

Los Angeles Program
3800 Barham Blvd., Ste. 305
Los Angeles, CA 90068
phone 800-280-7709 • fax 323-851-6748
laprogram@ithaca.edu • www.ithaca.edu/la

ITHACA COLLEGE LOS ANGELES PROGRAM

APPLICATION INSTRUCTIONS &

PROGRAM INFORMATION

SUMMER 2022 • FALL 2022 • SPRING 2023

Program Description

The Ithaca College Los Angeles Program is an internship-based program that provides juniors and seniors with a major or minor in communications an opportunity to gain professional experience in their chosen fields. The program offers internships in television, radio, photography, cinema, corporate communications, the recording and music industries, journalism, public relations, advertising, and new media. In addition, students can take major requirements and/or 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

1. Major OR minor in the Park School of Communications.
2. 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, 12 of those credits must be Park credits.
3. 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.
4. Final decisions for applications are made in consultation with the dean's office.

*Your name will be submitted to the Bursar's Office to confirm that you are in good financial standing with the college.

Application Process

1. You must meet the eligibility requirements.
2. Submit your completed application for **Summer 2022** by **Wednesday, December 1, 2021** or for **Fall 2022 or Spring 2023** by **Friday, February 4, 2022**. You are responsible for making sure all certification forms and letters of recommendation are submitted by the deadline.

I. APPLICATION PROCEDURES and CHECKLIST

A. Complete the following application materials digitally:

□ LA PROGRAM APPLICATION

Complete this form and be sure that you fill out the semester preference section in order to be considered.

B. Download, print, fill out and upload to your digital application:

□ CONSENT FORM

If you are not responsible for your own tuition bill, you must also obtain your parent or guardian's signature. Once signed, upload this form to your digital application.

□ UNOFFICIAL TRANSCRIPT

Follow directions found at the "Unofficial Transcript" tab of your digital application. Download and save your unofficial transcript in a PDF file. Upload it to your application.

C. Submit the following materials to be filled out digitally:

□ RESUMÉ Upload a one-page resume in PDF format.

□ ADVISER APPROVAL

Type the name or email address of your advisor, then click "Search." Pick your advisor's name from the results and click "Send request." Once this information is added and submitted, your adviser will digitally fill out this form and submit it electronically. It is your responsibility to make sure that this is completed before the due date.

□ ACADEMIC and BUSINESS/WORK RECOMMENDATIONS

Type the name or email address of the of the person you are requesting a recommendation from, and click "Search." Pick the person's name from the results and click "Send request." If the person is not currently affiliated with Ithaca College, you will need to manually enter the person's name and email address, then slick "Send request." Once this information is added and submitted your referral will digitally fill out this form and submit it electronically. It is your responsibility to make sure that this is completed before the due date.

□ PERSONAL ESSAY (one-page maximum, single-spaced)

Upload your Personal Essay to your digital 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. Please put your name at the top of each page. Be sure to proofread your essay for grammar and spelling. Answer all of the following questions:

1. How will your participation in the LA Program help you meet your academic and career goals?
2. At what kind of media organization would you like to intern? (you do not need to name specific organizations)
3. What do you hope to gain (skills, knowledge, training, experience, etc.) through your internship experience?
4. 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.

D. Complete your online application for Summer 2022 by Wednesday, December 1, 2021 or for Fall 2022 or Spring 2023 by Friday, February 4, 2022.

II. SELECTION PROCESS / DECISION NOTIFICATION

A. Selection Criteria

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

1. How a Los Angeles internship fits your academic and career goals.
2. Involvement in activities related to your major and career goals.
3. Current grade point average.
4. 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 his/her "Semester Preference Form" and assign the student to the Fall 2022 or Spring 2023 semester.
- Priority will be given to students on the basis of their class standing as determined by the number of credits earned by the end of the Spring 2021 semester.
- The student's semester placement will be included in his/her acceptance letter.
- **ALL DECISIONS CONCERNING SEMESTER PLACEMENT ARE FINAL.**
- **THERE ARE NO WAITING LISTS.**

C. Acceptance Decision Letters

Decision letters will be emailed to you for **Summer 2022** by **Monday, December 6, 2021** and for **Fall 2022 and Spring 2023** by **Friday, February 25, 2022**.

Students are able to defer their admission to the following academic year of 2023-2024. However, students who decide to exercise this right must resubmit their personal information as well as an updated transcript during the Spring 2023 admissions period in order to attend in the 2023-2024 academic year. All decisions made by the program staff are final. No exceptions will be made.

D. "Attendance Notification Form"

If accepted into the LA Program, your need to reply to the Decision Letter via the online "Attendance Notification Form" link included in your letter.

III. PREPARATION FOR LA ORIENTATION

A. Mandatory Preparation Orientation Meeting for Summer 2022 & Fall 2022 Students Location, Date and Time TBA

Ithaca College students accepted into the LA Program are required to attend this mandatory orientation session.

B. Spring 2023 Students: Mandatory orientation will be held during the Fall 2022 semester. You will be notified by e-mail of the date and times at the start of the Fall 2022 semester.

