry Basket

## **MAIL**

You will receive a mailing address for your assigned apartment unit. If you need to have personal mail sent to Los Angeles before your arrival, use the Pendleton Center suite address. This ensures that you will receive your mail in the event that we need to make a last-minute change to your assigned apartment.

Pendleton Center address:

**"Your Name"**

**Ithaca College**

**3800 Barham Blvd, Suite 305**

**Los Angeles, CA 90068**

## **SHIPPED ITEMS**

UPS is usually the cheapest way to ship personal items to Los Angeles. You can also check out the US Postal Service pricing. If you're sending any personal items that will arrive before you, you should send them to the Pendleton Center at the above address.

## **EXPENSES**

While you are living in Los Angeles, you will need money for books, food, transportation, and entertainment. We estimate that students spend approximately \$600 a month for personal living, though that amount can vary depending on the individual student's lifestyle.

## **WORKSTUDY/COLLEGE EMPLOYMENT**

The Los Angeles Program has limited work study and college employment available. If you receive either in your financial aid package, please be aware the LA Program will **NOT** be able to fulfill your total work study/college employment allotment.

## **HEALTH SERVICES**

There is no health center or mental health services available for students studying in Los Angeles. There are urgent care clinics nearby with extended hours, as well as a hospital with a 24-hour emergency room. The ICLA staff can also give recommendations for specialists.

## **JAMES B. PENDLETON CENTER**

The James B. Pendleton Center is located next to Warner Brother Studios--a ten-minute walk from the Toluca Hills Apartments. The office houses two classrooms, a conference room, a screening room, a student TV lounge, vending machines, and a computer room with Apple and Windows computers, as well as color and b/w printers. Students will have access to the computers for their course work and e-mail, though we highly encourage you to bring your computer with you. Free wireless internet is available in the Pendleton Center.

# TRANSPORTATION

The easiest way to get around Los Angeles is by car. Having a car is not a necessity (many students have gone through the LA program without one), **but it is definitely to your advantage to have access to a car.** Los Angeles is a huge cosmopolitan center. Due to its size, getting around can be a challenge.

## **CAR RENTALS**

Enterprise provides special rates for Ithaca College students and will rent to students 18-20 years old. Please see the attached Enterprise flyer with current rates and reservation instructions. For questions regarding Enterprise rentals, contact the Enterprise reps listed.

If you are going to be renting a car, you must have:

- A major credit card (if you don't have one, you can get your own card on your parents' account).
- If you are between 18-20 years of age, Enterprise requires that you have proof that you have car insurance (your own or coverage under your parents). Please see the included flyer for more details and contact information.

## **RIDE SHARE APPS**

Uber or Lyft are widely used ride-share apps in Los Angeles. We encourage you to download them before your arrival.

## **PUBLIC TRANSPORTATION**

Los Angeles has a public transportation system--the Metropolitan Transit Authority (Metro)--which covers the Greater Los Angeles area from the San Fernando Valley to Northern Orange County with more than 200 routes, 2,500 buses, and 54 light rail cars.

Metro buses run 24 hours a day with limited service during the late-night hours and weekends. Metro TAP cards can be purchased at subway stations, Customer Centers and selected outlets.

Scheduling information can be obtained on-line at [www.metro.net](http://www.metro.net) or [maps.google.com](http://maps.google.com)

Information on the student Metro pass can be found at <https://www.ithaca.edu/academics/roy-h-park-school-communications/los-angeles-program/transportation>.

## **TAXIS**

If you want to take a taxi, you need to phone one in advance. Be aware that taxicabs can be expensive in Los Angeles (about \$2.50 per mile).

Burbank Taxi (818) 845-2100

Green Cab (213) 483-7600

United Taxi (323) 653-5050

Yellow Cab (213) 627-7000 or use their app: [Click here for more!](#)

## **HOTELS NEAR THE LOS ANGELES PROGRAM**

Holiday Inn Express	3241 Cahuenga Blvd.	(323) 845-1600
Hilton Los Angeles/Universal City	555 Universal Hollywood Dr.	(818) 506-2500
Sheraton Universal Hotel	333 Universal Hollywood Dr.	(866) 716-8130
Holiday Lodge Motel	3901 W. Riverside Drive	(818) 843-1121
Safari Inn	1911 West Olive Ave.	(818) 845-8586
Travelodge	1112 North Hollywood Way	(818) 845-2408





## DISCOUNTS FOR ITHACA COLLEGE STUDENTS

Enterprise is proud to serve AVA Toluca Hills residents from Ithaca College. Enterprise will provide an overall value to Ithaca students, including under age surcharges\*\* that are second to none in Los Angeles.

