



## Los Angeles Program

3800 Barham Blvd., Suite 305

Los Angeles, CA 90068

323-851-6199

laprogram@ithaca.edu www.ithaca.edu/la

## PROGRAM INFORMATION and APPLICATION INSTRUCTIONS SUMMER 2024, FALL 2024, SPRING 2025

### 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/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 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 and Bursar's Offices to confirm that you are in good standing with the college.

### Application Deadlines

- Early decision for **Summer 2024: Thursday, November 30, 2023**
- **Summer 2024, Fall 2024 or Spring 2025: Friday, February 9, 2024**

# 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.

## 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 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. Be sure to proofread your essay for grammar and spelling, and include your name at the top. Your essay should answer these questions:

- a. How will your participation in the LA Program help you meet your academic and career goals?
- b. At what kind of media organization would you like to intern? (you do not need to name specific organizations)
- c. What do you hope to gain (skills, knowledge, training, experience, etc.) through your internship experience?
- d. 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 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 digital 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 current or former supervisor at a job or volunteer position.

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 PROCEDURES and CHECKLIST

### 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 2024 or Spring 2025 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 2024 semester. Rising seniors 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 2024** Acceptance Letters will be emailed by **Friday, December 8, 2023.**
- **Remaining Summer 2024, Fall 2024, and Spring 2025** Acceptance Letters will be emailed by **Monday, February 19, 2024.**
- Accepted students can defer their admission to the following academic year of 2025-2026. However, students who decide to exercise this right must resubmit an updated transcript during the Spring 2025 admissions period. All decisions made by the program staff are final. No exceptions will be made.

### D. Attendance Notification Form

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

## PREPARATION FOR LOS ANGELES

### Mandatory Preparation Orientation Meeting for Summer 2024, Fall 2024, and Spring 2025

Ithaca College students accepted into the ICLA Program are required to attend a mandatory orientation session.

**Summer 2024:** Orientation meeting Sunday, February 25, 2024 (subject to change)

**Fall 2024:** Orientation meeting Sunday, February 25, 2024 (subject to change)

**Spring 2025:** Orientation meeting Sunday, September 8, 2024 (subject to change)

## ADDITIONAL INFORMATION

### Los Angeles Program Cost Information

- **TUITION:** Students attending the Ithaca Los Angeles 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 graduated seniors or August 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 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 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.
- **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 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/).

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

## APPLICATION SCHEDULE

### Application Deadlines

- Early decision for Summer 2024: **Thursday, November 30, 2023**
- Summer 2024, Fall 2024 or Spring 2025: **Friday, February 9, 2024**

### Acceptance Decision Letters

- Early decision for Summer 2024: **Friday, December 8, 2023**
- Summer 2024, Fall 2024, Spring 2025: **Monday, February 19, 2024**

### Mandatory Orientation Meetings

- Summer 2024: on Zoom, **February 25, 2024**, time TBA
- Fall 2024: on Zoom, **February 25, 2024**, time TBA
- Spring 2025: on Zoom, **September 8, 2024**, time TBA

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

**Kapi Housing Application:** TBA

## ICLA PROGRAM 2024-2025 CALENDAR

### SUMMER 2024

Sunday, May 19: Kapi housing opens

Tuesday, May 21: Orientation (Mandatory)

Wednesday, May 22: Internships begin

Tuesday, May 28: Orientation for May graduating seniors (if needed)

Friday, July 26: Internships end

Sunday, July 28: Kapi housing ends

### FALL 2024

Sunday, August 11: Kapi housing opens

Wednesday, August 14: Orientation (Mandatory)

Monday, August 19: Classes and internships begin

November 18-22: Thanksgiving Break (No classes)

Friday, December 6: Classes and internships end

Monday – Friday, December 9-13: Final exams

Sunday, December 15: Kapi housing ends

### SPRING 2025

Sunday, January 12: Housing opens

Wednesday, January 15: Orientation (Mandatory)

Monday, January 20: Classes and internships begin

March 10-14: Spring Break (No classes)

Friday, May 2: Classes and internships end

Monday – Friday, May 5-9: Final exams

Sunday, May 11: Kapi housing ends

## ACADEMIC and COURSE REGISTRATION INFORMATION

### FALL 2024 OR SPRING 2025:

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 with approval of a student's advisor and the ICLA program director.

### SUMMER 2024:

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.

### 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. The list of courses to be offered each semester is determined by student enrollment. 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, visit [www.ithaca.edu/catalogs](http://www.ithaca.edu/catalogs). Courses offered will be determined by enrollment.

### 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!**