Los Angeles Internship Program
Agenda/Introductions

- Introductions and Program Statistics
- Logistics
- Academics
- Internships
- Life on Site
- Health and Safety
- Finances and Budgeting
- Action Items
- Wrap up/Questions
Program Staff Contacts

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• sw1@bu.edu

• Thomas Potts, Program Specialist
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Online Module

Boston University Study Abroad Online Pre-Departure Module
Program Logistics

- Los Angeles Internship
  - Advertising/PR
  - Film and Television

- Los Angeles Certificate Programs

All courses are:
- Taught in the BU Academic Center on Wilshire Blvd.
- Taught by local professionals in the field
- Worth 4 credits
- Mandatory (no add/drop)
- Courses meet once a week for 3 hours
- Most courses start at 7:00 or 7:30pm
- Courses are taught tangentially with internships for a total 16 credits
Los Angeles Internship Program
Students take two required courses (below) and one elective course.

Advertising/PR
COM CM 563: Entertainment Marketing
COM CM 564: Entertainment Promotion (Speaker Series)

Film and Television
COM FT 566: The Business of Hollywood
COM FT 585: Careers in Hollywood (Speaker Series)

Film and Television (Television Graduate)
COM FT 566: Careers in Hollywood (Speaker Series)
COM FT 825: TV Thesis

Certificate Program
Writer in Hollywood FT 587E
### Boston University Los Angeles Internship Program

#### Tentative Fall Schedule 2017

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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
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<td>COM FT 585E HW</td>
<td>COM FT 539E</td>
<td>COM FT 584E HW</td>
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<td>Deborah Baron</td>
<td>Larry Weinberg</td>
<td>Instructor TBD</td>
<td>Marcia Lewis Smith</td>
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<td>7:00PM-9:30 PM</td>
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<td>PLB Theater (Activities Center)</td>
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<td>BULA Office Classroom 1</td>
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<td>WIH ONLY</td>
<td>LAFT CORE / LAPR ELECTIVE</td>
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<td>The Creative Life in TV</td>
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<td>Don Levy</td>
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<td>Sam Sokolow</td>
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<td>BULA Office Classroom 4</td>
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<td>Speaker Series</td>
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<td>The Writer in Hollywood Lab</td>
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<td>Brian Herskowitz</td>
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*Fall schedule will be available in the summer*
• All students are subject to BU’s Academic Code of Conduct

• Must take all courses for a grade

• All coursework must be completed prior to end of program

• If accommodations are needed, notify BU Study Abroad and BU’s Office of Disability Services

• Attendance policies
  – Personal travel must NOT conflict with academic obligations
  – Details will be given during the on-site orientation and/or in syllabi
Internship Expectations

What an academic internship is NOT (necessarily):

*Not* necessarily your dream job!
*Not* the key to an automatic job offer
*Not* specialized job training
*Not* exciting 100% of the time
*Not* necessarily a globally recognized company name
*Not* the same experience as your friends
*Not* optional – must complete full internship time; participation is mandatory
*Not* all about you! Consider the needs of your company and think of it as a way to gain new skills or work habits
What *CAN* an academic internship offer?

*Can* provide professional experience and practice
*Can* offer exposure to different management styles and organizational structures
*Can* help build your professional network
*Can* enhance cultural awareness and language skills
*Can* help you hone problem-solving skills
*Can* make you become more adaptable as an employee
*Can* help identify your skills, interests, and values to discover career paths that are (or are not) a good match
*Can* integrate your practical learning with your academic work and field of study
**Internship Placement Process**

**July:**
- Michael will send you leads
- You contact leads to set up meetings

**First week of program:**
- In-person interviews with internship placement/s

**First two weeks of Program:**
- Internship placement/s finalized!

**This week:**
- Interview with Thomas

**Now thru July:**
- Michael and Thomas in LA start the internship process

**As soon as finals finish:**
- Make your resume and cover letter shine!

**You are HERE**

**Interviews and placements may be finalized before your arrival in LA**
• BULA staff provides internship leads and guidance in the internship process, they do not actually assign or place interns

• Students may work in 1 or 2 different internships—you’ll work out your schedule with your employers

• All internships are during the day, and classes are in the evening

• You may use your network! Please inform the L.A. staff prior to making any commitments; your internship site must be approved in order for you to get credit

• If you have your heart set on a particular "wish list" of companies, you may have to interview several times. You should inform Michael of your 3 favorite companies as soon as possible

• These internships combined are for 4 credits. Remember, once you commit to an employer, you may not change internships (without penalty) unless you have the written permission of the BULA staff
Life on Site: Housing

Park La Brea Amenities:
• Salt water pool
• Fitness trails
• Fitness Center
• Multimedia Theater
• Business Center
• Courtyards/Cafes

Location:
• 10 minute walk from BULA
• Walk to Farmers Market/The Grove, grocery and department stores
• On multiple bus lines

You get:
• Two bedroom, four person apartment suites
• Fully equipped bedrooms, kitchen, bath, living room
• Wi-fi included
• A free parking space
Life on Site: Housing
The majority of students rent a car for their stay in LA or ship or drive their car to Los Angeles.