### RESERVATIONS:

Erica Guerrero [Erica.Guerrero@ehi.com](mailto:Erica.Guerrero@ehi.com) or 818-464-3924  
Give the representative discount code: L32W049

*By renting at our Studio City office at 11575 Ventura Blvd, you can save about 20% by avoiding the airport taxes & surcharges. For pick up services at AVA, please call 818-762-1179 ext 4 when you are ready for the vehicle.*

Studio City hours: M-F: 8am-6pm  
Sat: 9am-noon

CAR TYPE	DAILY RATES*	WEEKLY RATES*	MONTHLY RATES*
Economy	\$38.00	\$199.00	\$595.00
Compact	\$40.00	\$209.00	\$605.00
Intermediate	\$42.00	\$219.00	\$645.00
Standard	\$47.00	\$239.00	\$695.00
Full Size	\$55.00	\$295.00	\$885.00


### ADDITIONAL INFORMATION:

- Renters between the ages of 18-20 will need to provide proof of transferable full coverage insurance prior to pick up date.
- Young Driver Surcharge –
  - Age 18-20 \$10/day
  - Age 21-24 \$5/day
- Additional Driver Fee – Waived
- Deposit – Credit or Debit accepted & a parent's Card is acceptable

\*Rates above do not include insurance, applicable taxes and government surcharges. All discounts are valid through December 31st 2020

\*\*18-20 year old rates only apply at The Toluca Lake/Studio City location. Reservations can be made by emailing [Erica.Guerrero@ehi.com](mailto:Erica.Guerrero@ehi.com). There is a surcharge per day of \$10 for students who are 18-20 years old and \$5 per day for students 21-24 years old. Renters who are 18-20 year olds are eligible to rent Economy through Full size vehicles.

TO: FALL 2020 ICLA Students

FROM: Dr. Stephen Tropiano  
Director, ICLA Program 

DATE: March 22, 2020

RE: Your Internship Search

***Please read and follow these directions carefully. It contains important information pertaining to resources for your internships search and the procedures for applying and securing an internship.***

**Your primary contact for internship information is Stephen Tropiano, Program Director. He will continue to email updated internship listings to you. If you need assistance with your internship search, contact Dr. Tropiano by email ([iclaprogram.fall2020@gmail.com](mailto:iclaprogram.fall2020@gmail.com)) or by phone (800-280-7709 or 323-851-6199).**

### **APPLYING FOR AN INTERNSHIP**

#### **STEP #1: SEND YOUR RESUME TO ICLAPROGRAM.FALL2020@GMAIL.COM FOR APPROVAL**

Your resume must be approved by the ICLA office before you apply to any internships.

#### **STEP #2: SEND OUT YOUR COVER LETTERS & RESUMES**

Send a cover letter and resume to companies that interest you (a sample letter and resume are on pages 16 & 17). If there is a name listed as a contact, address the cover letter to him/her. Otherwise, address the letter to "Internship Coordinator." Please read the listings over carefully. A company may prefer that you e-mail your resume and cover letter or some companies may also have their own application form online. You are welcome to call the company and speak to the contact person before sending out your resume, but it is not necessary.

Be aware that it is possible the contact person has changed. If you are aware of any changes, please e-mail them to us at [iclaprogram.fall2020@gmail.com](mailto:iclaprogram.fall2020@gmail.com).

***When should I send out my cover letters/resumes?*** Starting in June for most internships, but please check the company's website to see if it lists an earlier deadline.

***How many should I send out?*** There is no set number. Only send them out to the companies that interest you. Most students apply to an average of 10-15 companies.

#### ***Should I follow up with a phone call to see if the company received my resume?***

If you have a phone number, you can follow up with a phone, but wait at least two weeks before calling them. Also, it's important to read over the listings carefully because some companies do not want potential interns to call. You can assume someone will contact you. If you call a company, simply say that you are verifying that they received your cover letter and resume.

