

ITHACA COLLEGE LOS ANGELES PROGRAM

Fall 2018 Orientation Packet

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FALL 2018 ORIENTATION PACKET
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DATES for FALL 2018 STUDENTS

Wednesday, April 11	Notification and Housing Forms due online
Wednesday, April 18	Roommate assignments emailed to all students
Monday, July 9	Internship Search Log due in LA Program Office
Wednesday, August 8	Specific apartment assignments emailed to students

FALL 2018 SEMESTER CALENDAR

Friday, August 10 – Monday, August 13	Students arrive in Los Angeles and check-in to housing at the Toluca Hills Apartments North Clubhouse Main Desk*. Friday: 3:30pm – 9:00pm Saturday – Monday: 9:00am – 9:00pm
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***If you arrive at Toluca Hills Apartments when the office is closed, the Oakwood Night Staff will check you in.**

Sunday, August 12 – Monday, August 13	RA Orientation and Training (Required for RAs)
Tuesday, August 14	Los Angeles 101 – Orientation to LA and the ICLA Program** (Required for all Fall 2018 participants)

****Do not schedule internship interviews on this date****

Monday, August 20	Internships and Classes officially begin
Monday, November 19 – Friday, November 23	Thanksgiving Break
Friday, November 30	Internships and Classes end
Monday, December 3 – Friday, December 7	Final Exams; the exam schedule is the same as the weekly class schedule.
Sunday, December 9	Housing ends at noon

TUITION & HOUSING COSTS FOR FALL 2018 ICLA STUDENTS

Tuition: LA Program students pay the same tuition rate as they would on campus
Housing: \$6,450 (housing only, there is no meal plan in Los Angeles)

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 AIRPORT (LAX) (310-646-5252): LAX, Los Angeles' major airport, is located 30-45 minutes from Toluca Hills Apartments. Cabs are available right outside the LAX terminal.

Getting from LAX to the Toluca Hills Apartments

- **Uber/Lyft:** the cost will vary depending on the time of day, from \$30-\$50. You will need to find the Rideshare pickup spot after you exit your arrival terminal. Rideshare pickups are on the DEPARTURE upper level. Download Uber/Lyft apps before you arrive.
- **Super Shuttle:** For about \$30, you can take a Super Shuttle van. Arrange your ride ahead of time at www.supershuttle.com. Groups of students who book together can get a better rate and more direct route.
- **Taxi:** If you take a taxi from the airport, you can expect to pay \$60 or more.
- **Flyaway:** take a Flyaway 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.

BURBANK AIRPORT: 2627 North Hollywood Way, Burbank CA (818-840-8830): Located 10 minutes/5 miles from Toluca Hills Apartments. Cabs are available outside the airport. Delta, JetBlue, Southwest, United and US Airways fly into Burbank. It will save you time and cab fare, but it is generally cheaper to fly into LAX. The 222 bus also runs from the Burbank Airport to Toluca Hills Apartments for \$1.75 (exact change required). Use this link and enter your estimated bus departure time to see the bus route: <http://goo.gl/maps/2u10j>

ARRIVING BY CAR:

If you are driving to Los Angeles, the easiest way to get to the Toluca Hills Apartments is to take the Hollywood Freeway (101). If you are coming from the **south**, take the Hollywood Freeway **north** to the Barham exit. Take a right at Barham Blvd. and go down the hill past two stop lights. At the third light (South Coyote Lane), take a right turn into the Toluca Hills Apartments entrance.

If you are coming from the **north**, take the Hollywood Freeway **south** (the freeway changes number from 170 to 101) to the Lankershim Blvd. / Universal City exit. Turn left from the exit onto Cahuenga Blvd. Turn left at Barham Blvd. Drive over the hill and turn right at S. Coyote Canyon into the Toluca Hills Apartments entrance.

GPS: If you are using a GPS to navigate to the Toluca Hills Apartments, the address for the gate you should use is **3500 Barham Blvd., Los Angeles, CA 90068**. This will bring you to the MAIN gate for check-in at S. Coyote Canyon.

**This information is also available on the Transportation section of our website.
Please visit: ithaca.edu/rhp/la/transportation.html**

HOUSING

Your first stop upon arriving in Los Angeles is the Toluca Hills Apartments, where ICLA students live. This is a private apartment complex owned by the AvalonBay Communities, and the apartments we rent are managed by Oakwood. The apartments are located near Warner Brothers Studios and NBC Universal Studios, and are a 10 minute walk from ICLA's James B. Pendleton Center. When you arrive, tell the guard that you are checking into the Oakwood Apartments at the North Clubhouse, and they will direct you where to go.

