

Ithaca College Los Angeles Program

Spring 2024 Pre-arrival Packet

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CALENDAR

Semester Dates and Deadlines	
Friday, November 10	Internship Search Log due in ICLA office
Sunday, January 14	Kapi housing opens
Wednesday, January 17	ICLA Orientation (MANDATORY)
Monday, January 22	Classes and Internships officially begin
Monday, March 11 - Friday, March 15	Spring Break
Friday, May 3	Last day of classes and internships
Monday, May 6 - Friday, May 10	Final Exams (exams on same schedule as weekly class schedule)
Sunday, May 12	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 INFORMATION

ICLA has partnered with Kapi Residences to provide student housing. Students may choose to use Kapi housing or find other off-campus housing of their choice. More information can be found on the Ithaca page of the Kapi website here: <https://kapihousing.com/ithaca/>.

Kapi manages fully furnished apartments for ICLA students at two different locations:

- AVA Toluca Hills
 - across the street from the ICLA Pendleton Center
 - pools, gym, in-unit laundry, outdoor grilling
 - lounges, game rooms
 - less convenient to shopping
- AVA Burbank
 - about 1 mile from the ICLA Pendleton Center
 - pools, gym, in-unit laundry, outdoor grilling
 - less expensive
 - more convenient to shopping

A complete inventory list for Kapi apartments can be found here:

<https://kapihousing.com/wp-content/uploads/2022/04/Kapi-Apartment-Inventory-List-2022.pdf>

KAPI RENTAL RATES (per student)

	per month	semester total	parking
AVA Toluca Hills shared	\$1,595	\$6,380	\$100/month
AVA Toluca Hills private	\$3,095	\$12,380	
AVA Toluca Hills studio	\$3,800	\$15,200	
AVA Burbank shared	\$1,495	\$5,980	\$75/month
AVA Burbank private	\$2,895	\$11,580	
AVA Burbank studio	\$3,600	\$14,400	

SECURITY DEPOSIT

Kapi charges an additional \$500 holding fee after your application has been approved. This fee is non-refundable if you cancel before signing the lease. Upon move-in, this fee becomes your security deposit, which is refundable upon move-out, depending on any apartment damages or unpaid bills. Kapi also charges a non-refundable \$250 placement fee, which is due with first month's rent.

- If you choose to defer to another semester after paying the holding fee, you can also defer the holding fee up to two semesters. Beyond that, the fee will be non-refundable.

RENTERS INSURANCE

Kapi requires each student to have liability insurance. Kapi can provide this insurance for \$5/month which covers up to \$300 for theft or damage. This fee will be waived if the student can provide proof of coverage with their own insurance.

- Renters insurance is very inexpensive. Kapi suggests <https://www.lemonade.com/> as an alternative for obtaining personal insurance.

UTILITIES

Kapi covers utilities for each apartment, but only up to a certain amount. Electricity is covered up to \$100/month, and water is covered up to \$80/month. Students will be responsible for any monthly overages. The total overage will be divided up evenly between tenants, along with a \$3 processing fee.

PARKING

If students plan to have a car while in Los Angeles, they can request parking at both the Toluca Hills (\$100/month) and Burbank (\$75/month) locations. Reserved parking spaces will be assigned based on availability and is not guaranteed.

PAYING RENT THROUGH ITHACA COLLEGE BURSAR'S OFFICE

Students can request that their Kapi rent and placement fee be billed on their student account by filling out this form: https://ithacaedu.formstack.com/forms/kapi_rent_payments.

- This is for rent and placement fee only!
- All other expenses, including parking, utility overages, liability insurance, and any other applicable fees must be paid by the student through the Tenant Portal.