### **STEP #3: COMPLETE THE ATTACHED “INTERNSHIP SEARCH LOG”**

As you are sending out your resume, keep track of where you sent them by completing the attached “Internship Search Log” (pg. 23). You must submit the completed “Internship Search Log” to **by Monday, July 13<sup>th</sup>** to **iclaprogram.fall2020@gmail.com**. Be sure to keep a copy for yourself. If you have already been approved to accept an internship by the ICLA office, please indicate it on the log.

### **STEP #4: SECURE AN INTERNSHIP**

About half of the students attending the Los Angeles Program will have secured an internship before arriving in Los Angeles. If you are still looking for an internship upon your arrival, we encourage you to continue applying to internships, follow up with applications you have already submitted and schedule interviews in your free time.

**IMPORTANT! Do not schedule any interviews on the day of student orientation: Tuesday August 18<sup>th</sup>.**

If a company phones you, the internship coordinator may interview you over the phone. In some instances, he or she may offer you an internship at that time.

**IMPORTANT: Before accepting an internship, you are *required* to obtain permission from the ICLA office by email (iclaprogram.fall2020@gmail.com).**

### **STUDENT STATUS VERIFICATION LETTER**

If a company needs written verification that you are a full-time student and will be earning credit for your internship, go to our website ([www.ithaca.edu/la](http://www.ithaca.edu/la)) and click on “INTERNSHIPS” in the left column. Click on “CREDIT VERIFICATION REQUEST” and fill out the form. We will receive your request and will send the company a letter on your behalf. Be sure to provide us with all the necessary information (contact name, company address, fax number and email).

### **THE INTERNSHIP DATABASE**

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.

### **ADDITIONAL RESOURCES**

The Los Angeles Program office will email you internship listings as they become available. You are not required to obtain your internship through our listings. There are additional resources listed in this packet on pages 10-11. If you want to intern for a company not included in our internship listings, feel free to contact them yourself. Call the LA Program Office (800-280-7709) if you need assistance tracking them down.

If you have any questions or need help with your materials, please email us at [iclaprogram.fall2020@gmail.com](mailto:iclaprogram.fall2020@gmail.com). We are here to help you anyway we can!

## INTERNSHIPS AT MAJOR MEDIA CONGLOMERATES



Many of you may be interested in applying to internships connected to major media conglomerates. While our database provides information for some specific departments within the company, online applications are the primary method for applying to said internships. Below is a list of links that may be helpful in your search.

**TIP: APPLY EARLY!** Be as **SPECIFIC** as possible when given the opportunity to describe your interests. If you are interested in working on a particular facet of their company (ex: television show, film company, website), mention it! You will have a better chance of getting your resume into the right hands.

### **NBC UNIVERSAL**

Website: <https://www.nbcunicareers.com/internships>

Scroll down to “Internships Possibilities” and click on the area that interests you. On the next page, scroll down to the “Open Positions” section to apply for opportunities. Be sure to apply for Glendale or Universal City, CA internships.

### **ABC/DISNEY**

Website: <https://jobs.disneycareers.com/professional-internships>

Scroll down and “Explore All Internship Opportunities.” Be sure to only apply for Burbank, CA internships.

### **Viacom (Nickelodeon, BET, MTV Networks)**

Website: <http://www.viacomcareers.com/internships.html>

Choose internship location (Burbank or Hollywood) and network/studio. Click on “here” at the bottom of the paragraph to see current postings. Sign into their online system to apply.

### **Sony Pictures Entertainment**

Website: <https://www.sonypicturesjobs.com/>

Search for “intern” in the “I’m interested in” field. Narrow down your search by selecting the Location of Culver City, CA.

### **FOX**

Website: <https://foxcareers.com/students>

Click on the “Search for Internships” box. Narrow down your search by selecting California as the Location.

### **TIME WARNER**

Website: <http://www.timewarner.com/careers/job-search>

Under “Area of Interest” select “Internship / Trainee”. Make sure that you look at postings in CA.

## ONLINE INTERNSHIP RESOURCES



[EntertainmentCareers.net](http://EntertainmentCareers.net), which is updated daily, lists internships in the major fields of communications. Be sure to click on "Internships" on the top of the home page.



On [Indeed.com](http://Indeed.com), enter "intern" in the "what" field and "Los Angeles, CA" in the "where" field.



