

# **ITHACA COLLEGE LOS ANGELES PROGRAM**

## **Fall 2022 Orientation Packet**

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### **WEBSITE**

**[www.ithaca.edu/la](http://www.ithaca.edu/la)**

### **QUESTIONS**

**Email: [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com)**

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## TABLE OF CONTENTS

Calendar .....	page 1
Getting to Los Angeles .....	page 1
Housing.....	pages 2-3
Transportation. ....	page 3-4
Internship Search Instructions.....	pages 5-6
Internships at Major Media Conglomerates.....	pages 7
Online Internship Resources.....	page 8
Current Spring 2022 Internship Sites .....	page 9
Sample Cover Letter .....	page 10
Sample Resumé .....	page 11
Using Email as Effective Business Communication.....	page 12
FAQs.....	page 13
Fall 2022 Course Information .....	page 14
Fall 2022 Class Schedule.....	page 15
Fall 2022 Elective Course Description.....	page 16
Fall 2022 ICLA Student Roster.....	page 16
Internship Search Log.....	page 17
Kapi Apartment Inventory .....	page 18

# CALENDAR

<b>Pre-Arrival Dates and Deadlines</b>	
Friday, March 11	<a href="#">Attendance Notification</a> and <a href="#">Housing Forms</a> due online
Friday, March 25	Roommate assignments finalized for students needing roommates
Friday, April 15	<a href="#">Kapi application</a> due
Date TBA	Students in Kapi apartments will receive and sign leases
Monday, July 11	Internship Search Log due in ICLA office
<b>Semester Calendar Dates</b>	
Sunday, August 14	Kapi housing opens
Wednesday, August 17	ICLA Orientation
Monday, August 22	Classes and Internships officially begin
Monday, September 5	Labor Day Holiday
Monday, November 21 - Friday, November 25	Thanksgiving Break
Friday, December 2	Last day of classes and internships
Monday, December 5- Friday, December 9	Final Exams (exams on same schedule as weekly class schedule)
Sunday, December 11	Kapi housing ends

## GETTING TO LOS ANGELES

Airports:	<p>LAX (25 miles from ICLA) Hollywood Burbank (BUR) (4 miles from ICLA) Flights to LAX tend to be cheaper than to Burbank.</p> <p>Uber, Lyft and taxis are available from either airport. Taxis tend to be more expensive.</p> <p>A bus runs from the Burbank airport near the AVA Burbank apartments approximately once/hour.</p>
GPS:	Use the address of your apartment; more information will be sent prior to your arrival.

# HOUSING

ICLA students have two housing options:

<p>Option 1: <b>Kapi Housing</b></p>	<ol style="list-style-type: none"><li>1. Students can choose between two locations near the ICLA Pendleton Center: AVA Toluca Hills or AVA Burbank.</li><li>2. Apartments are fully furnished.</li><li>3. Floorplans are 2 bedroom/2 bathroom. Bedrooms can be private or shared</li><li><b>4. Students will sign leases directly with Kapi.</b></li><li>5. Students may opt to pay the Kapi base rent to Ithaca College rather than to Kapi, if that arrangement is better suited to a student's situation.</li><li>6. Kapi portal: <a href="https://kapihousing.com/ithaca/">https://kapihousing.com/ithaca/</a></li></ol>
<p>Option 2: <b>Student's choice</b></p>	<p>Students can make their own housing arrangements.</p>

## Property Insurance

Kapi requires renter's liability insurance and offers a \$5/month plan. You must show proof of your own liability insurance to opt out of Kapi's plan.

## Housing Form

All students should complete the ICLA Housing Form by Friday, March 11. This lets us know your housing plans and helps us assist students with finding roommates.