Typically, four students share a two-bedroom/two-bath apartment, with two students in each bedroom. Mixed gender apartments are allowed if all prospective residents for a two bedroom apartment request to live together. Students may be assigned to a single bedroom or private apartment based on medical needs with approval from the Student Accessibility Services office.

Pets are not allowed in ICLA apartments. Exceptions can be made with approval from the Ithaca College Student Accessibility Services office (110 Towers Concourse / 607-274-1005).

The apartments are fully furnished with basic furniture, kitchenware and linens. Beds are extra long twin size. Each apartment has basic cable and free wifi.

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.

IMPORTANT DEADLINES & DATES

Housing Forms are due online Wednesday, April 11th.

Roommate assignments will be emailed to all program participants on **Wednesday, April 18th**.

Specific apartment assignments will be emailed to you on or before **Wednesday, August 8th**. Please do not call before this date regarding your assignment.

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, you may 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

United Parcel Service (UPS) is usually the cheapest way to ship personal items to Los Angeles. You can also use the US Postal Service, but it can be more expensive and slower. If you're sending any personal items that will arrive in Los Angeles before you, you can use the above Pendleton Center suite address, or use the Oakwood office address:

"YOUR NAME" – NEW ARRIVAL*
Ithaca College
c/o Oakwood North Clubhouse
3600 Barham Blvd.
Los Angeles, California 90068

***Be sure to write "YOUR NAME" - NEW ARRIVAL and "Ithaca College" on each box!**

We receive shipments and mail at the Pendleton Center Monday-Friday.
Oakwood receives shipments Monday-Saturday.

Be mindful that there are three similar street addresses to use for different things:
3500 Barham Blvd is the address for the main entrance to the Toluca Hills Apartments.
3600 Barham Blvd is the address for the Oakwood office and main desk.
3800 Barham Blvd, Suite 305 is the address for Ithaca College.

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 workstudy 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 workstudy/college employment allotment.

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/ship your computer with you. Free wireless internet is available in the Program Office.

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 passes and TAP cards can be purchased at subway stations, Customer Centers and selected outlets. Scheduling information can be obtained on-line at www.metro.net or maps.google.com. Information on the student Metro pass can be found at ithaca.edu/rhp/la/transportation.

TAXI CABS

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). Two reputable cab companies in Los Angeles are United Taxi of Burbank (818-480-3333) and United Independent Taxi (213-385-2227). For other cab companies and more information on cabs in LA please visit, <http://www.taxicabsla.org>.

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 Oakwood 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:

Make your reservations by contacting representative Elizabeth Tucker at 818-464-3924 or by email at Elizabeth.F.Tucker@ehi.com. 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 Oakwood please call 818-762-1179 ext 4 when you are ready for the vehicle.


CAR TYPE	DAILY RATES*	WEEKLY RATES*	MONTHLY RATES*
Economy	\$36.00	\$187.00	\$545.00
Compact	\$38.00	\$198.00	\$555.00
Intermediate	\$40.00	\$210.00	\$595.00
Standard	\$45.00	\$230.00	\$645.00
Full Size	\$55.00	\$285.00	\$835.00
Premium	\$65.00	\$330.00	\$882.00
Luxury	\$83.00	\$407.00	\$1307.00
Minivan	\$99.00	\$440.00	\$1035.00
Medium SUV	\$88.00	\$440.00	\$1035.00
Large SUV	\$120.00	\$550.00	\$1365.00

All discounts are valid through **May 6, 2018**. New pricing will be available **April 15, 2018**.

***Rates above do not include applicable taxes and government surcharges.**

****18-20 year-old rates only apply at The Toluca Lake/Studio City location. Renters between the ages of 18-20 will need to provide proof of transferable full coverage insurance prior to pick up date. 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. Renters who are 21-24 years old are eligible to rent Economy through Premium sizes vehicles, Minivans and Medium SUVs.**

TO: FALL 2018 ICLA Students

FROM: Dr. Stephen Tropiano
Director, ICLA Program 

DATE: April 8, 2018

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 Meaghan O'Donnell, Professional Development Coordinator. She will continue to email updated internship listings to you. If you need assistance with your internship search, contact Meaghan by email (iclaprogam.fall2018@gmail.com) or by phone (800-280-7709 or 323-851-6199).

APPLYING FOR AN INTERNSHIP

STEP #1: SEND YOUR RESUME TO ICLAPROGRAM.FALL2018@GMAIL.COM FOR APPROVAL

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

STEP #2: CONDUCT YOUR INTERNSHIP SEARCH

There are several resources available for conducting your internship search:

1. The Internship Database

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

- a) Click on "INTERNSHIPS" in the left column
- b) Under the heading click on "INTERNSHIP DATABASE"
- c) 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.

