



Los Angeles Program

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PROGRAM INFORMATION and APPLICATION INSTRUCTIONS SUMMER 2027 • FALL 2027 • SPRING 2028

Program Description

The Ithaca College Los Angeles Program is an internship-based program for juniors and seniors with a major or minor in communications. Participants gain professional experience in their chosen fields by working at internships in television, radio, photography, cinema, corporate communications, the recording and music industries, journalism, public relations, advertising, sports media, and emerging media. In addition, students can take major requirements and elective courses in cinema, television, and scriptwriting. Classes are taught at the James B. Pendleton Center, located minutes from Burbank and Hollywood, by our Los Angeles-based faculty and professionals working in the industry. For more information, visit our website at <http://www.ithaca.edu/la>.

Eligibility Requirements

- A. Major OR minor in the Park School of Communications, or by approval of the ICLA Program Director.
- B. Completed 60 credits by the start of your semester in Los Angeles.
 - 30 of those credits must have been earned at Ithaca College.
 - For communication majors, 15 of those credits must be Park credits.
 - For communication minors, 9 of those credits must be Park credits.
- C. Be in good academic, judicial and financial standing* in the Park School and Ithaca College, with no unresolved issues at the start date of your semester in Los Angeles.
- D. Final decisions for applications are made in consultation with the Park School dean's office.

*Your name will be submitted to the Judicial Affairs Office and the Office of Student Financial Services to confirm that you are in good standing with the college.

Application Deadlines

- Early decision for **Summer 2027**: Monday, November 30, 2026
- **Summer 2027, Fall 2027 or Spring 2028**: Friday, February 5, 2027

APPLICATION PROCEDURES and CHECKLIST

The application is available through Terra Dotta on the website <https://apps.ithaca.edu>. Complete each of the following application components in Terra Dotta. Questions regarding the application should be directed to laprogram@ithaca.edu.

1. ICLA PROGRAM APPLICATION

Complete all fields in the online form. Be sure that you fill out the semester preference section to be considered for your preferred semester. Ithaca College Los Angeles Program does not guarantee you will be accepted into your preferred semester.

2. PERSONAL ESSAY (one-page maximum, single-spaced, in **pdf format**)

Upload a Personal Essay to your online application in **pdf format**. It must be a *specific, well organized, and honest* essay in which you discuss the Los Angeles Program and the internship experience in relation to your academic and career goals. Be sure to proofread your essay for grammar and spelling, and include your name at the top. Your essay should answer these questions:

- How will your participation in the LA Program help you meet your academic and career goals?
- At what type of media organization would you like to intern? (you do not need to name specific organizations)
- What do you hope to gain (skills, knowledge, training, experience, etc.) through your internship experience?
- What experiences during the last two years have prepared you for an LA internship? If you are a communications minor, pay particular attention to this point.

3. RESUMÉ Upload a one-page maximum resume focusing on your communications experience in and out of school in **pdf format**. See the "Resume and Cover Letter Tips" section on our website for helpful tips to create your resume.

4. UNOFFICIAL TRANSCRIPT Follow directions found at the "Unofficial Transcript" tab of your online application. Download and save your unofficial transcript as a **pdf file**. Upload it to your application.

5. CONSENT FORM

Download, complete, and upload the Consent Form to your application. If your parent or guardian is responsible for your tuition and fees, they must also sign your Consent Form for it to be complete.

6. ADVISOR APPROVAL, ACADEMIC RECOMMENDATION, BUSINESS/WORK RECOMMENDATION

- Your **academic advisor** must approve that you are applying to the ICLA program. You should meet with your advisor prior to applying to ICLA and discuss coursework you need to take while in Los Angeles, as well as what types of internships you should apply for.
- Your **academic recommendation** should be a current or former Ithaca College professor. It can be your academic advisor if you took a class with them.
- Your **business/work recommendation** should be a current or former supervisor at a job or volunteer position on or off campus.

For each of these entries on your application:

1. Type the person's name or email address.
2. Click "Search."
3. Pick the person's name from the resulting list and click "Send request." Each person will receive an email from **studyabroad@ithaca.edu** with instructions on completing their approval or recommendation.

If your business/work recommendation is someone outside Ithaca College:

1. Type the person's name or email address.
2. Click "Search."
3. Select "Recommender not listed" and manually enter the person's name and email address.
4. Click "Send request." Your recommender will receive an email from **studyabroad@ithaca.edu** with instructions on completing their recommendation.

APPLICATION REVIEW AND DECISIONS

A. Selection Criteria

Applications will be reviewed by the program director. Selection is based on the following criteria:

- How a Los Angeles internship fits your academic and career goals.
- Involvement in activities related to your major and career goals.
- Current grade point average.
- Academic and business recommendations.

B. Semester Placement (Fall and Spring semester applicants only)

- Once a student is accepted into the program, the program staff will review their Semester Preference and assign the student to the Fall 2027 or Spring 2028 semester.
- Priority will be given to students based on their class standing as determined by the number of credits earned by the end of the Spring 2027 semester. Rising seniors and Writing for Film, TV and Emerging Media majors get first priority.
- Secondary consideration will be given to students involved in semester-specific programs or coursework.
- The student's semester placement will be included in their acceptance letter.
- **ALL DECISIONS CONCERNING SEMESTER PLACEMENT ARE FINAL.**
- **THERE ARE NO WAITING LISTS.**

C. Acceptance Decision Letters

- **Early-decision Summer 2027** letters will be emailed by **Wednesday, December 9, 2026.**
- **Remaining Summer 2027** letters will be emailed by **Friday, February 12, 2027.**
- **Fall 2027 and Spring 2028** letters will be emailed by **Friday, February 19, 2027.**
- Accepted students can defer their admission to the following academic year of 2028-2029. However, students who decide to exercise this right must resubmit an updated transcript during the Spring 2028 admissions period. All decisions made by the program staff are final. No exceptions will be made.

