

# Ithaca College Los Angeles Program Internship Log

## Fall 2022

Your Name:

Email:

Phone #:

Expected date of graduation:

Advisor:  Ginsberg  Tropiano

Indicate internship company name(s) and check "In-person," "Hybrid," or "Remote":

1. Company:

In-person  Hybrid  Remote

2. Company:

In-person  Hybrid  Remote

DR. STEPHEN TROPIANO, faculty advisor  
stropiano@ithaca.edu

PROF. STEVEN GINSBERG, faculty advisor  
sginsber@ithaca.edu

Ithaca College Los Angeles Program  
3800 Barham Blvd. Suite 305  
Los Angeles, California 90068  
(323) 851-6199 (phone)

Fall 2022

- CNPH 49000-61 Internship: Cinema & Photography (BS or BFA) or Writing for Film, TV & Emerging Media
- SPME 49000-61 Internship: Sports Media
- STCM 49000-61 Internship: Strategic Communication
- STCM 49300-61 Internship: Strategic Communication: Live Event Design
- TVR 49000-61 Internship: Television & Radio or Emerging Media

**FACULTY ADVISORS**

Steven Ginsberg: sginsber@ithaca.edu (note the spelling!)

Dr. Stephen Tropiano: stropiano@ithaca.edu

**FALL 2022 ADVISOR ASSIGNMENTS**

STEVEN GINSBERG	STEPHEN TROPIANO
Balda, Nick	Bonn, Sierra
Buck, Rowan	Borsari, Sarah
Caiola, Marc	Brady, Abigail
Clausen, Reese	Dickenson, Seth
Cliff, Taylor	Gallagher, Sydney
Costello, Ryan	Greeley, Alexis
Cranmer, Kayla	Hunt, Tallulah
Dague, Lauren	Kahraman, Doruk
DelVecchio, Jacob	Mayock, Ronan
Falk, Noah	McGeehan, Mark
Hawkins, Stephanie	McShane, Jack
Hyland, Andrew	Milano, Annelisa
Johnson, Graham	Moorhead, John
Kneeland, Simon	Page, Henry
Martin, Kendall	Romanau, Arthur
Pestell, Cassidy	Stanton, Molly
Sposito, Sarah	White, Connor
Stanton, Madison	

**GENERAL REQUIREMENTS**

1. You are registered for 6-8 internship credits. You must work 45 hours for each credit:
  - 6 credits x 45 hours = 270 hours minimum over the semester
  - 7 credits x 45 hours = 315 hours minimum over the semester
  - 8 credits x 45 hours = 360 hours minimum over the semester

**NOTE:** The time you spend working at home (e.g. reading a script) or at an outside event (e.g. film screening) counts toward your internship hours. The time you spend traveling to and from your internship does not count toward your internship hours.

2. Students are required to record their hours on the calendar in their internship journal. If you have two internships, you will record all your hours on one calendar. Before submitting your

internship journal (as a PDF file), please label the file using the following format:

**YourLastName.fall2022.internjournal.pdf**

3. For each internship, students are required to complete an entry in their internship journal once a week. This is your opportunity to reflect on and share with your faculty advisor what you are doing and learning at your internship. Your journal contains pages for two internships (INTERNSHIP #1 begins on page 12, INTERNSHIP #2 begins on page 26).

**NOTE:** If you work on a short-term project, such as a production shoot for two weeks or less, record your hours on the calendar and describe your experience on the one sheet forms provided in the back of the journal (pages 42-46).

4. Your completed internship journal will be submitted to your internship faculty advisor twice during the semester. Internship journals must be submitted as a PDF file by e-mail to [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com). **PLEASE SEND AS A PDF FILE.**
  - On the e-mail subject line write: **Your Last Name.Faculty Advisor's Last Name.Journal**
  - Midterm Deadline: **Friday, October 7, 2022 (REQUIRED)**
  - Final Deadline: **Wednesday, November 30, 2022 (REQUIRED)**
  - *PLEASE SUBMIT YOUR ENTIRE INTERNSHIP JOURNAL!*
5. Midterm meetings with your faculty advisor are optional. You are required to meet with your faculty advisor at the end of the semester. You will receive an email with instructions on how to sign-up for a meeting.
  - Midterm Meetings: **Begin Monday, October 10, 2022 (OPTIONAL)**
  - Final Meetings: **Begin Friday, December 2, 2022 (REQUIRED)**
6. A student must not quit an internship without consulting with his/her/their advisor. If you are fired from an internship, notify your advisor immediately.