2. The Major Media Conglomerates (see page 10)

Most of the major television networks and film studios require students to apply online.

3. Additional Resources (see page 11 for details)

Entertainmentcareers.net: excellent website for job and internship listings in all areas of the communications field

Los Angeles Craigslist

Mandy.com: a website for production jobs and internships (designated as non-paying)

4. Additional Internship Listings

The Los Angeles Program office will periodically email you new internship listings as they become available. You are not required to obtain your internship through our listings. 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.

STEP #3: 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.fall2018@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 #4: 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. 24).

You must submit the completed "Internship Search Log" to **by Monday July, 9th** to iclaprogram.fall2018@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 #5: 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 14th.

STEP #6: ACCEPT AN INTERNSHIP

IMPORTANT: Before accepting an internship, you are *required* to obtain permission from the ICLA office by email (iclaprogram.fall2018@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) 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).

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: <http://www.nbcunicareers.com/our-career-paths/campus-2-career-internship-program>

Click on the area that interests you. Then click on the link titled "Campus 2 Career Internship Program: Apply Here". Make sure that you are applying for California-based positions.

ABC/DISNEY

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

In the teal bar at the top, enter "California" in the "Country, State, City" search bar. 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.

Viacom (Nickelodeon, BET, MTV Networks)

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

Choose internship location (Burbank or Santa Monica) 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: <http://www.sonypicturesjobs.com/searchopportunities>

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

FOX

Website: <https://foxcareers.com/Opportunities/Internships>

Scroll to the bottom of the page and select "Internships" for Job Function. Click on the link of the internship that you are interested in for more information and to apply.

PARAMOUNT

Website: <http://www.paramount.com/inside-studio/studio/internships>

Scroll to the bottom of the page and select "2017/2018 School Year Internships."

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.

Type "internship" in the search box to find all the internships listed. You'll need to sign into their online system to apply.

ONLINE INTERNSHIP RESOURCES



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



losangeles.craigslist.org

- Under "jobs" click on "tv/film/video"
- On the bar in the upper left, select "central la" or "SF valley" in the second box.
- Check box "internship" and hit "update search"
- You can also type the word "Television" or "Film" in the search engine.



Film production and development internships

- 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**

Before accepting an internship, all students are *required* to receive permission from the ICLA office by email (iclaprogram.fall2018@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.fall2018@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. 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 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.

8. 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.

SPRING 2018 INTERNSHIP SITES

Below is a list of internships held by ICLA spring 2018 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.fall2018@gmail.com, and we will then forward your request along.

Internship Sites
Thunder Road Pictures
Wondros
Viacom / BET
Eskimo Productions
Funny or Die
Create Music Group
Immortal Cinema International
Anderson Group Public Relations
Fox Sports
The Wrap
Vision Entertainment, Fine Brothers Entertainment
DUST Post Production
Silverline Entertainment
AG Capital
Dateline
Intellectual Property Group, Pantheon Entertainment
Create Music Group
Hello Sunshine, Smuggler
Weed Road Pictures, Secret Rose Theater
Automatik / Grandview Production
Curatorial Assistance Inc., Blake Little Photography
Oops Donuts Productions
Wisecrack
Lafamos
Hunnypot Unlimited, Little Empire Music
Vision Entertainment
StyleHaul
California Pictures
Arad Pictures
Waterfall Films, EveryWhere Studios
Pique Tea
Green Room Management, Jam in the Van
Atlantic Records
Oops Donuts Productions, My Co. Too

Clear Talent Group, Vision Entertainment
CLD PR, BECK Media
Bandsintown, Exclusive Artists Management
Pride Media, Vision Entertainment
Sirius XM
Good Fear Film + Management
Bandsintown
CONAN
Bold and the Beautiful, 20th Century Fox
MXN Entertainment, Jam in the Van
E-Corp Management
Vision Entertainment
Haven Entertainment
Fox Sports
The Late Late Show
Rugged Entertainment
Rugged Entertainment
Fly on the Wall, For the Love of Good
A. Smith & Co.
Small Girls PR
The Hollywood Reporter, Young Hollywood
Howling Wolf Productions, Museum as Retail Space
NBC Universal, PMK*BC
Lighthearted Entertainment
Pulse Music
Ant Farm
MXN Entertainment
Academy of Country Music
SoulPancake
Universal Broadcasting Network
Brave New Films
Stagecoach Entertainment, Greenroom Management
6up
Good Fear Film + Management
Funny or Die
Grandma's House Entertainment, Mortified Media
Good Company, BluntIQ
This is Just a Test, MXN Entertainment
3 Star Productions, Nogen Beck Photography
Miles High PR, FYI Brand Communications
Funny or Die, NBC International Network
Rugged Entertainment
HBO, Lionsgate