[https://ithacaedu.formstack.com/forms/icla\\_housing\\_form](https://ithacaedu.formstack.com/forms/icla_housing_form)

## Shipping Personal Items to Los Angeles

We recommend that you arrange for any shipped items to arrive in Los Angeles after you do. If you would like to pre-ship any items, use the ICLA Pendleton Center address:

"Your Name"  
Ithaca College  
3800 Barham Blvd, Suite 305  
Los Angeles, CA 90068

Keep in mind that it will be your responsibility to transport anything received at the Pendleton Center to your apartment.

## EXPENSES

While you are living in Los Angeles, you will need money for books, food (there is no meal plan in LA), transportation, and entertainment. We estimate that students spend approximately \$600 a month for personal living. That amount will vary depending on the individual student's lifestyle.

- Tuition: \$24,063 for fulltime tuition (same as home campus tuition)
- Kapi housing:  
Kapi charges a \$250 non-refundable placement fee and \$500 refundable deposit.

### **AVA Toluca Hills:**

- Shared room: approx. \$6400/semester/person
- Private room: approx. \$12700/semester/person
- Parking: \$100/ month

### **AVA Burbank:**

- Shared room: approx. \$6000/semester/person
- Private room: approx. \$11,800/semester/person
- Parking: \$75/month

## **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. If you have prescriptions that will need refilling, please talk to your pharmacist or healthcare provider about how you will get those refills. There are CVS, Walgreens, and Rite Aid pharmacies near the ICLA Pendleton Center.

## **MAIL**

All ICLA students will be assigned a mailbox at the Pendleton Center. You can receive US Postal mail, FedEx, UPS, or any other delivery there. Current and previous students have found that shipping packages to the Pendleton Center is more secure than having packages delivered to their apartments.

"Your Name"  
Ithaca College  
3800 Barham Blvd, Suite 305  
Los Angeles, CA 90068

## **TRANSPORTATION**

The Los Angeles metroplex is a sprawling urban city. Due to its size, getting around can be a challenge. 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.** Past students have driven to Los Angeles, shipped their car, or rented a car locally. Current regular gas price in the Los Angeles area is about \$4.89/gallon.

## CAR SHIPPING

ICLA does not have any specific recommendations for car shippers. You will need to talk to several companies and find out their policies. [CarTalk.com](http://CarTalk.com) has a good page discussing car shipping considerations. Past students and alums have used many different companies including:

- [Sherpa Auto Transport](#)
- [Auto Shipping Group](#)
- [Chips Transport](#)
- [Ship a Car Direct](#)

## CAR RENTALS

Most rental companies will charge daily fees for drivers under 25 years old. Make sure you understand the rate, fees, and taxes before signing a contract. If you are unsure about renting a car, you can wait until you are in Los Angeles and settled into your apartment, and then make a decision. We will send out more car rental information as it becomes available to us.

Typically, 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 a parent's or guardian's account).
- Proof of insurance.

## RIDE SHARE APPS

Uber and Lyft are very popular ride share options in Los Angeles.

- Lyft offers [Lyft Pink](#), a monthly membership that saves you 15% off car rides and offers other perks for riders.
- Uber offers [Uber Rewards](#) for frequent riders and Uber Eats customers.

## PUBLIC TRANSPORTATION

The Los Angeles public transportation system is the **Metro**. It covers the Greater Los Angeles area from the San Fernando Valley to Northern Orange County and includes buses, subways, and surface rail. [The Metro website](#) has great information on its system.



The Metro is accessed with TAP cards which can be purchased at subway stations, Customer Centers, or online. You can load money onto a physical TAP card or the TAP app and use it on 26 transit agencies across Los Angeles County! All the information is on their [TAP website](#).


One-way Metro fare is \$1.75 and includes unlimited transfers for two hours.

Metro has a student pass for \$43/month. Information about how to get the student pass is on the college fare [Metro website](#).

## TAXI CABS

If you want to take a taxi, you need to phone one in advance or use the Curb app. Be aware that taxicabs can be expensive in Los Angeles (about \$2.50 per mile). Two reputable cab companies in Los Angeles are United Taxi of Burbank (818-480-3333) and United Independent Taxi (213-385-2227).

