

ITHACA COLLEGE LOS ANGELES PROGRAM

Spring 2018 Orientation Packet

STAFF

Dr. Stephen Tropiano, Program Director
Associate Professor, Screen Studies

Steven Ginsberg, Pendleton Chair, Associate Professor

Jon Bassinger-Flores, Programs & Services Coordinator

Meaghan O'Donnell, Professional Development
Coordinator

WEBSITE

www.ithaca.edu/la

QUESTIONS

Email: iclaprogram.spring2018@gmail.com

Ithaca College Los Angeles Program
James B. Pendleton Center
3800 Barham Blvd., Suite 305
Los Angeles, CA 90068

toll free (800) 280-7709
phone (323) 851-6199
fax (323) 851-6748

SPRING 2018 ORIENTATION PACKET
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DEADLINES for Spring 2018 STUDENTS

Wednesday, October 11, 2017	Housing Forms due online by 4:00 p.m.
Friday, October 20, 2017	Roommate assignments emailed to all students
Friday, December 8, 2017	Internship Search Log due via email
Tuesday, January 2, 2018	Specific apartment assignments emailed to students

Spring 2018 SEMESTER CALENDAR

Friday, January 5 - Monday, January 8, 2018	Students arrive in Los Angeles and check-in to housing on the following days/times <u>at the Oakwood North Clubhouse main desk*</u>
Friday, January 5	3:30pm - 7pm
Saturday, January 6	9am-7pm
Sunday, January 7	9am-7pm
Monday, January 8	9am-7pm

***If you arrive when the desk is closed, the night staff will check you in.**

Sunday, January 7 - Monday, January 8	RA Orientation and Training**
Tuesday, January 9 - **Do <u>not</u> schedule internship interviews on this day**	Los Angeles 101 - Orientation to LA & the LA Program**
Monday, January 15	Martin Luther King Jr. Day (no classes; offices open)
Tuesday, January 16	Internships & Classes Begin
Monday, March 12 - Friday, March 16	Spring Break
Friday, April 27	Internships & Classes End
Monday April 30 - Friday, May 4	Final Examinations (Day/Time is the same as your regularly scheduled class)
Sunday, May 6	Housing ends at noon

COSTS FOR SPRING 2018

Tuition: LA Program students pay the same tuition rate as they would on campus
Housing: \$6,302

There is no meal plan available 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 expenses, 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 the Toluca Hills Apartments. Cabs are available right outside the LAX terminal.

BURBANK BOB HOPE AIRPORT (BUR): 2627 North Hollywood Way, Burbank CA (818-840-8830): Located 10 minutes/5 miles from the Toluca Hills Apartments. Cabs are available outside the airport. Alaska Airlines, American, Delta, JetBlue, Southwest, and United 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 Oakwood 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>

The cheapest way to get to the Toluca Hills Apartments: A cab ride from LAX will cost you approximately \$50. A Lyft or Uber ride will cost you around \$40. The cheaper alternative is to take the Super Shuttle. The cost is approximately \$24 for one person and \$10.00 for each additional person. For groups of 7-9 people, it will cost approximately \$80.00 to charter the shuttle. Students are recommended to reserve at least one week in advance by calling (800) BLUE-VAN (800-258-3826) or visiting their website at www.supershuttle.com. Or, you can find the Super Shuttle at the airport and ask which one will take you to Burbank or the Warner Brothers Studios, then give them the Toluca Hills Apartments address (**3500 Barham Blvd., Los Angeles**).

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 Canyon), turn right 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. From the ramp, turn left onto Cahuenga. When you pass the Mobil gas station, turn left onto Barham Blvd. Go over the hill on Barham, then turn right at South Coyote Canyon into the Toluca Hills Apartments.

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.

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

HOUSING

Students enrolled in ICLA live in the Toluca Hills Apartments by Avalon, which are managed by Oakwood. The address of the main entrance is located at 3500 Barham Boulevard, just up the street from Warner Brothers Studio in Burbank and the Ithaca College James B. Pendleton Center. When you arrive, tell the guard you are from Ithaca College and are here to check in with Oakwood. The guard will direct you to the North Clubhouse, where you will be checking in. If you arrive after business hours when the Oakwood desk is closed, you will use a call box at the North Clubhouse to summon Oakwood night staff.

THE OAKWOOD APARTMENTS

Four students will share a two-bedroom apartment. Each apartment includes: four extra-long twin size beds, two bathrooms, two dressers, two night stands, closets, dining room table with four chairs, cable TV, couch, refrigerator, oven, microwave, garbage disposal and dishwasher.