Automatik / Grandview Production
Viacom
CONAN
Gunpowder & Sky
Red Wagon Entertainment, Diktator
iDeate Media, Venice Arts
Stories International, LLC.
Circle of Confusion
Clubhouse Pictures
NBCUniversal, Gulfstream Pictures
CSLA
Breitenbach Creative Media
Miles High PR
The Supper Club
Blumhouse, Story Driven
Mortified Media
Odacité
IdeaTree Media
CONAN, Viacom
Birns & Sawyer
Thinkfactory Media, Kaplan Stahler Agency
CONAN
CONAN
Miles High PR
Vision Entertainment, F84 Games

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 2018, 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 10th. 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 2018

DO NOT PUT HIGH SCHOOL INFO IN EDUCATION

Ithaca College London Center

August - December 2017

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 2016 – December 2016

Producer, "Panorama" (community affairs show)

- ◆ List details of job HERE

MOST RECENT EXPERIENCE GOES FIRST

January 2016 – May 2016

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

- ◆ List details of job HERE

January 2016 – May 2016

Make sure your alignment is neat!

WLAC-TV Radio Buchanan, NY

Intern, Advertising Department

- ◆ Assisted in

May 2016 – August 2016

British Film Institute, London, England

Intern, Information Department

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

January 2015 – May 2015

Insel (5-minute student film)

Director/Camera Operator/Editor

- ◆ Produced and financed....

January 2015 – May 2015

WORK EXPERIENCE

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

2016-Present

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

2011-2015

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

2016-Present

HONORS/AWARDS

Rod Serling Scholarship

RESUMES SHOULD NOT EXCEED ONE PAGE

2015

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 2018 ICLA STUDENTS

Fall 2018 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.

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.fall2018@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
21326	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	20998
EMERGING MEDIA	TVR 49000-61	21755
JOURNALISM	JOUR 49000-61	23123
STRATEGIC COMM	STCM 49000-61	21000
TELEVISION & RADIO	TVR 49000-61	21755
WRITING FOR FILM, TV & EMERGING MEDIA	CNPH 49000-61	20998

STEP 3: Choose a minimum of two courses

CRN#	SUBJECT	COURSE #	SECTION #	TITLE	DAY	TIMES	CREDITS
20996	CNPH	30000	61	<i>Fiction Film Theory*</i>	R	10am-1:30pm	3
20997	CNPH	30500	61	<i>Contemporary Film Criticism</i>	W	7-10:30pm	3
23122	JOUR	48800	61	<i>Issues & The News</i>	R	2:30-5:30pm	3
22629	MASS	33300	61	<i>Writing the Feature Film</i>	R	2:30-5:50pm	4
22630	MASS	33400	61	<i>Writing for Series TV</i>	R	7-10:30pm	4
23773	MASS	43300	61	<i>Thesis Screenwriting</i>	W	7-10:30pm	4
23050	MASS	43600	61	<i>Thesis TV Writing</i>	T	2:30-5:50pm	4
23143	STCM	31000	61	<i>Org. Speechwriting & Interviewing</i>	R	7:00-10:00pm	3
20999	STCM	33200	61	<i>Writing for Public Relations*</i>	W	10am-1pm	3
21001	TVR	31200	61	<i>Government & Media</i>	W	2:45-5:45pm	3
21004	TVR	31200	62	<i>Government & Media</i>	W	7pm-10pm	3
21002	TVR	33500	61	<i>Electronic Media Criticism**</i>	W	10am-1:30pm	3
21003	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 2018 Class Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
		<p>STCM 33200-61 Writing for PR* CRN# 20999 10am-1pm Cathryn Boxberger *Fulfills Writing Intensive Requirement for the ICC</p> <hr/> <p>TVR 33500-61 Electronic Media Criticism CRN# 21002 10am-1:30pm Instructor TBA *Fulfills Writing Intensive & Diversity Requirement for the ICC</p>	<p>CNPH 30000-61 Fiction Film Theory* CRN# 20996 10am-1:30pm Instructor TBA *Fulfills Writing Intensive Requirement for the ICC</p>
	<p>MASS 43600-61 Thesis TV Writing CRN# 23050 2:30-5:50pm Steven Ginsberg</p>	<p>TVR 31200-61 Government & Media CRN# 21001 2:45pm – 5:45pm Stan Landes</p>	<p>MASS 33300-61 Writing the Feature Film CRN# 22629 2:30pm - 5:50pm Steven Ginsberg</p> <hr/> <p>JOUR 48800-61 Issues & The News CRN# 23122 2:30pm-5:30pm Scott Cooper</p>
<p>GCOM 32600-61 Media Industries CRN# 21326 7:30pm – 10:30pm (The dates/times of the three class meetings will be announced in August). Steven Ginsberg</p>		<p>MASS 43300-61 Thesis Screenwriting CRN# 23773 7:00pm – 10:30pm Steven Ginsberg</p> <hr/> <p>CNPH 30500-61 Contemporary Film Criticism: CRN# 20997 7:00pm - 10:30pm Instructor TBA</p> <hr/> <p>TVR 31200-62 Government & Media CRN# 21004 7:00pm – 10:00pm Stan Landes</p>	<p>MASS 33400-61 Writing for Series TV CRN# 22630 7:00pm-10:30pm Steven Ginsberg</p> <hr/> <p>STCM 31000-61 Organizational Speechwriting & Interviewing CRN# 23143 7:00pm - 10:00pm Donna Gotch</p> <hr/> <p>TVR 46000-61 Senior Media Seminar CRN# 21003 7:00pm – 10:00pm Scott Cooper</p>