- Create an account at [ithaca.joinhandshake.com/](http://ithaca.joinhandshake.com/)
- Sign into Handshake using your Netpass username and password.
- Click on the "Jobs" tab on the blue bar in the top right.
- Search "intern" in the Job Title field and "Los Angeles, CA" in the City, State or Zip Code field.



### Film production and development internships

- Go to [mandy.com](http://mandy.com).
- Create login.
- Click on the "Jobs" tab on the white bar and select "Opportunities."
- Select "California" in the "State" box and then select "Search Jobs."

**This information is also available on the Internship section of our website.  
Please visit: [ithaca.edu/rhp/la/internships.html](http://ithaca.edu/rhp/la/internships.html)**

**Before accepting an internship, all students are *required* to receive permission from the ICLA office by email ([iclaprogram.fall2020@gmail.com](mailto:iclaprogram.fall2020@gmail.com)).**

## **Frequently Asked Questions for Ithaca College Los Angeles Program Internships**

### **1. DO I NEED TO GET AN INTERNSHIP PRIOR TO ARRIVING IN L.A.?**

No, typically about half of the ICLA class does not finalize their internship before they arrive for the semester. However, we suggest that you make initial contact and set up interviews prior to your arrival. Internships in advertising are competitive and some high profile television shows such as *CONAN* select their interns in advance, so we advise you to apply early.

### **2. HOW MANY INTERVIEWS SHOULD I GO ON BEFORE CHOOSING MY INTERNSHIP?**

We recommend that you send your resume and cover letter to all the internship sites that genuinely interest you. During your first weeks in LA, you will have ample time to schedule interviews at those sites that you are considering. After you have completed the interview process, it will be easier for you to make your final decision.

### **3. HOW CAN I FIND OUT ABOUT NEW INTERNSHIP OPPORTUNITIES THAT MIGHT NOT BE LISTED ON THE DATABASE?**

Before your arrival in August, companies may have contacted us looking for interns. We will send out new internship listings as we receive them. Be sure that you have supplied the LA program with your preferred email address, as email will be the first method used to contact everyone about new internship opportunities. If you are interested in an internship opportunity and cannot obtain contact information, please contact us at [iclaprogram.fall2020@gmail.com](mailto:iclaprogram.fall2020@gmail.com) and we will assist you.

### **4. HOW MANY HOURS ARE INTERNS REQUIRED TO WORK?**

To earn 6 credits, you need to work a total of 360 hours.

### **5. CAN I HAVE MORE THAN ONE INTERNSHIP?**

Yes, depending on your field of interest. Some companies may only want you to work two days a week, so you can work the remaining days at another company. We advise you to first focus on obtaining an internship in your primary field of interest.

### **6. HOW DRESSED-UP WILL I NEED TO GET FOR MY INTERNSHIP?**

The answer depends on the type of internship. If you are going to work in a "corporate setting" like an advertising agency, public relations firm or television network, you will need to dress more formally. If you're working in a more casual office, you may just need a good pair of jeans.

### **7. WHAT HAPPENS IF I DON'T GET AN INTERNSHIP?**

Since the program started in 1994, we have never had a student attend ICLA and not secure an internship. As long as you are consistently applying to internships until you accept one, you will have no problem finding one. Remember: the ICLA office is here for you throughout your internship search so feel free to reach out if you need any assistance!

## SPRING 2020 INTERNSHIP SITES

Below is a list of internships held by ICLA spring 2020 semester students. If you are interested in applying to any of these companies, we encourage you to contact the student currently holding the internship position. You may contact them directly, or email the ICLA office at [iclaprogram.fall2020@gmail.com](mailto:iclaprogram.fall2020@gmail.com), and we will then forward your request along.