## **GRADING**

All internships are graded on a pass/fail basis. Your advisor will evaluate your internship experience based on the following criteria:

- a. **INTERNSHIP JOURNAL:** Journals entries must be complete, clear and specific.
- b. **SUPERVISOR'S EVALUATION:** Your internship supervisor is required to evaluate your performance in these areas:

- Takes direction
- Follows through with assigned duties
- Works well with others
- Ability to work independently
- Motivated
- Professional attitude
- Knowledge of field

## **INTERNSHIP PROCEDURES & REGULATIONS**

### **THE INTERNSHIP SEARCH**

If you have not finalized your internship plans, the ICLA staff is here to help you. Contact any of the staff for assistance, and make sure to read any emails that are sent with new internship postings. If

you are trying to locate a specific company, there are additional resource materials available to help you with your search.

#### IMPORTANT REMINDERS:

1. If you have not found an internship in the first week, don't panic! Take the time to find the internship you want.
2. However, if you are having difficulty finding an internship, do not wait too long to talk to your faculty advisor.
3. If you have decided you want to accept an internship, you are required to get approval from your faculty advisor.

#### REGISTERING YOUR INTERNSHIP

Students are required to register his/her/their internship with the LA Program Office. Please complete the online INTERNSHIP REGISTRATION FORM:

[https://ithacaedu.formstack.com/forms/los\\_angeles\\_program\\_internship\\_registration\\_form](https://ithacaedu.formstack.com/forms/los_angeles_program_internship_registration_form)

Submit your form prior to or during the first week of your internship.

If you pick up an additional internship, you must complete a second INTERNSHIP REGISTRATION FORM.

Is your internship listed in our ICLA database? If not, ask your supervisor if they would like to get listed. They can do this by going to our website ([www.ithaca.edu/la](http://www.ithaca.edu/la)) and clicking on "For Companies Only" for the link to our online submission form.

#### **IMPORTANT "DO'S":**

**DO** get approval before accepting any internship offer!

**DO** register each internship within one week your start date.

**DO** contact the ICLA staff whenever you have concerns about your internship!

**DO** talk to the ICLA staff before quitting an internship or if you are fired!

#### **ADVICE FOR INTERNS**

This is a **work place**. This is not a school environment, where their goal is to help you learn. Don't take everything your supervisor says to you personally. He or she is your supervisor, *not* your professor.

You will need to adapt your behavior to your work environment and your supervisor. Different people have different styles and personalities. It will be your job to change and adapt. Do not expect your supervisor to change his/her ways. So, think in advance about the atmosphere in which you function to your best abilities.

You are being watched, judged and evaluated from the minute you step in the door. Learn to put your best foot forward at all times.

Appearance is everything. Make sure it speaks well for you.

Initiative. You need to be ready, willing and reliable. **Find a balance** between coming on too strong and showing your desire to learn and help.

**Confidentiality.** Everything you see, hear or material you read is to be kept confidential.

Be careful not to leave your internship log open on your work computer. This is your confidential material, and you don't want others to read it.

Don't become involved in or take sides in office dramas. A personal life is personal.

Ask enough questions so that you can successfully perform a task.

Be professional and respectful at **all times**. Do not partake in behavior that would make your grandparents blush at your internship. For example, your internship is not the place to watch inappropriate videos.

Be respectful of other peoples' time. Organize yourself, so that you are asking all your questions at once. Don't think of just another little question after you walk out the door.

Think through a task and don't be content to deliver half the job. If you have to present a problem, always try to propose a solution.