For questions concerning Kapi Housing, please contact:

Zack Ismayilov
Los Angeles Resident Advisor
burbank@kapiresidences.com
(844) 809-6667

KAPI APPLICATION PROCESS AND TIMELINE

Friday, October 20	Kapi housing application is due. You can find the application on the Ithaca page of Kapi's website here: https://kapihousing.com/ithaca/
Within 24 hours of submitting application	Students will receive an email from Kapi approving the application, as well as information on next steps. You will also receive a text or email with instructions for creating a Tenant Portal.
Within 48 hours of receiving approval email	Once students receive the email from Kapi, you will have 48 hours to set up your Tenant Portal and pay the \$500 holding fee, which will reserve your bed space. YOU ARE ONLY GUARANTEED OCCUPANCY IF YOU PAY THE HOLDING FEE WITHIN 48 HOURS.
Approximately 30 days before move-in date	Students will receive their electronic Lease Agreement approximately 30 days before the move-in date. The lease will include your exact address and dates of occupancy. Please read and review carefully!
Within 48 hours of receiving lease	Once students receive their Lease Agreement, you will have 48 hours to review and eSign the lease. <i>If you decide after signing the lease to not attend ICLA, you are responsible for paying an early termination fee equal to 2 months rent. See your lease for more details on early termination.</i>
2 Weeks before Move-in	Students will receive Occupancy and Parking forms via email. Failure to complete these will delay your move-in and your parking assignment.
At least 72 hours before Move-in date	Students must pay the first month's charges (rent + placement fee) at least 72 hours before the move-in date in order to receive move-in instructions.
48 Hours before Move-in date	Students will receive move-in instructions 48 hours before move-in date
Sunday, January 14	Students move in to Kapi housing
Sunday, May 12	Students move out of Kapi housing

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 to \$900 a month for personal living. **That amount will 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

ICLA students use local doctors, hospitals, urgent care clinics, and therapists for their healthcare needs. You should check with your health insurance provider before coming to LA about how to find in-network doctors. The ICLA staff can give recommendations for various providers for your healthcare needs. If you have prescriptions that will need refilling, please talk to your current pharmacist or healthcare provider about how you will get prescription refills while in Los Angeles. 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 deliveries there. 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

Use this address to send any personal items to Los Angeles before you arrive.

You will also be able to receive mail at your apartment.

TRANSPORTATION

The Los Angeles metroplex is a sprawling urban city. Due to its size, getting around the city can be challenging, especially while you become familiar with the roads and public transportation system. The easiest way to get around Los Angeles is by car. Having a car is not a necessity, **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 \$5.40/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 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 SERVICE

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).

APPLYING FOR AN INTERNSHIP

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

STEP ONE: SEND YOUR RESUME AND COVER LETTER FOR APPROVAL TO

iclaprogram.spring2024@gmail.com

Your resume and cover letter must be approved by the ICLA office before you apply to any internships. A sample letter and resume are on pages 14 and 15.

STEP TWO: SEND OUT COVER LETTERS & RESUMES

Send a cover letter and resume to companies that interest you. 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. Other companies may have their own application form online.

Be aware that the contact person listed in our database may have changed since the listing was last submitted. If you are aware of any changes, please notify us by email at iclaprogram.spring2024@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 call the company before sending my resume?

You are welcome to call the company and speak to the contact person before sending out your resume, but it is not necessary.

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 20). Submit a copy of your log to iclaprogram.spring2024@gmail.com **by Friday, November 10**. If you have already been approved to accept an internship by the ICLA office, please indicate that in your 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 Wednesday, January 17, from 9am – 5pm when ICLA Orientation is scheduled.

If you interview for an internship by phone or over Zoom, you might get an offer for the 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.spring2024@gmail.com) or by phone (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) and click on "[Credit Verification Request](#)" in the left column. Click the link and complete the form. We will receive your request and send the company a letter on your behalf. Be sure to provide us with all the necessary information (contact name, company address and email).

2024 ICLA 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 are constantly being updated, and any listing with a gold star has been updated and vetted within the past semester. We will continue to update listings as we receive them.

- 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 ICLA 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 below and on the following page. 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.spring2024@gmail.com. We are here to help you any way we can!

INTERNSHIPS at MAJOR MEDIA CONGLOMERATES

While our database 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 Bros. Discovery <https://careers.wbd.com/global/en/c/early-careers-jobs>

Make sure that you look at postings in California.



ONLINE INTERNSHIP RESOURCES

EntertainmentCareers.net

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, enter “internship” in the “what” field and “Los Angeles, CA” in the where field.