LAST	FIRST	INTERNSHIPS
		Intellectual Property Group
		Entertainment Weekly
		ABC/Disney Alternative Programming
		Cold Iron Pictures
		Weed Road Pictures, Gunpowder & Sky
		Public Road Productions, Kimberly Metz Photography
		Black Valley Films
		Josephson Entertainment
		Ramo Law, Hyde Park Entertainment
		Hyde Park Entertainment, Level 1 Entertainment
		The Spellbound Group
		Absurd Hero
		Haven Entertainment
		Pursuing on-set opportunities
		Mandalay Pictures
		Muse Entertainment, Empirical Evidence
		Mandalay Sports
		Smash Haus
		Nancy Clayton Music, Baron Entertainment
		Nacional Records, Young Hollywood
		NBC News - Social Media Team, Entertainment Weekly
		Academy of Country Music
		Phoenix Pictures
		CBS News
		Jax Media, Fabrik Entertainment
		Melie Bianco
		Atomic Monster
		MarVista Entertainment
		Friend if Bengal, LLC., Conscious Minds
		Grandview Automatik, Free Association
		Delirio Films
		Faster Horse Pictures
		Rugged Entertainment, Absurd Hero

		Tremolo Productions, Rugged Entertainment
		Jam in the Van, Smash Haus
		Nogen Beck Photography, RPM Talent
		The Exchange
		Permut Presentations
		The Price is Right; Fly on the Wall Ent.
		CONAN
		The Exchange
		Sloan Science Foundation "This Wild Abyss", Earthworks Films
		Producer Entertainment Group
		NBC - Scripted Content
		Josephson Entertainment, Voltage Pictures
		AbelCine, FlixFX
		Smash Haus
		BangZoom!, Venice Arts
		Fox Sports Radio, Fox Sports 1
		Exclusive Artists Management
		Piller/Segan, Secret Rose Theater
		Green Room Management
		Fly on the Wall Entertainment
		Late Late Show, Rise Management
		Faster Horses Pictures
		Dateline
		The Hideaway Entertainment
		Green Room Management, Waterfall Films
		BangZoom!
		Tiny Horse
		Pursuing on-set opportunities
		SiriusXM
		Miles High Productions
		Secret Rose Theater, Rugged Entertainment
		Larry King
		BET, Epic Film Franchise
		Atlantic Records, London Alley Entertainment
		Cabin Edit
		Trend PR
		Funny or Die, Whitaker Entertainment



		Studio71
		Bread & Butter PR
		Ellen
		BangZoom!, Venice Arts
		Flaunt Magazine
		Midnight Kids
		A. Smith & Co. Productions
		Fox Sports - Engineering
		Foundation Films
		Republic Records
		Partizan Entertainment
		It Gets Better Project; Iwerks & Co.
		Whitaker Entertainment
		Aperature Entertainment
		Jam in the Van, Funny or Die
		CONAN
		Barefoot Recording Studios, Universal Broadcasting Network
		Carmen Cuba Casting, Red Wagon Ent.
		Barefoot Recording Studios
		Jam in the Van
		GBK Productions
		SK Global

# SAMPLE COVER LETTER

**Do not copy exactly!**

[TODAY'S DATE]

Dear Ms./Mr. [CONTACT'S LAST NAME]:

I am currently a [JUNIOR OR SENIOR] majoring in [YOUR MAJOR] at Ithaca College. During the fall of 2020, I will be attending the Ithaca College Los Angeles Program. I am interested in interning at [NAME OF COMPANY] in the [NAME OF DEPARTMENT, IF APPLICABLE]. I will be registered as a full-time student and earning college credit for my internship.

As my enclosed resume indicates...[DESCRIBE YOUR EXPERIENCES, SKILLS, WHY YOU ARE INTERESTED IN AND QUALIFIED FOR INTERNING AT THE COMPANY, ETC.].

I will be arriving in Los Angeles the weekend of August 14th. In the meantime, I can be reached at [EMAIL AND PHONE NUMBER].

Thank you for your consideration.

Sincerely,

[YOUR NAME]

# SAMPLE RESUME

STEPHEN TROPIANO

3800 Barham Blvd Suite 305, Los Angeles, CA 90068  
(323) 851-6199 stropiano@ithaca.edu

Create a style for your resume. Let it stand out without being too busy!

## EDUCATION

**Ithaca College**, Ithaca, New York  
Roy H. Park School of Communications  
Bachelor of Science, Television & Radio  
Video Concentration

Expected Graduation May 2020

DO NOT PUT HIGH SCHOOL INFO IN EDUCATION

Ithaca College London Center

August - December 2019

## EXPERIENCE (alternate headings: PRODUCTION EXPERIENCE, PROFESSIONAL EXPERIENCE)

**Ithaca College Television (ICTV)** Ithaca, New York

*Director*, "What's My Secret?" (game show)

- ♦ List details of job HERE

August 2018 – December 2018

*Producer*, "Panorama" (community affairs show)

- ♦ List details of job HERE

MOST RECENT EXPERIENCE GOES FIRST

January 2018 – May 2018

*Camera Operator*, "Newswatch 16" (weekly news show)

- ♦ List details of job HERE

January 2018 – May 2018

Make sure your alignment is neat!