Volunteer and work rapidly. And, don't expect a round of applause when you complete a task correctly. Nobody has the time.

Put your best face on the most menial tasks. **ATTITUDE IS EVERYTHING.** Never grunt at the grunt work. Your responsibilities will increase over time, but you have to give your supervisor time to know you and confidence that you are capable.

Carry a pad and pencil, so that you can make careful notes of instructions.

Listen carefully. Many people will test you on how well you listen and follow instructions.

Know your boundaries. Don't overstep with supervisors. Don't give unsolicited opinions.

Take responsibility for your work – including taking responsibility for your errors. Shifting responsibility for mistakes to others indicates that you don't take responsibility and, therefore, you won't be given any responsible tasks.

**VOLUNTEER, VOLUNTEER, VOLUNTEER.**

## INTERNSHIP WORK HOURS TALLY

Please record the total hours you have worked each month below:

August:	hours
September:	hours
October 1-7:	hours
Total at midterm:	hours
Total at midterm:	hours (from above)
October 8-31:	hours
November:	hours
December:	hours
<b>TOTAL HOURS:</b>	hours

### REMINDERS:

November 26:

- Sign up for an advisor meeting, December 2-9.
- Distribute intern evaluations to your supervisors/mentors (by email or in-person).

November 28:

- Estimate your remaining hours for November 29 – December 9 and ADD your total hours.
- Be sure to fill out the Internship Evaluations found on page 21 (for Internship #1) and page 33 (for Internship #2 if applicable).
- Email your completed journal to [iclaprogram.fall2022@gmail.com](mailto:iclaprogram.fall2022@gmail.com).

# AUGUST 2022

Record your hours like this  
(name of place & # of hours worked)

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3 NBC 5 hrs.	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Classes and internships begin	23	24	25	26	27
28 Last day to add / drop courses or internship credits	29	30	30			

**TOTAL AUGUST HOURS:**

Please record your total hours on page 6.

# SEPTEMBER 2022

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Media Industries Session 1	20	21	22	23	24
25	26	27	28	29	30	

**TOTAL SEPTEMBER HOURS:**  
Please record your total hours on page 6.



# OCTOBER 2022

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7 Midterm journal due	8
9	10 Optional midterm advisor meetings this week	11	12	13	14	15
16	17 Media Industries Session 2	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**TOTAL OCTOBER 1-7 HOURS:**  
**TOTAL OCTOBER 8-31 HOURS:**

Please record your hours on page 6 before midterm.  
 Please record your hours on page 6 after midterm.

# NOVEMBER 2022

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Media Industries Session 3	15	16	17	18	19
20	21	22	23	24 Thanksgiving	25	26
27	26 Sign up for final ICLA advisor meeting	29	30 Final Internship journals due			

## TOTAL NOVEMBER HOURS:

Please record your total hours on page 6.

# DECEMBER 2022

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2 Classes and internships end / Final advisor meetings begin	3
4	5 Finals week / Final meetings with ICLA advisors	6	7	8	9	10
11 Kapi housing ends	10	11	12	13	14	15

**TOTAL DECEMBER HOURS:**

Please record your total hours on page 6.

**Internship Journal Pages for  
Internship Site #1**

**Name of internship site:**

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**INTERNSHIP JOURNAL  
WEEK ONE**

**Internship Site #1:**

**Today's date:**

- 1. Is this your first internship in the entertainment industry? If not, where have you interned at in the past?**
  
- 2. Describe the company/production you are working for in detail.**
  
- 3. What did you accomplish during your first week? Describe the specific tasks you performed.**
  
- 4. Describe your work environment. What do you like best about your work environment? What would you like to change?**
  
- 5. Now that you have completed your first week on the job, what general impressions do you have of your internship?**

**INTERNSHIP TIP:** Don't get discouraged if the duties you are assigned the first week are not too challenging. Your supervisor needs some time to see what you are capable of doing before they can assign additional responsibilities.