Apartments are fully furnished with bed and bath linens and kitchenware.

For more information please visit: Ithaca.edu/la

HOUSING ASSIGNMENTS

You should fill out the **Housing Application** and indicate the name(s) of the students with whom you wish to live online at Ithaca.edu/la. The LA Program Office reserves the right to make all final decisions regarding housing assignments.

ICLA apartments can be mixed gender by request.

IMPORTANT DEADLINE!!!!

Housing Applications are due online on Wednesday, October 11th, even if you have no specific roommate preferences.

Roommate assignments will be emailed to all program participants on **Friday, October 20th**.

Specific apartment assignments will be emailed to you on or before **Tuesday, January 2, 2018**. Please do not call before this date regarding your assignment.

MAIL

You are encouraged to have personal mail sent to the Ithaca College Pendleton Center prior to your arrival and check-in at the Toluca Hills Apartments. This ensures that you receive your mail in the event of any last minute apartment changes.

You will be given access to a mailbox when you check into your 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)

CABLE TV AND INTERNET

Each apartment comes with basic cable and wifi access for up to five devices. If you need to connect more than five devices, you may purchase additional wifi access codes.

SHIPPING YOUR BELONGINGS TO LOS ANGELES

The cheapest way to ship your stuff out west is to use United Parcel Service (UPS). Some students have used US Postal Service, but it can take up to two weeks and it's more expensive. It takes approximately 7 days for boxes to travel across country via UPS, so it is highly recommended that you ship your boxes at least one week before you leave.

If you want to send your boxes ahead of time, you should send them to the Oakwood office, which will hold on to them for you. Include the following information on the front of your boxes:

**“YOUR NAME” – NEW ARRIVAL
Ithaca College
c/o Oakwood South Clubhouse
3700 Barham Blvd.
Los Angeles, CA 90068**

You may also send packages to the Pendleton Center before you arrive in Los Angeles. This is recommended if you are sending anything valuable.

**“YOUR NAME”
3800 Barham Blvd. Suite 305
Los Angeles, CA 90068**

Note: Always request a delivery signature if that is an option on your shipping method.

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 five-minute walk from the Toluca Hills Apartments. The office houses two classrooms, a conference room, a screening room, a student lounge, vending machines, and a computer room, which contains PCs and Macintosh computers, as well as color and b/w printers. Students will have access to the computers for their course work and e-mail, though we highly encourage you to bring your computer with you. Wireless internet is available in the Pendleton Center.

TRANSPORTATION

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

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 online at www.metro.net or maps.google.com. Information on the student Metro pass can be found at ithaca.edu/rhp/la/transportation.

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). If you have any questions, please contact Enterprise directly.

RIDE SHARE APPS

Download and use Uber or Lyft for cash-free 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**.

***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: SPRING 2018 ICLA Students

FROM: Dr. Stephen Tropiano 
Director, ICLA Program

DATE: October 8, 2017

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 TO ICLAPROGRAM.SPRING2018@GMAIL.COM FOR APPROVAL

Your resume 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 15 & 16). If there is a name listed as a contact, address the cover letter to him/her. Otherwise, address the letter and envelope 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.spring2018@gmail.com.

When should I send out my cover letters/resumes?

As soon as possible.

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 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 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” (pg. 22). Submit a copy of your log to iclaprogram.spring2018@gmail.com **by Friday, December 8, 2017**. Be sure to keep a copy for yourself. If you have already been approved to accept an internship by Dr. Tropiano, 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, 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 interviews or social events on the following dates when LA Orientation is scheduled: Tuesday, January 9, 2018.

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

Before accepting an internship, all students are *required* to receive permission from Stephen Tropiano by email (iclaprogram.spring2018@gmail.com) or by telephone (800-280-7709).

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).

THE INTERNSHIP DATABASE

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

- 1) Click on “INTERNSHIPS” in the left column
- 2) Under the heading click on “INTERNSHIP DATABASE”
- 3) Use your Netpass Username and Password to access the database. Once you reach the database, you can search the listings by category or a specific company.

ADDITIONAL RESOURCES

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

If you have any questions or need help with your materials, please email us at iclaprogram.spring2018@gmail.com. We are here to help you anyway we can!

INTERNSHIPS AT MAJOR MEDIA CONGLOMERATES



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

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

NBC UNIVERSAL

Website: <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 Type. 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.