TO: FALL 2022 ICLA Students

FROM: Dr. Stephen Tropiano   
Director, ICLA Program

DATE: March 3, 2022

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.

### **APPLYING FOR AN INTERNSHIP**

#### **STEP ONE: SEND YOUR RESUME AND COVER LETTER TO [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com) FOR APPROVAL**

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

#### **STEP TWO: SEND OUT COVER LETTERS & RESUMES**

Send a cover letter and resume to companies that interest you (a sample letter and resume are on pages 10 and 11). If there is a name listed as a contact, address the cover letter to him/her/them. Otherwise, address the letter to "Dear [Company Name] Recruiting Team."

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.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com).

#### ***When should I send out my cover letters/resumes?***

You can start now.

#### ***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 at least 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 call, but wait at least two weeks before calling. Also, it's important to read over the listings carefully, because some companies do not want intern applicants 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 THREE: 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” (page 16). Submit a copy of your log to [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com) **by Monday, July 11**. 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 FOUR: SECURING 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, you must continue applying to internships, follow up with applications you have already submitted, and schedule interviews in your free time.

**IMPORTANT! Do not schedule interviews or social events on the Wednesday, August 17, when LA Orientation is scheduled.**

If a company calls you, the internship coordinator may interview you over the phone. In some instances, they may offer you an internship at that time. You should tell the person making the offer that you need to get approval from the ICLA director before accepting, and you'll let them know as soon as you obtain the approval.

**Before accepting an internship, all students are *required* to receive permission from the ICLA Office by email ([iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com)) or by phone (1-323-851-6199).**

### **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 “[Credit Verification Request](#)” in the left column. Click the link and complete 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 and email).

### **2022 INTERNSHIP LISTINGS**

Companies that have shared internship listings with ICLA directly can be found through our website on the menu item “[Internship Listings](#).” These listings have all been received as of last fall, and you can assume that they are current and available for this fall. We will update the listings as we receive them, but do not discount any that were updated in 2021.

- 1) Log into the page with your Netpass credentials.
- 2) Click on “Internship Listings Link” at the bottom of the next page.
- 3) Use the search box to find internships with key words (music, development, agency, etc.).
- 4) Click on any entry to see the full information for that particular internship.

### **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 7-8. You are encouraged to apply to any internship you find. Contact us about any internship you have questions about.



If you have any questions or need help with your materials, please call us at (323) 851-6199 or email us at [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com). We are here to help you any way we can!

## **INTERNSHIPS at MAJOR MEDIA CONGLOMERATES**

Many of you may be interested in applying to internships connected to major media conglomerates. While our listings provide information for some specific departments within some companies, online applications are the primary method for applying to major conglomerates. 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**

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

Scroll down to the dropdown option "Open Positions." Make sure that you are applying for California-based positions.



### **ABC/Disney**

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

Scroll down to the Los Angeles location. This will compile a full listing of all internships in the state. You can also specify which department or cities you'd like to narrow it down to: Burbank, Beverly Hills, Los Angeles, etc.



### **Sony Pictures Entertainment**

<http://www.sonypicturesjobs.com/internships>

Narrow down your search by selecting the Location of Culver City, CA. Click on the posting for more information and to apply.



### **Fox**

<https://foxcareers.com/Students>

Scroll to the bottom of the page and select "Search for Internships." Narrow down your search by selecting California as the Location.



### **Paramount (CBS, Nickelodeon, BET, MTV Networks, Comedy Central)**

<http://www.paramount.com>

Scroll down to "Internships" to learn about Paramount opportunities. (These might be included in the Viacom internship listings.)



### **Warner Media**

<https://warnermediacareers.com/global/en/c/early-careers-jobs>

Make sure that you look at postings in California.



## ONLINE INTERNSHIP RESOURCES

### EntertainmentCareers.net

[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.