**INTERNSHIP JOURNAL  
WEEK TWO**

**Internship Site #1:**

**Today's date:**

**1. Identify 3 goals you would like to attain at your internship? What do you want to learn?**

**2. What did you accomplish this week? What is the most challenging aspect of your internship so far?**

**2. Evaluate your supervisor's managerial style and communication skills.**

**3. What else did you learn this week about the company you are working for?**



**INTERNSHIP TIP:** Take initiative! If you have nothing to do, ask your supervisor what needs to be done.

**INTERNSHIP JOURNAL  
WEEK THREE**

**Internship Site #1:**

**Today's date:**

**1. Evaluate your performance so far. What are your strengths? Weaknesses?**



**INTERNSHIP TIP:** Take the time to develop your relationships with your co-workers. They can be a valuable resource and offer you good advice. Be sure to take full advantage of this opportunity.

**INTERNSHIP JOURNAL  
WEEK FOUR**

**Internship Site #1:**

**Today's date:**

**1. What did you accomplish at your internship this week?**

**2. What knowledge are you gaining about your field? How will you be able to utilize in the future personal, academic, and/or professional work? What skills are you developing?**

**INTERNSHIP TIP:** Don't be afraid to make mistakes! When you do, accept responsibility and maintain a professional attitude. Most important of all—learn from your mistake! Remember, an internship is an *educational* experience.





**INTERNSHIP JOURNAL  
WEEK FIVE**

**Internship Site #1:**

**Today's date:**

**1. Describe a difficult, challenging, and/or awkward situation you encountered at your internship. Assess how you handled the situation. What did you learn from this experience?**

**2. Do you have any burning questions about your department and/or company? What aspects of the company would you like to learn more about?**

**INTERNSHIP TIP:** Don't be afraid to ask questions and talk to people. Just because someone has a title, doesn't mean he or she is not human. Introduce yourself to people. If you are polite, you will find that most people will take the time to talk to you.



**INTERNSHIP JOURNAL  
WEEK SIX**

**Internship Site #1:**

**Today's date:**

**1. If you were given the opportunity, what would you like to do at your internship?**

**2. Is your internship meeting your expectations? Why or why not?**

**3. Please read the following questions carefully:**

**a) If you have two internships, do you prefer one over the other? If so, why?**

**b) If you have one internship, are you interested in picking up another internship? If so, what area would you like to focus on in your search?**



**INTERNSHIP JOURNAL  
WEEK SEVEN**

**Internship Site #1:**

**Today's date:**

**1. What are you currently working on at your internship? Describe in detail a specific project or task you have been assigned.**

**INTERNSHIP TIP:** Always give 100%--no matter what! Don't let your personal life interfere with your job performance.



**INTERNSHIP JOURNAL  
WEEK EIGHT**

**Internship Site #1:**

**Today's date:**

**1. Read your internship journal entries for weeks 1-3. How have your perceptions of your internship and the company changed?**

**INTERNSHIP TIP:** *Carpe Diem!* If there is something you want to do or learn about at your internship, don't be afraid to ask.



**INTERNSHIP JOURNAL  
WEEK NINE**

**Internship Site #1:**

**Today's date:**

**1. Now that you are in ninth week at this internship, evaluate how you've changed your approach to your responsibilities at work. Are you more confident? Efficient?**

**2. As you begin to think about your future career, describe your "ideal" job in terms of:**

- 1) the type of work you would be doing on a daily basis;**
- 2) your work environment;**
- 3) your supervisor.**

**What else would make this position "ideal" for you?**

**INTERNSHIP TIP:** Although routine tasks are challenging, remember that you are making an important contribution. The little things **DO** get noticed!



**INTERNSHIP JOURNAL  
WEEK TEN**

**Internship Site #1:**

**Today's date:**

**1. What did you accomplish this week at your internship?**

**2. What aspect of your internship are you enjoying the most?**



**INTERNSHIP TIP:** Feedback—positive and negative—can be extremely valuable. If your supervisor is critical of your work or performance, don't get defensive. Take some time to consider what they said and, if necessary, respond in an appropriate manner.