**WLAC-TV Radio** Buchanan, NY

*Intern, Advertising Department*

- ♦ Assisted in .....

May 2018 – August 2018

**British Film Institute**, London, England

*Intern, Information Department*

- ♦ Responsible for .....
- ♦ Performed basic administrative duties....

January 2017 – May 2017

**Insel** (5-minute student film), Ithaca, NY

*Director/Camera Operator/Editor*

- ♦ Produced and financed....

January 2017 – May 2017

## WORK EXPERIENCE

**Chili's Restaurant**, *Waiter*, Ithaca, NY

2018-Present

**Buchanan Day Camp**, *Camp Counselor*, Buchanan, NY

2015-2018

## TECHNICAL SKILLS

Mac & PC Operating Systems

Microsoft Word, Excel, PowerPoint, Access

Final Cut Pro, Avid

Social Media: Facebook, Snapchat (list all that you know out)

Feel free to add more technical skills, especially if you are looking for internship in production.

## EXTRACURRICULAR ACTIVITIES

Volunteer, Ithaca College Bureau of Concerts

2019-Present

## HONORS/AWARDS

Rod Serling Scholarship

2017

## USING EMAIL AS EFFECTIVE BUSINESS COMMUNICATION

As you embark on the internship search process, it is important to be mindful of your business communication skills. Internship coordinators may ask that you contact them via email to schedule interviews and go over important details pertaining to your internship experience. Here are some tips:

- Treat emails as if they were written letters. Address the recipient appropriately (Dear Sir:, To Whom It May Concern etc). Add your own signature and sign your email “Sincerely” or “Best.”
- Read over your email after you have completed composing it. Spell check may not catch common mistakes like “from” and “form” or “the” and “he.” Make sure your capitalization and punctuation is correct. Do not hastily press *send* without at least one read-through.
- When attaching your resume and/or cover letter, be sure that it is a format that can be opened on ANY computer. PDFs are great, DOCX is not. Be mindful of the name of your file. AWESOMERESUME.docx will not make the right impression. A simple solution is using your last name, ex: PENDLETON\_RESUME.pdf.
- ALWAYS FOLLOW UP! If you send an email to a company, give the internship coordinator time to respond – 2 weeks is the general rule. After that, you can follow up with a polite email re-stating the information included in your original.
- After an interview, whether on the phone or in person, ALWAYS send a thank you note. Many students have preferred to send hand-written notes, while others argue that an email will suffice. If you choose to send an email, make sure it is timely –within 2 days of your interview. Also, be sure it conveys the message you want to send – GRATITUDE.

Here’s an example of bad vs. good email communication:

### THE BAD

Hey!

I’m interested in interning for you’re company. I will be attending the Ithaca College LA Prorgam.

Attached is my reseme and cover letter. I’d like to hear back from you.

Thanks!  
- Jimmy

### THE GOOD

Dear Mr. Smith:

I am currently a student majoring in Cinema and Photography at Ithaca College. I will be attending the Ithaca College Los Angeles program for the upcoming semester.

Attached, please find my resume and cover letter. I can be reached via email (at this address) or by phone at 555-1234.

Thank you for your consideration.

Sincerely,  
James Pendleton

Following these simple rules will make your email communication effective and professional. **REMEMBER – EMAIL IS A REPRESENTATION OF YOU.** It should reflect your professionalism and should serve as an indication of your future as an intern.

## REGISTRATION INSTRUCTIONS FOR FALL 2020 ICLA STUDENTS

Fall 2020 ICLA students register for their courses on HOMER the same day and time they would register if returning to campus. All students must register for a total of 13 credits consisting of GCOM 32600 *Media Industries*, a 1-credit course that meets three times over the course of the semester; a 6-credit internship in his/her department/major; and two 3-credit courses. You will have the opportunity to register for additional 1-credit courses when you arrive in Los Angeles. **NOTE: If you need to take TV 31200 *Government and Media*, please register to take it online.**

### VERY IMPORTANT! IF YOU NEED AN OVERRIDE TO REGISTER FOR A COURSE:

**DO NOT** fill out the Online Override Form or contact your advisor, department, the Dean's Office, or the Registrar. E-mail Dr. Stephen Tropiano at [iclaprogram.fall2020@gmail.com](mailto:iclaprogram.fall2020@gmail.com).