IV. ADDITIONAL INFORMATION

A. Los Angeles Program Cost Information

1. **TUITION:** Students attending the Ithaca Los Angeles Program are registered as full-time Ithaca College students. Tuition costs are the same in Ithaca and in LA.
 - a. Summer 2022 tuition costs will be available in early March. Summer students are charged tuition per credit hour, and there is a 3-credit minimum for undergraduate student summer registration, or 1-credit for graduated student summer registration.
 - b. Fall 2022 and Spring 2023 tuition costs will be available in the Dean's office in early March. Tuition for full-time study is the same in Los Angeles as on the home campus
2. **HOUSING**
Housing can be leased through Kapi Student Housing or on your own. Cost will depend on the rates you find or currently advertised Kapi rates.
3. **FINANCIAL AID:** All Ithaca College financial aid applies to this program, though work study/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.
4. **ADDITIONAL COSTS:** There is no meal plan available. In addition to meals, students are responsible for the cost of transportation to and around Los Angeles, books, laundry, and personal items.

B. HOUSING INFORMATION

ICLA students may arrange their own housing or lease apartments directly from Kapi 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 www.kapihousing.com/ithaca/.

V. LA PROGRAM APPLICATION SCHEDULE

APPLICATIONS due online.....**Summer 2022:** Wednesday, December 1, 2021
Fall 2022/Spring 2023: Friday, February 4, 2022

ACCEPTANCE LETTERS emailed to you**Summer 2022:** Monday, December 6, 2021
Fall 2022/Spring 2023: Friday, February 25, 2022

MANDATORY ORIENTATION MEETINGS on Zoom, date and time TBA

ATTENDANCE NOTIFICATION FORM & TBA
SUMMER/FALL HOUSING APPLICATION

VI. LOS ANGELES PROGRAM 2022-2023 CALENDAR

SUMMER 2022

Saturday-Monday, May 21-23	Housing opens; students arrive in Los Angeles
Tuesday, May 24	Orientation (Mandatory)
Wednesday, May 25	Classes and internships begin
Tuesday, May 31	Orientation for graduated seniors (if needed)
Friday, July 29	Classes and internships end
Sunday, July 31	Housing ends

FALL 2022

Monday-Tuesday, August 15-16	Housing opens; students arrive in Los Angeles
Wednesday, August 17	Orientation (Mandatory)
Monday, August 22	Classes and internships begin
Mon.- Fri., November 21-25	Thanksgiving Break (classes not in session)
Friday, December 2	Classes and internships end
Monday-Friday December 5-9	Final exams
Sunday, December 11	Housing ends

SPRING 2023**

TENTATIVE DATES	
Monday, January 9, 2023	Housing opens
Wednesday, January 11, 2023	Mandatory Orientation
Sunday, May 7, 2023	Housing closes

**Final scheduled will be emailed at the time of acceptance into the spring 2023 semester.
The ICLA website will be updated with the final schedule as soon as it is available.

VII. ACADEMIC & COURSE REGISTRATION INFORMATION

IF YOU ARE APPLYING FOR FALL 2022 OR SPRING 2023:

Fall and spring semester students generally register for 15 credits. The minimum number you can take is 13 credits; the maximum is 18. All students are required to register for a 6-credit internship and "Media Industries," a 1-credit seminar.

A full-time schedule consists of:	Internship	6-8 credits
	Media Industries	1 credit
	<u>One to two 3-4 credit course(s)</u>	<u>3-8 credits</u>
	TOTAL	13-17 credits

IF YOU ARE APPLYING FOR SUMMER 2022:

You must enroll for 3-5 internship credits; the maximum is 5 credits. The maximum total number of internship and course credits you can take is 11 credits. You do not have to enroll in any courses.

NOTE: Graduated students may enroll for just 1 internship credit.

REGISTRATION PROCEDURES

1. Students applying for the LA Program should list the courses they intend to enroll in on the **Academic Information** form in their application packet and submit it with their application.
2. You must obtain your advisor's signature on the **Academic Information** form. This will ensure that you have conferred with your advisor concerning your academic progress.
3. A list of courses to be offered and registration instructions will be distributed at the on-campus Orientation session. The list of courses to be offered each semester is determined by student enrollment.
4. 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

For specific course descriptions, go to www.ithaca.edu/catalogs.

SUMMER 2022 COURSES

Cinema & Photography

CNPH 30000 *Fiction Film Theory* + (3 credits)

CNPH 49000 *Cinema & Photography Internship* (3-5 credits)

Journalism

JOUR 49000 *Journalism Internship* (3-5 credits)

Strategic Communication

STCM 49000 *STCM Internship* (3-5 credits)

Television-Radio

TVR 33500 *Electronic Media Criticism* * (3 credits)

TVR 49000 *Television-Radio / Emerging Media Internship* (3-5 credits)

Writing for Film, TV and Emerging Media

MASS 33300 *Writing the Feature Film* (4 credits)

+Fulfills ICC Writing Intensive requirement

*Fulfills ICC Writing Intensive requirement and Diversity Designated requirement

VIII. 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, the majority of 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 our incoming students to apply to. For more information, please visit the "Internship" menu options on our website.

For more information, please contact:

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