**INTERNSHIP JOURNAL  
WEEK ELEVEN**

**Internship Site #1:**

**Today's date:**

**1. Describe the single most important, on-the-job learning experience your internship has given you—whether it's related to your field of interest or your personal growth.**

**INTERNSHIP TIP:** As your internship comes to an end, be sure to thank your supervisor and your co-workers for the opportunity.



**INTERNSHIP JOURNAL  
WEEK TWELVE**

**Internship Site #1:**

**Today's date:**

**1. Has your internship changed your impressions of your field? The industry as a whole?**





ITHACA COLLEGE LOS ANGELES PROGRAM  
INTERNSHIP EVALUATION

Please evaluate each internship you worked. We will use this information to help students find suitable and stimulating internships that match their interests and skills.

Company: \_\_\_\_\_ Department: \_\_\_\_\_  
Your name: \_\_\_\_\_ Semester at ICLA: \_\_\_\_\_

A. List the tasks you performed at your internship. Be as specific as possible:

B. Describe the work environment (formal, casual, how folks dress, etc.)

C. How satisfied overall were you with your internship? \_\_\_\_\_

D. Would you recommend this internship for future students? Why or why not?

E. What other suggestions/recommendations/comments do you have relating to this internship? What is the best way to succeed here?

**Internship Journal Pages for  
Internship Site #2**

**Name of internship site:**

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**INTERNSHIP JOURNAL  
WEEK TWO**

**Internship Site #2:**

**Today's date:**

**1. Identify 3 goals you would like to attain at your internship. What do you want to learn, etc.?**

**2. What did you accomplish this week? What is the most challenging aspect of your internship so far?**

**3. Evaluate your supervisor's managerial style and communication skills.**

**4. What else did you learn this week about the company you are working for?**

**INTERNSHIP TIP:** Take initiative! If you have nothing to do, ask your supervisor what needs to be done.



**INTERNSHIP JOURNAL  
WEEK THREE**

**Internship Site #2:**

**Today's date:**

**1. Evaluate your performance so far. What are your strengths? Weaknesses?**



**INTERNSHIP TIP:** Take the time to develop your relationships with your co-workers. They can be a valuable resource and offer you good advice. Be sure to take full advantage of this opportunity.

**INTERNSHIP JOURNAL  
WEEK FOUR**

**Internship Site #2:**

**Today's date:**

**1. What did you accomplish at your internship this week?**

**2. What knowledge are you gaining about your field? How will you be able to utilize in the future personal, academic, and/or professional work? What skills are you developing?**



**INTERNSHIP TIP:** Don't be afraid to make mistakes! When you do, accept responsibility and maintain a professional attitude. Most important of all—learn from your mistake! Remember, an internship is an *educational* experience.

**INTERNSHIP JOURNAL  
WEEK FIVE**

**Internship Site #2:**

**Today's date:**

**1. Describe a difficult, challenging, and/or awkward situation you encountered at your internship. Assess how you handled the situation. What did you learn from this experience?**

**2. Do you have any burning questions about your department and/or company? What aspects of the company would you like to learn more about?**

INTERNSHIP TIP: Don't be afraid to ask questions and talk to people. Just because someone has a title, doesn't mean he or she is not human. Introduce yourself to people. If you are polite, you will find that most people will take the time to talk to you.



**INTERNSHIP JOURNAL  
WEEK SIX**

**Internship Site #2:**

**Today's date:**

**1. If you were given the opportunity, what would you like to do at your internship?**

**2. Is your internship meeting your expectations? Why or why not?**

**3. Please read the following questions carefully:**

**a) If you have two internships, do you prefer one over the other? If so, why?**

**b) If you have one internship, are you interested in picking up another internship? If so, what area would you like to focus on in your search?**



**INTERNSHIP JOURNAL  
WEEK SEVEN**

**Internship Site #2:**

**Today's date:**

**1. What are you currently working on at your internship? Describe in detail a specific project or task you have been assigned.**

**INTERNSHIP TIP:** Always give 100%--no matter what! Don't let your personal life interfere with your job performance.



**INTERNSHIP JOURNAL  
WEEK EIGHT**

**Internship Site #2:**

**Today's date:**

**1. Read your internship journal entries for weeks 1-3. How have your perceptions of your internship and the company changed?**

INTERNSHIP TIP: *Carpe Diem!* If there is something you want to do or learn about at your internship, don't be afraid to ask.