Morning

Afternoon

Evening

FALL 2018 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. Tropicano at iclaprogram.fall2018@gmail.com. **DO NOT USE THE ONLINE OVERRIDE FORM**. All Park School courses are offered for a letter grade.

CNPH 30500-61 *Contemporary Film Criticism*
CRN #20997 / 3 credits / Wednesday, 7:00pm – 10:30pm
Topic and Instructor TBA

TVR 33500-61 *Electronic Media Criticism**
CRN #21002 / 3 credits / Wednesday, 10:00am – 1:30pm
Instructor TBA

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 #23143 / 3 credits / Thursday, 7:00pm – 10:00pm
Prof. Donna Gotch

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 2018 Incoming Class Roster

(Deleted for privacy)

Toluca Hills Apartments

Oakwood®

Signature Apartment



Each Oakwood Signature Apartment® comes fully-furnished and accessorized with your comfort and convenience in mind. All utilities including water, gas, electricity, Internet, cable and phone are turned on and ready prior to your arrival. In addition to quality and contemporary furniture, each apartment is outfitted with:

BEDROOM	ACCESSORIES
Mattress Pad (Super Topper) Duvet Cover & Blanket Pillows (2 Standard & 2 King) Sheets (2 Sets) TV Telephone (Master Bedroom Only) Clock Radio Clothes Hangers	Iron & Ironing Board Vacuum Broom w/Dust Pan Mop & Bucket Plunger Toilet Bowl Brush Laundry Basket Decorative Items & Artwork
BATHROOM	ELECTRONICS
Towels (3 Bath, Hand & Wash Cloths) Bath Mat and Rug Shower Curtain Hair Dryer Waste Basket	Living Room TV Bedroom TV Second Bedroom TV Cordless Phone/Answering Machine DVD Player Microwave
KITCHEN	WELCOME COURTESY PACKAGE*
Dishes- Plates, Bowls, Glasses & Mugs (Set of 4 Each) Cutlery- Forks, Knives & Spoons (Set of 4 Each) Wine Glasses (Set of 4) Stainless Steel Pan Set (7 Piece) Non-Stick Fry Pan Coffee Maker Toaster Cooking & Serving Utensils Baking Dishes, Mixing Bowls, Measuring Utensils & Cookie Sheet Plastic Storage Containers Place Mats & Napkins Dish Towel & Pot Holders Can Opener, Corkscrew, Colander & Grater/Slicer/Shredder	Condiment Pack (Sugar, Sweetener, Creamer, Napkins & Stir Sticks) Coffee & Tea Pack Paper Towel Roll Toilet Paper Roll (1 per Bathroom) Facial Tissue Box (1 per Bathroom) Dishwashing Liquid & Detergent Laundry Detergent Sponge/Scrubber Trash Can Liners (2) Toiletries (Shampoo, Conditioner, Bath Soap & Face Soap) Water Bottle (2) Vacuum Cleaner Bag Light Bulbs (2)

* Welcome Courtesy Package provided once upon arrival. Replenishing is the responsibility of the guest(s).

INTERNSHIP SEARCH LOG - FALL 2018

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 the ICLA Program Office no later than Monday, July 9th.**

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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**ICLA, 3800 Barham Blvd., Ste. 305, Los Angeles, CA 90068 / fax: (323) 851-6748
iclaprogram.fall2018@gmail.com**