D. Attendance Notification Form

Admitted students must respond to the Acceptance Letter via the online "Attendance Notification Form" link provided in the letter.

ADDITIONAL INFORMATION

Los Angeles Program Cost Information

- **TUITION:** Students attending the Ithaca College LA Program are registered as full-time Ithaca College students. Tuition costs are the same in Ithaca and LA.
Summer students are charged tuition per credit hour. There is a 3-credit minimum for undergraduate student summer registration, or 1-credit for May 2027 graduated seniors or August 2027 graduating seniors.
Tuition for full-time study is the same in Los Angeles as on the home campus.
- **HOUSING:** Students can lease apartments through Kapi Residences Student Housing or find their own housing. Kapi rents will be posted when available.
- **FINANCIAL AID:** All Ithaca College financial aid applies to this program, though college employment is available on a very limited basis. If work study/college employment is part of your financial aid package, we advise you to notify the Financial Aid Office.
NOTE: Financial aid is NOT available to graduated students.
- **ADDITIONAL COSTS:** There is no meal plan available in Los Angeles. Students are responsible for the cost of meals, books, and personal items.
- **TRANSPORTATION:** Students are responsible for their own transportation to and from Los Angeles, as well as within Los Angeles during their ICLA semester.

Housing Information

ICLA students may arrange their own housing or lease apartments directly from Kapi Residences Student Housing. Kapi leases apartments at two locations near the ICLA Pendleton Center at AVA Toluca Hills Apartments and AVA Burbank Apartments. Apartments are fully furnished two-bedroom/two-bathroom apartments and can accommodate 2-4 students. For additional information, please visit <http://www.kapiresidences.com/ithaca>.

Students who lease Kapi housing can request that their rent be billed to their Ithaca College student account, or they can pay rent directly to Kapi.

APPLICATION SCHEDULE

Application Deadlines

- Early decision for Summer 2027: Monday, November 30, 2026
- Summer 2027, Fall 2027 or Spring 2028: Friday, February 5, 2027

Acceptance Decision Letters

- Early decision for Summer 2027: **Wednesday, December 9, 2026**
- Summer 2027: **Friday, February 12, 2027**
- Fall 2027 and Spring 2028: **Friday, February 19, 2027**

Attendance Notification Form: Deadline will be included in Acceptance Letter.

Kapi Residences Housing Application: TBA

ICLA PROGRAM 2027-2028 CALENDAR

SUMMER 2027

Sunday, May 23	Kapi housing opens
Tuesday, May 25	Orientation (Mandatory)
Wednesday, May 26	Internships begin
Friday, July 30	Internships end
Sunday, August 1	Kapi housing ends

FALL 2027

Sunday, August 15	Kapi housing opens
Wednesday, August 18	Orientation (Mandatory)
Monday, August 23	Classes and internships begin
November 22-26	Thanksgiving Break (No classes)
Friday, December 3	Classes and internships end
Monday – Friday, December 6-10	Final exams
Sunday, December 12	Kapi housing ends

SPRING 2028

Sunday, January 16, 2028	Kapi housing opens
Wednesday, January 19, 2028	Orientation (Mandatory)
Monday, January 24, 2028	Classes and internships begin
March 13-17, 2028	Spring Break (No classes)
Friday, May 5, 2028	Classes and internships end
Monday – Friday, May 8-12, 2028	Final exams
Sunday, May 14, 2028	Kapi housing ends

ACADEMIC and COURSE REGISTRATION INFORMATION

SUMMER 2027:

Summer ICLA students are required to enroll for 3-5 internship credits. There is no requirement for summer class enrollment. Students who do enroll for summer classes are limited to 12 total credits (internship credits + class credits) for summer enrollment.

NOTE: May graduates and August graduating students may enroll for just 1 internship credit. Senior WRITING majors graduating in August must consult with their advisor regarding their summer internship credit requirement.

FALL 2027 OR SPRING 2028:

Fall and spring full-time students must register for a minimum of 12 credits, including 6-8 internship credits and "Media Industries," a 1-credit seminar.

A full-time schedule consists of:	Internship	6-8 credits
	Media Industries (ICLA requirement)	1 credit
	One to two 4 credit course(s)	4-8 credits

Part-time enrollment is available pending approval of a student's faculty advisor and by submitting the required paperwork.

REGISTRATION PROCEDURES

Students applying for the LA Program should list the courses they intend to enroll in on their application. A list of ICLA courses to be offered and registration instructions will be distributed by email prior to registration. Students will have the opportunity to review their academic schedules with a member of the program staff upon their arrival in Los Angeles.

COURSE OFFERINGS

The list of courses to be offered each semester is determined by student enrollment. For specific course offerings, visit www.ithaca.edu/academics/roy-h-park-school-communications/los-angeles-program/academics/course-offerings. For specific course descriptions, visit www.ithaca.edu/catalogs.

INTERNSHIP INFORMATION

Students accepted into the program are given assistance and resources to guide them in their internship searches. Although some students are offered an internship prior to their arrival in Los Angeles, many students obtain an internship at the start of their LA semester. There are a variety of websites that advertise and promote internship opportunities. Additionally, ICLA solicits internship opportunities directly from companies and makes these available to incoming students. For more information, please visit the "Internship" menu options on our website.

Thank you for your interest in the Ithaca College Los Angeles Program!