**INTERNSHIP JOURNAL  
WEEK NINE**

**Internship Site #2:**

**Today's date:**

**1. Now that you are in ninth week at this internship, evaluate how you've changed your approach to your responsibilities at work. Are you more confident? Efficient?**

**2. As you begin to think about your future career, describe your "ideal" job in terms of:**

- 1) the type of work you would be doing on a daily basis;**
- 2) your work environment;**
- 3) your supervisor.**

**What else would make this position "ideal" for you?**

**INTERNSHIP TIP:** Although routine tasks are challenging, remember that you are making an important contribution. The little things DO get noticed!



**INTERNSHIP JOURNAL  
WEEK TEN**

**Internship Site #2:**

**Today's date:**

**1. What did you accomplish this week at your internship?**

**2. What aspect of your internship are you enjoying the most?**



**INTERNSHIP TIP:** Feedback—positive and negative—can be extremely valuable. If your supervisor is critical of your work or performance, don't get defensive. Take some time to consider what he/she/they said and, if necessary, respond in an appropriate manner.

**INTERNSHIP JOURNAL  
WEEK ELEVEN**

**Internship Site #2:**

**Today's date:**

**1. Describe the single most important, on-the-job learning experience your internship has given you—whether it's related to your field of interest or your personal growth.**

**INTERNSHIP TIP:** As your internship comes to an end, be sure to thank your supervisor and your co-workers for the opportunity.



**INTERNSHIP JOURNAL  
WEEK TWELVE**

**Internship Site #2:**

**Today's date:**

**1. Has your internship changed your impressions of your field? The industry as a whole?**



ITHACA COLLEGE LOS ANGELES PROGRAM  
INTERNSHIP EVALUATION

Please evaluate each internship you worked. We will use this information to help students find suitable and stimulating internships that match their interests and skills.

Company: \_\_\_\_\_ Department: \_\_\_\_\_  
Your name: \_\_\_\_\_ Semester at ICLA: \_\_\_\_\_

A. List the tasks you performed at your internship. Be as specific as possible:

B. Describe the work environment (formal, casual, how folks dress, etc.)

C. How satisfied overall were you with your internship? \_\_\_\_\_

D. Would you recommend this internship for future students? Why or why not?

E. What other suggestions/recommendations/comments do you have relating to this internship? What is the best way to succeed here?

## **Internship Journal Pages for SHORT-TERM PROJECT (two-weeks or less)**

### **List of short-term projects:**

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**

*Use one of the following single pages for each short-term project you worked on that lasted two weeks or less. This will give you the opportunity to reflect on and discuss your experience with your advisor.*





**INTERNSHIP JOURNAL**  
**SHORT-TERM PROJECT (two weeks or less)**

**Name of Company:**

**Name of Project:**

**Dates you interned:**  
**(Add your hours to the calendar)**

**1. Describe the project. What were your specific tasks?**

**2. What challenges did you encounter during this experience? Describe any difficulties and/or notable experiences.**

**3. What have you learned from this experience?**

**INTERNSHIP JOURNAL**  
**SHORT-TERM PROJECT (two weeks or less)**

**Name of Company:**

**Name of Project:**

**Dates you interned:**  
**(Add your hours to the calendar)**

**1. Describe the project. What were your specific tasks?**

**2. What challenges did you encounter during this experience? Describe any difficulties and/or notable experiences.**

**3. What have you learned from this experience?**

**INTERNSHIP JOURNAL**  
**SHORT-TERM PROJECT (two weeks or less)**

**Name of Company:**

**Name of Project:**

**Dates you interned:**  
**(Add your hours to the calendar)**

**1. Describe the project. What were your specific tasks?**

**2. What challenges did you encounter during this experience? Describe any difficulties and/or notable experiences.**

**3. What have you learned from this experience?**