### Indeed

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



### Handshake

- 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.



### mandy.com

[mandy.com](http://mandy.com) is helpful for finding film production and development internships

- Create an account.
- Click on the “Jobs” tab on the white bar and select “Opportunities.”
- Select “California” in the “State” box and then select “Search Jobs.”



### LinkedIn

Many companies will post internships on [LinkedIn.com](http://LinkedIn.com), and we recommend you create a free profile there. On the site, type any keyword that fits what you’re searching for (film, marketing, PR, etc.), then filter the results by Job Type (Internship) and Location (Los Angeles and Burbank). Play around with the keywords and filters to see various results.



**This information is also available on the Careers section of our website.**

Please visit: <https://www.ithaca.edu/academics/roy-h-park-school-communications/los-angeles-program/career-sites>

**Before accepting an internship, all students are *required* to receive permission from the ICLA Office by email ([iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com)) or by phone (1-323-851-6199).**

## Current Spring 2022 Internship Sites

3D PR & Marketing
7ate9 Entertainment
AbelCine
Absurd Hero Productions
AmDewing Inc
Anderson Group Public Relations
Aperture Entertainment
Avid Core
Baboon Animation
Brentwood Communications International, Inc.
Channel 101
Cinema Devices
Clayton Music Management
Cold Iron Pictures
Contemporary Service Corporation
Counterpoint Films
CreatorUp
CSLA Rentals
DC Creative
Delirio Films
Downtown Los Angeles Film Festival
EDITION by Modern Luxury
Empire Wrestling Federation
Epicenter LA
Evike.com
Foundation Media Global
Fox Sports
GetItMade
Giant Spoon
Grand Electric
HBO Max programming
HeatDance
Hivemind
Hollywood Casting and Film Studio
Immortal Cinema
Innovative Marketing Group
Intellectual Property Group
Intuitive Entertainment
ITJ Group
Jackson Agency
Jam in the Van
Jimmy Kimmel
Josephson Entertainment
JV Agency
Katch
Ken Sherman & Associates Literary Agency
Mandalay Sports Media

Mandeville Films
Mentoring Through Athletics
Midnight Kids Studios
Miles High Productions
Muse Entertainment
Nacional Records
NBCU - Client Advocacy team and Ad Sales
NBCU - E! News
NBCU - Multiplatform Strategy & Planning
NBCU - Peacock photography publicity
NECC
NVE Experience Agency
Ocean Front Entertainment
Pantheon
Pareto Labs
Play Think Entertainment
PR for Artists
Pre Magazine
Producer Entertainment Group Management
PULSE Music Group
Radiant
Rich Delia Casting
Rick Shaw
ROW Pictures
RPM Talent Agency
Rugged Entertainment
Santa Barbara International Screenplay Awards
Scripty
Shoe Money Productions
Sicily Publicity
Sonic Gods
Stewart Talent Agency
Stories International
Story Driven
Studio City Sound
TalentX Entertainment
Tenth Planet Productions (Joel Gallen)
The A List
Tiny Hero
Tollin Productions
Trend PR
Vibrant Penguin
Waterfall Films
XYZ Films
Young Hollywood
Zero Gravity Management

# 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 2022, 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 AND QUALITIES, WHY YOU ARE INTERESTED IN AND QUALIFIED FOR INTERNING AT THE COMPANY, ETC.].

I will be arriving in Los Angeles the week of August 15. In the meantime, I can be reached at [EMAIL AND PHONE NUMBER].

Thank you for your consideration.