Include the following info: **1) YOUR FULL NAME & ID#; 2) THE COURSE TITLE, COURSE #, SECTION #, & CRN#: 3) ERROR MESSAGE FROM HOMER (Do not have prerequisites, etc.)**

### TO REGISTER, PLEASE FOLLOW THE FOLLOWING STEPS

#### STEP 1: Register for *Media Industries* (3 course meetings, dates/time TBA)

CRN#	SUBJECT	COURSE #	SECTION #	TITLE	DAY	TIMES	CREDITS
21249	GCOM	32600	61	<i>Media Industries</i>	M	7:30-10:30pm	1

#### STEP 2: Register for your 6-credit internship

MAJOR	COURSE TITLE/NUMBER	CRN#
CINEMA & PHOTOGRAPHY	CNPH 49000-61	20792
EMERGING MEDIA	TVR 49000-61	21178
JOURNALISM	JOUR 49000-61	21802
SPORTS COMM	SPME 46000-71	22643
STRATEGIC COMM	STCM 49000-61	20794
TELEVISION & RADIO	TVR 49000-61	21178
WRITING FOR FILM, TV & EMERGING MEDIA	CNPH 49000-61	20792

#### STEP 3: Choose a minimum of two courses

CRN#	SUBJECT	COURSE #	SECTION #	TITLE	DAY	TIMES	CREDITS
20790	CNPH	30000	61	<i>Fiction Film Theory*</i>	R	10am-1:30pm	3
20791	CNPH	30500	61	<i>Contemporary Film Criticism</i>	W	7-10:30pm	3
21801	JOUR	48800	61	<i>Issues &amp; The News</i>	R	2:30-5:30pm	3
21611	MASS	33300	61	<i>Writing the Feature Film</i>	R	2:30-5:50pm	4
21612	MASS	33400	61	<i>Writing for Series TV</i>	R	7-10:30pm	4
22373	MASS	43300	61	<i>Thesis Screenwriting</i>	W	7-10:30pm	4
22374	MASS	43600	61	<i>Thesis TV Writing</i>	T	2:30-5:50pm	4
21810	STCM	31000	61	<i>Org. Speechwriting &amp; Interviewing</i>	R	7:00-10:00pm	3
20793	STCM	33200	61	<i>Writing for Public Relations*</i>	W	10am-1pm	3
22375	TVR	32700	61	<i>Program Development for Entertainment Media</i>	T	7pm-10:30pm	4
20795	TVR	33500	61	<i>Electronic Media Criticism**</i>	W	10am-1:30pm	3
20796	TVR	46000	61	<i>Senior Media Seminar</i>	R	7-10:00pm	3

