

**Los Angeles Program**

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**APPLICATION INSTRUCTIONS  
& PROGRAM INFORMATION  
for NON-ITHACA COLLEGE STUDENTS****SUMMER 2024 • FALL 2024 • SPRING 2025****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 at your institution, with no unresolved issues at the start date of your semester in Los Angeles.

**Application Deadlines**Early decision for Summer 2024: Thursday, November 30, 2023Summer 2024, Fall 2024 and Spring 2025: Friday, February 9, 2024Please email us about late admission if you missed these deadlines: [lapogram@ithaca.edu](mailto:lapogram@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. Click the "Application Link" on the ICLA website.

This will take you to the Ithaca College Los Angeles Program application site. Click on the "Apply Now" tab, then click "Create Account." You will need to register a new user account in order to complete the application process.

### B. 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.

### C. 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.

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

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

#### ❑ ADVISOR APPROVAL

Type in the contact information, including the email address, of your advisor. Once this information is added and submitted your advisor 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.

## **E. 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.

**F. 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 2023 was \$600 per credit.

Cost of tuition for fall 2023 or spring 2024 was \$24,941 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 \$5980 to \$6380 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  
Steve Kerem, Program Coordinator

## LOS ANGELES PROGRAM 2022-2023 CALENDAR

### SUMMER 2024

Sunday, May 19.	Kapi housing opens
Tuesday, May 21	Orientation (Mandatory)
Wednesday, May 22	Internships begin
Tuesday, May 28	Orientation for graduated 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
Mon – Fri, November 18-22	Thanksgiving Break (classes not in session)
Friday, December 6	Classes and internships end
Mon – Fri, December 9-13	Final exams
Sunday, December 15	Kapi housing ends

### SPRING 2025

Sunday, January 12, 2025	Kapi housing opens
Wednesday, January 15, 2025	Orientation (Mandatory)
Monday, January 20, 2025	Classes and internships begin
Mon – Fri, March 10-14, 2025	Spring Break (classes not in session)
Friday, May 2, 2025	Classes and internships end
Mon – Fri, May 5-9, 2025	Final exams
Sunday, May 11, 2025	Kapi housing ends

## ACADEMIC & COURSE REGISTRATION INFORMATION

### IF YOU ARE APPLYING FOR FALL 2024 OR SPRING 2025:

Fall and spring semester students generally register for 12-15 credits. The minimum number you can take is 12 credits; the maximum is 17. 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 (required)	1 credit
	One to two 4 credit course(s)	4-8 credits

### IF YOU ARE APPLYING FOR SUMMER 2024:

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 12 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 Zoom 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).

### **FALL 2024 AND SPRING 2025 COURSES**

#### **Cinema & Photography**

CNPH 30000 Fiction Film Theory + (4 credits)

CNPH 49000 Cinema & Photography Internship (6-8 credits)

#### **Communication**

GCOM 32600 Media Industries (1 credit; required for all ICLA students)

#### **Journalism**

JOUR 49000 Journalism Internship (6-8 credits)

#### **Strategic Communication**

STCM 49000 Internship (6-8 credits)

STCM 49300 Internship: Live Event Design and Management Minor (6-8 credits)

#### **Television & Digital Media Production / Emerging Media**

TVR 33500 Electronic Media Criticism \* (4 credits)

TVR 49000 Internship (6-8 credits)

#### **Writing for Film, TV and Emerging Media**

MASS 32700 Development for Entertainment Media (4 credits; typically spring semester only)

MASS 33300 Writing the Feature Film (4 credits; typically spring semester only)

MASS 43300 Thesis Screenwriting (4 credits; typically spring semester only)

MASS 43400 Thesis Writing for Screen Media (4 credits; typically fall semester only)

MASS 49000 Writing Internship (6-8 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:**

Ithaca College LA Program  
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Los Angeles, CA 90068  
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