Handshake

- Create an account at 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 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, 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.spring2024@gmail.com) or by phone (1-323-851-6199).

RECENT INTERNSHIP SITES (SPRING AND FALL 2023)

7ate9
After Hours Productions
Anderson Group PR
Atlas Entertainment
B Mor Productions
Bite the Noise
Bleav Podcast Network
Brentwood Communications
Ceremony Music Group
Channel 101
Cold Iron Pictures/The Film Arcade
CSLA
Cultivate Entertainment
Delirio Films
DISRPT Agency
Dolce
Don Kee Productions
Drill Down Media
Ed Carreón Photography
Escape Artists Entertainment
Evidence Camera
Fallout Entertainment
Flappers
FOX (Corporate Communications)
FOX Sports
Ghost House Pictures
Glassman Media
Gorgeous Media
Grail Talent
Heavy Metal Magazine
Hill Valley Inc. (product placement)
Honor Society
HopeTown Entertainment
Immortal Cinema
Ink Factory
Intellectual Property Group
Jam in the Van
Jennifer DeLia
Jim Henson Productions
Jordan Harkins
Josephson Entertainment
Ken Weingart
Kimball Entertainment
KMR Talent Agency
Legion Creative

Mandalay Sports Media
Millenium Media
MSNBC
Nacional Records
NBCU Production Services
New Thought Media
Nogen Beck Photography
NVE Experience Marketing Agency
Ocean Front Entertainment
Our National Conversation
Painless Productions
Partizan Entertainment
Patriot Productions
Paulson Productions
Producer Entertainment Group
Ragdoll PR
Reverse Studios
Robin Roth Entertainment
Rugged Entertainment
Sacred Flight Productions
Sandal Lane
Skybound Entertainment
Stay Macro
Stewart Talent
Stories International
Story Driven
Tata PR
The Brand Agency
The Metaverse Stage
The Radmin Company
The Rozenzweig Group
Thunder Road Films
TINGE
TMZ Sports
TREND PR
United Broadcast Network
USC Athletics Department
Utopian Pictures
VeniceBall
Waterfall Films
Whittier College Athletic Department
Wicked Good Productions
XYZ Films
Young Hollywood

SAMPLE COVER LETTER

Do not copy exactly!

[CURRENT DATE]

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

I am currently a [JUNIOR OR SENIOR] majoring in [YOUR MAJOR] at Ithaca College. During the Spring of 2024, 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 January 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!)

SAMANTHA BAKER

(607) 654-2395 sbaker@ithaca.edu

EDUCATION

Ithaca College, Ithaca, New York
Roy H. Park School of Communications
Bachelor of Science, Television & Digital Media Production
Minor in Theatre

Ithaca College London Center

INTERNSHIP

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

WLAC-TV Radio Buchanan, NY
Intern, Advertising Department

- Assisted in

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

Producer, "Panorama" (community affairs show)

- List details of job HERE

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

- List details of job HERE

SZK PR Agency Buchanan, NY

Assistant, Branding Department

- Responsible for

WORK EXPERIENCE

Chili's Restaurant, Waiter, Ithaca, NY

Buchanan Day Camp, Camp Counselor, Buchanan, NY

TECHNICAL SKILLS

Mac & PC Operating Systems
Microsoft Word, Excel, PowerPoint, Access
Final Cut Pro, Avid
Social Media: Facebook, Snapchat (list all that you know)

EXTRACURRICULAR ACTIVITIES

Volunteer, Ithaca College Bureau of Concerts

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

Expected Graduation: May 2024

DO NOT PUT HIGH SCHOOL INFO IN EDUCATION SECTION!! AND NO HEAD SHOTS!!

August - December 2021

May 2022 – August 2022

MOST RECENT EXPERIENCE GOES FIRST

August 2023 – Present

January 2022 – Present

January 2021 – May 2021

May 2020 – August 2020

2021-Present

May 2019 – August 2019

Make sure your alignment is neat!

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

2020 – Present

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.