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 Stephen Tropiano by email (iclaprogram.spring2018@gmail.com) or by telephone (800-280-7709).

Frequently Asked Questions for Los Angeles Program Interns

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 January, 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.spring2018@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.

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" (advertising agency, public relations firm, a television network, etc.), you will need to dress more formally (which in some offices may include a good pair of jeans).

FALL 2017 INTERNSHIP SITES

Below is a list of current internships held by our current fall 2017 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.spring2018@gmail.com, and we will then forward your request along.

INTERNSHIP SITES
Rugged Entertainment, Exclusive Artists Management
Fox Sports Radio
Revelations Entertainment
California Institute of Technology Athletics Dept.
Overbrook Entertainment
Smuggler Entertainment
Delirio Films, Misher Films
Fox Sports Radio
Producer Entertainment Group
Miles High PR
CONAN
Fox Sports Radio
Funny or Die
Vanishing Angle
Fine Brothers, Hollywood Casting & Film
Home Brew
Revelations Entertainment
SXM Inc.
Bold & Beautiful, Nickelodeon
Bold & Beautiful, Devin Alexander
Secret Headquarters
Caviar
Stories International
MKG
TBS/TNT Public Relations
Sirius / XM
Vision Entertainment
Drill Down Media, For the Love of Good
Vision Entertainment
Flaunt Magazine
Nasser Entertainment, Indiewire
Entertainment Tonight
Greenroom Management
Fox Sports, Titmouse
Vanishing Angle

Haven Entertainment, Stand Up to Cancer
Hollywood Casting & Film, Panay Films
MXN Entertainment
Rugged Entertainment
Floor 84 Studio, Studio City Sound
Lighthearted Entertainment
Venice Arts, Stone & Company Entertainment
The Asylum, Aperture Entertainment
Leigh Brillstein Management
Dirty Robber
Vision Entertainment
The Hollywood Reporter, The Jackson Agency
Nitro Circus
Lafamos
Jim Henson Company
Cold Iron Pictures
For the Love of Good, Chatrone
Immortal Cinema International
CBS Investigative News
Soulpancake, Fine Bros.
Viacom
Universal Broadcast Network, Torrance Citi Cable
Dr. Phil, Darin Pfeiffer Consulting, NBC Sports
Grandview Management
Lafamos
Wisecrack
MonkeyLand Audio
Van Wagner Sports
MXN Entertainment, Cold Iron
Vision Entertainment
Vision Entertainment
MXN Entertainment, Circle of Confusion

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 spring 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 January 5th. 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 Proqram.

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 SPRING 2018 ICLA STUDENTS

Spring 2018 ICLA students register for their courses on HOMER the same day and time they would register if they were remaining on campus. All students must register for **GCOM 32600 Media Industries**, a 1-credit course that meets three times over the course of the semester; and a 6-credit internship in your department/major (Note: additional 1-credit courses will also be offered in the spring. Registration will be held when you arrive in Los Angeles).

An updated list of courses with CRN#s will be emailed to you prior to registration.

IMPORTANT: If you need an Override to register for a course, contact Dr. Stephen Tropiano, program director. **DO NOT MAKE THE REQUEST THROUGH THE COLLEGE SYSTEM!** Any questions regarding course registration or internship should be directed to Dr. Tropiano. Please use this email address, which was set up for Spring 2018 students: iclaprogram.spring2018@gmail.com. When you correspond with Dr. Tropiano, please include your full name, ID#, and if you need clearance for a course, the CRN# of the class.

To register, please follow the following steps:

STEP 1: Register for *Media Industries* (meets 3 times, dates TBA)

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

STEP 2: Register for your 6-credit internship*

SUBJECT	COURSE #	SECTION #	TITLE	DAY	TIMES	CREDITS
CNPH	49000	61	<i>Cinema & Photo Internship</i>	NA	NA	6
JOUR	49000	61	<i>Journalism Internship</i>	NA	NA	6
STCM	49000	61	<i>STCM Internship</i>	NA	NA	6
TVR	49000	61	<i>TVR Internship</i>	NA	NA	6

*Emerging Media majors should register for their internship under TVR.