Sincerely,  
[YOUR NAME]

**SAMPLE RESUME (1 page only!)**

**JAMES PENDLETON**

(323) 851-6199 jpendleton@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 SECTION!! AND NO HEAD SHOTS!!**

**Ithaca College London Center**

August - December 2018

**INTERNSHIP (IF YOU HAVE DONE AN INTERNSHIP, LIST IT FIRST)**

**WLAC-TV Radio** Buchanan, NY  
*Intern, Advertising Department*  
♦ Assisted in .....

May 2021 – August 2021

**RELATED 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

**MOST RECENT EXPERIENCE GOES FIRST**

August 2022 – Present

*Producer*, "Panorama" (community affairs show)  
♦ List details of job HERE

January 2022 – Present

**Make sure your alignment is neat!**

*Camera Operator*, "Newswatch 16" (weekly news show)  
♦ List details of job HERE

January 2021 – May 2021

**WLAC-TV Radio** Buchanan, NY  
*Intern, Advertising Department*  
♦ Assisted in .....

May 2020 – August 2020

**British Film Institute**, London, England  
*Intern, Information Department*  
♦ Responsible for .....  
♦ Performed basic administrative duties....

August 2019 – December 2019

**Insel** (5-minute student film)  
*Director/Camera Operator/Editor*  
♦ Produced and financed....

January 2019 – May 2019

**WORK EXPERIENCE**

**Chili's Restaurant**, *Waiter*, Ithaca, NY  
**Buchanan Day Camp**, *Camp Counselor*, Buchanan, NY

2021-Present  
May 2018 – August 2018

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

**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)

**EXTRACURRICULAR ACTIVITIES**

Volunteer, Ithaca College Bureau of Concerts

2018-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, Dear COMPANY NAME Internship Coordinator, 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 are 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.pdf will not make the right impression. A simple solution is using your first and last name, ex: JAMES 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 by phone, on Zoom, 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 987-555-1234.

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.

## Frequently Asked Questions for Los Angeles Program Interns

### 1. Do I need to get an internship prior to arriving in Los Angeles?

No, typically about half of the ICLA class do not finalize their internships before they arrive in LA. However, we suggest that you make initial contact and set up interviews prior to your arrival.

### 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 still 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.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com) and we will assist you.

### 4. How many hours are interns required to work?

6 credits: minimum 270 hours over the semester / ~20 hours per week

7 credits: minimum 315 hours over the semester / ~23 hours per week

8 credits: minimum 360 hours over the semester / ~26 hours per week

You can work for more hours per week or over the semester than the minimum required hours.

### 5. How many companies should I send my resume to?

There is no set number - it all depends on the kind of internship you are looking for. You should apply to any internship you are interested in (though we generally recommend sending out at least 10-15 resumes).

### 6. 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.

### 7. 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 a talent agency, advertising agency, or public relations firm, you will need to dress more formally. If you're working in a more casual office, you might wear a good pair of jeans and a nice shirt.

## FALL 2022 ICLA COURSE INFORMATION

1. ICLA students register for courses during the registration period on their designated day/time.
2. Students are required to enroll as a full-time student with a minimum of 12 credits.
  - a. All students are required to enroll in GCOM 32600-61 *Media Industries*: a one-credit course that will meet three times over the course of the semester (dates and time TBA).
  - b. All students are required to enroll in an internship for 6-8 credits.
3. Instructions on how to register for ICLA courses will be distributed prior to registration.
4. Any questions pertaining to ICLA courses should be directed to Dr. Stephen Tropiano, program director. Contact him at: [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com).

**The following courses will be offered in Los Angeles in fall 2022:**

- CNPH 30000-61 *Fiction Film Theory* (fulfills ICC Intensive Writing requirement)
- MASS 43400-61 *Thesis Writing for Screen Media*
- TVR 33500-61 & 62 *Electronic Media Criticism* (2 sections) (fulfills ICC Intensive Writing & Diversity requirements). This course examines the representation of gender, race, and sexuality on television, and is open to all majors.

**NOTE: If you need an override for any of the above courses, please email Dr. Tropiano at [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com).**

**Department Recommendations**

Here are the course(s) recommended by your program chair. You also have the option of taking an online course offered on the home campus instead of a course taught in Los Angeles.