INTERNSHIP FAQs

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

No. Typically about half of the ICLA students do not finalize their internships before they arrive in LA. However, you must be proactive in researching and applying to internships that interest you 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 Los Angeles, 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. Also, frequently check major media conglomerate websites and other career websites for the latest listings. If you are interested in an internship opportunity and cannot find contact information, please contact us at iclaprogram.spring2024@gmail.com and we will assist you.

4. How many hours are interns required to work?

You should work 45 hours per registered internship credit.

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 and where you work. 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 focus first on obtaining one 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.

8. Can I work at a paid internship?

Yes! Being paid has no effect on your internship credits.

SPRING 2024 ICLA COURSE INFORMATION

1. ICLA students register for courses on their normally designated day and time.
2. ICLA students are required to enroll as a full-time student with a minimum of 12 credits, unless approved for part-time status by their department chair and the ICLA program director.
3. All ICLA students are required to enroll in GCOM 32600-61 *Media Industries*, a one-credit course that meets three times over the course of the semester (dates and time TBA).
4. All ICLA students are required to enroll in an internship for 6-8 credits.
5. Instructions on how to register for ICLA courses will be emailed prior to registration.
6. Any questions pertaining to ICLA courses should be directed to Dr. Stephen Tropiano, Program Director, at iclaprogram.spring2024@gmail.com.

The following courses will be offered in Los Angeles in Spring 2024:

CNPH 30000 <i>Fiction Film Theory</i> *	3 credits
MASS 33300 <i>Writing the Feature Film</i>	4 credits
MASS 43300 <i>Thesis Screenwriting</i>	4 credits
MASS 43600 <i>Thesis TV Writing</i>	4 credits
TVR 32700 <i>Program Develop for Entertainment Media</i>	4 credits
TVR 33500 <i>Electronic Media Criticism</i> ** ±	3 credits
GCOM 32600 <i>Media Industries (REQUIRED)</i>	1 credit

*Writing Intensive (ICC)

**Writing Intensive and Diversity Designated (ICC)

±Fulfills requirement for TVR 46000 Senior Seminar

ICLA Spring 2024 List of Accepted Students
(will be revised based on pending applicants)

Augeri, Roxanne	Kauffman, Lukas
Axon, Ellis	Kiernan, Molly
Becker, Braden	Kraeck, Thomas
Berchoff, Jack	Laboubee Arias, Pablo
Berle, Peter	Lewis, Jalen
Bunning, Michael	Lin, Leah
Burgos, Jesus	Lipka, Lily
Campbell, Amari	Longo, Collin
Chimento, Justin	Lourie, Becca
Consales, Lorenzo	Magee, Thomas
Cooper, Joel	Makofske, Jacob
D'Emilio, Justin	Manchester, Bryan
Davis, Jadyn	Manthey, Jacob
Delaney, Dylan	Morgan, Matthew
Desiderioscioli, Gianna	Morrissey, John
Donovan, Vanessa	Muragaki, Zachary
Drickel, Kate	O'Connor, Kevin
Drury, Grace	Page, Daniel
Duncan, Demanye	Paver, Jacob
Durkee, Porter	Pereira, Jaqueline
Ferguson, Gracie	Pierce, Kayleigh
Forshay, Katrina	Rodriguez, Stephon
French, Kayla	Rymer, Ben
Friedberg, Gabriel	Safran, Eliel
Galvez, Brandon	Scher, Samuel
Gatto, Julian	Smith, Brody
Genova, Gus	Statler, Emily
Gordon, Josh	Sultzer, Zac
Grosser, Allison	Suzuki, Henry
Guarnaschelli, Sophia	Williams, Jess
Hoffman, Lauren	Wissing, Molly
Hollendonner, Parker	Yu, Kevin
Jay, Noah	

INTERNSHIP SEARCH LOG

This form will help your ICLA advisor assess the progress of your internship search and provide timely input. **Please submit this form to iclaprogram.spring2024@gmail.com no later than Friday, November 10.**

Your Name: _____ **Your Major:** _____

E-mail: _____ **Phone Number:** _____

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

Indicate the name of the company, contact person, date letter sent, response received.

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