STEP 3: Choose a minimum of two 3-credit courses

SUBJECT	COURSE #	SECTION #	TITLE	DAY	TIMES	CREDITS
CNPH	30000	61	<i>Fiction Film Theory</i>	R	10am-1:30pm	3
CNPH	30500	61	<i>Contemporary Film Criticism: Film & TV Horror</i>	W	7:00-10:30pm	3
JOUR	48800	61	<i>Issues and the News</i>	R	2:30-5:30pm	3
MASS	33300	61	<i>Writing the Feature Film</i>	R	2:30-5:50pm	4
MASS	33400	61	<i>Writing for Series TV</i>	R	7:00-10:30pm	4
MASS	43300	61	<i>Thesis Screenwriting</i>	W	7:00-10:30pm	4
MASS	43600	61	<i>Thesis TV Writing</i>	T	2:30-5:50pm	4
STCM	31000	61	<i>Orgnt'l Spch Wrtg & Interview</i>	R	7:00-10:00pm	3
STCM	33200	61	<i>Writing for Public Relations</i>	W	10:00am- 1:00pm	3
TVR	31200	61	<i>Government & Media</i>	W	2:45-5:45pm	3
TVR	31200	62	<i>Government & Media</i>	W	7pm-10pm	3
TVR	33500	61	<i>Electronic Media Criticism</i>	W	10am-1:30pm	3
TVR	46000	61	<i>Senior Seminar: Youth Culture Media</i>	T	7:00-10:00pm	3
TVR	46000	62	<i>Senior Seminar</i>	R	7:00-10:00pm	3

ICLA Spring 2018 Class Schedule

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>
Morning			TVR 33500-61 Electronic Media Criticism* ** 10am-1:30pm Stephen Tropiano <hr/> STCM 33200-61* Writing for PR 10:00am - 1:00pm Cathryn Boxberger	CNPH 30000-61* Fiction Film Theory 10am-1:30pm Stephen Tropiano
Afternoon		MASS 43600-61 Thesis TV Writing 2:30-5:50pm Steven Ginsberg	TVR 31200-61 Government & Media 2:45pm – 5:45pm Stan Landes	MASS 33300-61 Writing the Feature Film 2:30pm - 5:50pm Steven Ginsberg <hr/> JOUR 48800-61 Issues and the News 2:30pm - 5:30pm Scott Cooper
Evening	GCOM 32600-61 Media Industries 7:30pm – 11:00pm (The dates/times of the three class meetings will be announced in January).	TVR 46000-61 Senior Seminar: Youth Culture Media 7:00-10:00pm Stephen Tropiano	TVR 31200-62 Government & Media 7:00pm – 10:00pm Stan Landes <hr/> MASS 43300-61 Thesis Screenwriting 7:00pm – 10:30pm Steven Ginsberg <hr/> CNPH 30500-61 Contemporary Film Criticism: Film/TV Horror 7:00pm – 10:30pm Stephen Tropiano	MASS 33400-61 Writing for Series TV 7:00pm-10:30pm Steven Ginsberg <hr/> TVR 46000-62 Senior Seminar 7:00pm – 10:00pm Scott Cooper <hr/> STCM 31000-61 Organizational Speechwriting & Interviewing 7:00pm - 10:00pm Donna Gotch

*Writing Intensive

**Diversity Designated

SPRING 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, email Dr. Tropiano at iclaprogram.spring2018@gmail.com. All Park School courses are offered for a letter grade.

CNPH 30500-61 *Contemporary Film Criticism: Film & TV Horror*

3 credits / Wednesday, 7:00-10:30pm / Dr. Stephen Tropiano

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

STCM 31000-61 *Organizational Speech Writing and Interviewing*

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.

TVR-33500-61 *Electronic Media Criticism**

3 credits / Wednesday, 10:00am – 1:30pm / Dr. Stephen Tropiano

This course takes a critical look at television programming from a variety of perspectives. Students will develop and sharpen their critical viewing skills as they tackle such issues as television genres (sitcoms, reality, animation, etc.), gender representation, postmodernism, and race/sexuality. Among the list of programs to be screened include *Parks & Recreation*, *Freaks and Geeks*, *Friends*, *Atlanta*, *Black-ish*, *Master of None*, and *The Sopranos*.

*** Fulfills Writing Intensive and Diversity requirements.**

Ithaca College Los Angeles – Spring 2018

Names removed for privacy.

INTERNSHIP SEARCH LOG – ICLA SPRING 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 iclaprogram.spring2018@gmail.com no later than Friday, December 8, 2017.**

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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iclaprogram.spring2018@gmail.com
3800 Barham Blvd., Ste. 305, Los Angeles, CA 90068 / fax: (323) 851-6748