\*Fulfills Writing Intensive (WI) Requirement for the ICC

\*\*Fulfills Writing Intensive (WI) & Diversity (DV) Requirements for the ICC

## ICLA FALL 2020 Class Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Morning			<b>STCM 33200-61</b> <b><i>Writing for PR*</i></b> CRN# 20793 10am-1pm Cathryn Boxberger *Fulfills Writing Intensive Requirement for the ICC <hr/> <b>TVR 33500-61</b> <b><i>Electronic Media Criticism</i></b> CRN# 20795 10am-1:30pm Stephen Tropiano *Fulfills Writing Intensive & Diversity Requirement for the ICC	<b>CNPH 30000-61</b> <b><i>Fiction Film Theory*</i></b> CRN# 20790 10am-1:30pm Stephen Tropiano *Fulfills Writing Intensive Requirement for the ICC
Afternoon		<b>MASS 43600-61</b> <b><i>Thesis TV Writing</i></b> CRN# 22374 2:30-5:50pm Steven Ginsberg		<b>MASS 33300-61</b> <b><i>Writing the Feature Film</i></b> CRN# 21611 2:30pm - 5:50pm Steven Ginsberg <hr/> <b>JOUR 48800-61</b> <b><i>Issues &amp; The News</i></b> CRN# 21801 2:30pm-5:30pm Scott Cooper
Evening	<b>GCOM 32600-61</b> <b><i>Media Industries</i></b> CRN# 21038 7:30pm – 10:30pm (The dates/times of the three class meetings will be announced in August). Steven Ginsberg	<b>TVR 32700-61</b> <b><i>Program Development for Entertainment Media</i></b> CRN# 22375 7:00pm-10:30pm Instructor TBA	<b>MASS 43300-61</b> <b><i>Thesis Screenwriting</i></b> CRN# 22373 7:00pm – 10:30pm Steven Ginsberg <hr/> <b>CNPH 30500-61</b> <b><i>Contemporary Film Criticism: Film and Television Horror</i></b> CRN# 20791 7:00pm - 10:30pm Stephen Tropiano	<b>MASS 33400-61</b> <b><i>Writing for Series TV</i></b> CRN# 21612 7:00pm-10:30pm Steven Ginsberg <hr/> <b>STCM 31000-61</b> <b><i>Organizational Speechwriting &amp; Interviewing</i></b> CRN# 21810 7:00pm - 10:00pm Donna Gotch <hr/> <b>TVR 46000-61</b> <b><i>Senior Media Seminar</i></b> CRN# 20796 7:00pm – 10:00pm Scott Cooper

## FALL 2020 ELECTIVE COURSE DESCRIPTIONS

While attending the Los Angeles Program, you will be afforded the opportunity to register for elective courses outside of your major. These courses are open to **ALL MAJORS**. You are encouraged to review the descriptions below and register for any class that interests you. If HOMER tells you that do not have the pre-requisites for the course and need an override, email Dr. Tropiano at [iclaprogram.fall2020@gmail.com](mailto:iclaprogram.fall2020@gmail.com). **DO NOT USE THE ONLINE OVERRIDE FORM. All elective courses are offered for a letter grade.**

### **CNPH 30500-61 *Contemporary Film Criticism***

**CRN #20791 / 3 credits / Wednesday, 7:00pm – 10:30pm**

#### **Topic: Film and Television Horror**

This course is a historical and critical survey of the horror film from the silent era through the present day. Through, lectures, readings and screenings, we will gain a greater understanding of the horror genre—its history, roots, iconography, and mythology—and the social, cultural, economic, and industrial forces that contribute to its development. The list of films and television programs screened in past classes has included: *Nosferatu*, *Dracula*, *Frankenstein*, *The Exorcist*, *28 Days Later*, *Halloween*, *Scream*, *The Babadook*, *Get Out*, *It Follows*, and *Buffy the Vampire Slayer*.

### **TVR 33500-61 *Electronic Media Criticism\****

**CRN #20795 / 3 credits / Wednesday, 10:00am – 1:30pm**

This course takes a critical look at the television industry and classical and contemporary television programming with an emphasis on the representation of gender, race, and sexuality.

***\*This course fulfills the Writing Intensive & Diversity requirements for the ICC***

### **STCM 31000-61 *Organizational Speech Writing and Interviewing***

**CRN #21810 / 3 credits / Thursday, 7:00pm – 10:00pm**

The role of the organizational communication specialist includes many functions, two of which are addressed in this course. The organizational interviewing function focuses on dyadic and group situations where information is gathered, evaluated, and sometimes shared, such as selection, appraisal, and focus group interviews. The organizational speech-writing function focuses also on the production and dissemination of information and includes audience analysis and manuscript writing. Students prepare and conduct interviews, write speeches, and critique both the execution and underlying dynamics of each.

ICLA Fall 2020 Incoming Class Roster

LAST	FIRST

LAST	FIRST

LAST	FIRST



## INTERNSHIP SEARCH LOG – FALL 2020

This form will help your Los Angeles advisor assess the progress of your internship search and provide timely input. Be sure to keep a copy for yourself. **Please email this form to [iclaprogram.summer2020@gmail.com](mailto:iclaprogram.summer2020@gmail.com) no later than Monday, July 13<sup>th</sup>.**

**Your Name:** \_\_\_\_\_ **Your Major:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

- Please include a clean copy of your current resume and one sample cover letter that you have sent out soliciting an internship opportunity.
- Please list the companies where you have submitted your resume and cover letter. If more than fifteen, please submit additional sheets.

Please indicate the name of the company; contact person, date letter sent; response received.

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