MAJORS	RECOMMENDED COURSE(S)
Cinema & Photography	CNPH 30000-61 <i>Fiction Film Theory</i>
Communication Management and Design	TVR 33500-61/62 <i>Electronic Media Crit</i> as elective
Film, Photo and Visual Arts	CNPH 3000-61 <i>Fiction Film Theory</i>
Documentary Studies	TVR 31200 <i>Government &amp; Media</i> (online)* TVR 33500-61/62 <i>Electronic Media Crit</i> as elective
Emerging Media	TVR 31200 <i>Government &amp; Media</i> (online)* TVR 33500-61/62 <i>Electronic Media Crit</i> as 300-level elective
Integrated Marketing Communications	TVR 31200 <i>Government &amp; Media</i> (online)* TVR 33500-61/62 <i>Electronic Media Crit</i> as elective
Journalism	TVR 33500-61/62 <i>Electronic Media Crit</i> as substitute for JOUR 39000 <i>Selected Topics</i> OR JOUR 48800 <i>Issues and the News</i>  TVR 31200 <i>Government &amp; Media</i> (online)* as substitute for JOUR 31300 <i>Journalism Law</i>

\*Submit an override form to the Dean's office.



Sports Communications	TVR 33500 <i>Electronic Media Crit</i> as a 300-level required elective
Television & Digital Media Production	TVR 33500 <i>Electronic Media Crit</i> as required elective OR a substitute for TVR 46000 <i>Senior Seminar</i>  TVR 31200 <i>Government and Media</i> (online) (if not already fulfilled)
Writing for Film, Television & Emerging Media	MASS 43400 <i>Thesis Writing for Screen Media</i>  TVR 33500 <i>Electronic Media Crit</i> OR CNPH 30000 <i>Fiction Film Theory</i> as required elective

### Media Industries (3 course meetings, dates/time TBA)

CRN#	SUBJECT	COURSE #	SECTION #	TITLE	DAY	TIMES	CREDITS
TBA	GCOM	32600	61	<i>Media Industries</i>	M	7:30-11 pm	1

### 3-4 credit courses

CRN#	SUBJECT	COURSE #	SECTION #	TITLE	DAY	TIMES	CREDITS
TBA	CNPH	30000	61	<i>Fiction Film Theory*</i>	Tues	10am – 1:30pm	3
TBA	MASS	43400	61	<i>Thesis Writing for Screen Media</i>	Wed	7:00-10:30 pm	4
TBA	TVR	33500	61	<i>Electronic Media Criticism**</i>	Tues	7:00-10:30 pm	3
TBA	TVR	33500	62	<i>Electronic Media Criticism**</i>	Wed	2:30pm-5:50pm	3

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

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

**INTERNSHIP REGISTRATION: UNDERGRADUATES and GRADUATING SENIORS WILL BE NOTIFIED BY EMAIL WITH INFORMATION AND INSTRUCTIONS ON HOW TO REGISTER FOR YOUR INTERNSHIP.**

## Fall 2022 Class Schedule

MONDAY	TUESDAY	WEDNESDAY
<p><b>GCOM 32600-61</b> <b><i>Media Industries</i></b> 7:30pm – 11 pm Steven Ginsberg</p> <p><i>(This class meets only three times during the semester. The dates/times of the three class meetings will be announced in August).</i></p>	<p><b>CNPH 30000-61</b> <b><i>Fiction Film Theory*</i></b> 7pm-10:30pm Stephen Tropiano *Fulfills Writing Intensive Requirement for the ICC</p> <p><b>TVR 33500-61</b> <b><i>Electronic Media Criticism*</i></b> 7pm-10:30pm Stephen Tropiano *Fulfills Writing Intensive &amp; Diversity Requirement for the ICC</p>	<p><b>TVR 33500-62</b> <b><i>Electronic Media Criticism*</i></b> 2:30pm-5:50pm Stephen Tropiano *Fulfills Writing Intensive &amp; Diversity Requirement for the ICC</p> <p><b>MASS 43400-61</b> <b><i>Thesis Writing for Screen Media</i></b> 7pm-10:30pm Steven Ginsberg</p>

## FALL 2022 ELECTIVE COURSE DESCRIPTION

**TVR 33500-61 & 62 *Electronic Media Criticism\** (open to all majors)**

**3 credits**

*Electronic Media Criticism* is designed to cultivate your critical thinking and writing skills by analyzing the current landscape of American television programming in regard to the medium's representation of the racial and sexual "other" and the treatment of historical and contemporary social and political issues and movements.

