

**Los Angeles Program**

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**APPLICATION INSTRUCTIONS  
& PROGRAM INFORMATION  
for NON-ITHACA COLLEGE STUDENTS****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. Communications major OR minor OR related field.
2. Completed 60 credits by the start of your semester in Los Angeles.
  - For communication majors, 15 of those credits must be communications credits.
  - For communication minors, 12 of those credits must be communications 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.

**Application Deadlines**

Summer 2022: Wednesday, December 1, 2021

Fall 2022 and Spring 2023: Friday, February 4, 2022

Please email us about late admission if you missed these deadlines: [laprogram@ithaca.edu](mailto:laprogram@ithaca.edu)**Selection Criteria**

*Space in the program is limited.* If there are more qualified applicants than there are spaces, priority will be given to seniors and communications majors. Selection, done by the program director in consultation with the program staff, will be 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

## **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 as a PDF file. Upload it to your application by clicking on the yellow folder. Do NOT copy and paste information to the text box provided.

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

#### **❑ RESUMÉ** Attach a one-page resume in PDF format.

#### **❑ ADVISER APPROVAL**

Type in the contact information, including the email address, of your adviser. 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 click "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 these 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. Notification**

Please email [laprogram@ithaca.edu](mailto:laprogram@ithaca.edu) that you have completed your application or if you have any issues during the application process.

**E. If you are accepted into the ICLA Program, you will be given information about how to search for and apply to internships listed in our database.**

## PROGRAM COSTS

When you attend the Ithaca College LA Program, you are registered as a full-time Ithaca College student. The cost of tuition for students attending the Los Angeles program is the same as on-campus Ithaca College students. Summer students pay per credit hour.

### TUITION

Students attending the Ithaca Los Angeles Program are registered as full-time Ithaca College students. ***Tuition costs are determined in March for the following summer and school year.*** Check the program website for updated cost information ([www.ithaca.edu/la](http://www.ithaca.edu/la)).

Summer students are charged tuition per credit hour, and there is a 3-credit minimum for summer registration.

Cost of tuition in summer 2021 was \$1,554 per credit.

Cost of tuition for fall 2021 or spring 2022 was \$23,305 per semester.

### 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/](http://www.kapihousing.com/ithaca/).

### COST OF HOUSING

Housing cost for Kapi apartments ranges from about \$5500 to \$6500 per person for a shared room in a 2-bedroom apartment. Private bedrooms are also available from Kapi at about double cost.

### ADDITIONAL COSTS

There is no meal plan. In addition to meals, students will be responsible for transportation in and around Los Angeles, books, laundry, and personal items. Parking at Kapi apartments ranges from \$75-\$100 per month and is limited in availability.

## PROGRAM STAFF

Dr. Stephen Tropiano, Director; Professor  
Steven Ginsberg, Pendleton Chair; Associate Professor  
Jon Bassinger-Flores, Programs and Services Coordinator

# 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 schedule 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.

# 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>
	<b>TOTAL</b>	<b>13-17 credits</b>

## 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](http://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

## **INTERNSHIP INFORMATION**

Students accepted into the program are assigned a faculty advisor who will assist them with 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. All students attending the LA Program are guaranteed an internship.

## **For more information, please contact:**

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