**The screening list includes episodes of *ATLANTA, INSECURE, POSE, DEAR WHITE PEOPLE, BLACK-ISH, FRESH OFF THE BOAT, THE GEORGE LOPEZ SHOW, JANE THE VIRGIN, FATHER KNOWS BEST, PARKS AND RECREATION, GIRLS, THE TWILIGHT ZONE, THE MINDY PROJECT, WARRIOR* and *ONE DAY AT A TIME*.**

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

## INTERNSHIP SEARCH LOG – ICLA FALL 2022

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 submit this form to [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com) no later than Monday, July 11.**

**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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# KAPI APARTMENT INVENTORY

## Kitchen

- Stove/Oven
- Refrigerator
- Dishwasher
- Microwave
- Apt. Essential Info
- Kitchen Rug
- Trash Bag Roll
- Small Waste Basket (under sink)
- Trash Basket (stainless steel)
- Dish Drainer/Drying Rack
- Dish Washing Brush
- Sponge
- Cutting Board (small & large)
- Heat Glove
- Kitchen Towels (2)
- Beverage Coaster (4)
- Dish Towels (4)
- Toaster
- Blender
- Tea Kettle
- Coffee Maker
- Salt & Pepper Shakers
- Knife Set
- Pizza Cutter
- Vegetable Peeler
- Electric Can/Bottle Opener
- Silverware Set
- Silverware Tray
- Cheese Grater
- Dish Soap & Scotch Pad
- Plastic Food Containers (4)
- Paper Towel
- Cork Screw
- Measuring Cups
- Cookie Sheet
- Pots & Pans
- Dinnerware
- Colander
- Salad Bowl
- Water Cups (6)
- Coffee Cups (6)
- Wine Glasses (6)

## Dining Room

- Bar Stools (4)
- Mirror Wall Decoration
- Countertop Decoration

## Patio

- Patio Table
- Patio Chairs (2)

## Living Room

- Chair (2)
- Sofa
- Accent Pillows (for Sofa) (2)
- Coffee Table
- End Table
- Area Rug
- Plant
- Wall Art
- Floor Lamp
- Table Lamp
- TV - 50"
- TV Console
- Wi-Fi - Modem/Router
- Extension Cable for TV

## Storage

- Iron
- Ironing Board
- Broom/ Dust Pan
- First Aid Kit
- Vacuum Cleaner
- Light Bulbs (2)
- Mop Basket Set
- Washer & Dryer Unit

## Bathroom

- Shower Curtain
- Shower Liner
- Soap Dispenser
- Tooth Brush Cup
- Hand Soap Plate
- Toilet Brush
- Plunger
- Bath Rugs (2)
- Waste Basket
- Toilet Paper Roll

## Bedroom 1

- Twin Bed (2)
- Twin Mattress (2)
- Twin Mattress Protector (2)
- Twin Bedding Set (2)
- Pillow (2)
- Night Stand
- Lamp
- Wall Art
- Coat Hangers (16)
- Closet Organizer (2)
- Laundry Basket (2)

## Bedroom 2

- Twin Bed (2)
- Twin Mattress (2)
- Twin Mattress Protector (2)
- Twin Bedding Set (2)
- Pillow (2)
- Night Stand
- Lamp
- Wall Art
- Coat Hangers (16)
- Closet Organizer (2)
- Laundry Basket (2)