**HOW CAN I RENT A CAR?**
Car rental information has been provided in your LA handbook and on the [www.bu.edu/losangeles](http://www.bu.edu/losangeles) page.

**WHERE WILL I PARK?**

*Nowhere!* LA gives parking tickets like they are going out of style.

Just Kidding: You will have an assigned parking space at Park La Brea. Students living off-campus will be assigned a general permit for PLB. The BULA office has a parking garage underneath the building. Your internship will also provide a parking space.

**PUBLIC TRANSPORTATION: Exists!**
Bus, subway, and light rail system (L.A. Metro): as a student you can travel anywhere on the L.A. Metro for $36/month

**TAXIS: Don’t drink and drive!**
No meal plan: students cook at the apartment or go out. Tip: start learning how to budget/cook now.

Entertainment: Most weekdays will be pretty busy with internship/work. Make time to see what LA has to offer - there is a lot!

Take advantage of group excursions and recommendations.
Culture Shock

I LOVE IT HERE! FIGHT ON!

NO ONE UNDERSTANDS ME. EVERYTHING IS SO DIFFERENT...

OH IT'S NOT BAD HERE AFTER ALL. I EVEN KIND OF LIKE IT!

CULTURE SHOCK
Top 10 Tips for Coping with Adjustment

1. Research your host city prior to departure
2. Keep an open mind
3. Search out new experiences and friends
4. Do not judge the people of a place by one person or one experience
5. Keep a sense of humor
6. Listen and observe rather than merely see or hear
7. Write in your journal daily to process your experiences
8. Use the BULA support system
9. Stay in touch with home
10. Remember you have traveled far to have a new experience, and most people only DREAM about having this experience.

There is no "best way" to deal with culture shock; it always depends on the individual.
Life on Site: Mental Health

• Talk to your therapist/counselor about mental health while in LA and make a plan before you go.

• Even if you may be excited about new opportunities, stress or anxiety may increase in a new environment, even if you are still in the US!

• Keep Healthy:
  – BULA has lists of clinicians for any need
  – Keep up your routine from home
  – Use the on-site staff as a resource if you don’t know what else to do
• All students are required to maintain their US-based health insurance coverage. You will use this insurance if you need to see a doctor.
Program Emergency Plan
• Will be explained during on-site orientation

Personal Emergency Plan
• Always have emergency contact numbers with you, both in your phone and separately
• Talk with your family about communication expectations so they know you are okay

Boston University is committed to fostering a safe learning environment for all members of the University community and preventing sexual misconduct. All forms of sexual misconduct, including rape, acquaintance rape, sexual assault, domestic and dating violence, stalking, and sexual harassment are violations of Boston University’s policies, whether they happen on campus or off campus.

Reporting: On-site staff should be first resource. If unavailable or uncomfortable reporting, give contact Debbie Miller at millerda@bu.edu, as the Title IX Deputy Coordinator for study abroad. Please note that BU staff/site staff are obligated to report any incident of sexual misconduct. For confidential reporting and for support, SARP (sarp@bu.edu), 617-353-7277 or Marsh Chapel. On-site staff (at BU locations) will go over this in orientation.
Keep yourself safe

- Follow all local/state laws while driving and as a pedestrian
- Do not participate in demonstrations/protests
- Drink responsibly- don’t drink and drive!
- Be sure to lock your car and don’t leave valuables sitting out
- Lock your apartment, even if you are inside!
- Pay attention to the news (before and during the program)
- Practice safe sex, report any sexual assault to staff
Personal Safety

Keep your belongings safe

– Do not bring valuables or sentimental items abroad

– Avoid carrying large amounts of cash

– Monitor your wallet/purse closely.

– Limit smartphone usage in public/in the car

– Carry only necessities out at night – make sure you have emergency numbers with you
• BU provides a variety of educational programs designed to promote awareness and prevention of sexual assault and domestic violence.

• **Rape Aggression Defense (RAD) training**
  The Boston University Police Department offers RAD training several times during the year, and can schedule additional sessions on request.

• **Sexual Assault Response & Prevention Center**
  In cooperation with BU’s [Student Health Services](http://www.bu.edu/shs/wellness/), SARP provides a variety of services, including:
  – Step Up. Step In. (bystander training)
  – health services
  – mental health counseling
  – violence prevention workshops during the academic year and upon request

• **Be Safe@BU**
  The Dean of Students provides programming at student orientation and beyond to educate the BU community on a variety of safety measures, including assault prevention.

• **Wellness & Prevention Services:**
  [http://www.bu.edu/shs/wellness/](http://www.bu.edu/shs/wellness/)

• Non-BU students, please also research your university’s services
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Engaging with the site

– Beneficial to research before you go and for resources while on site
– Local Social Media
  • Follow local businesses, venues, organizations, etc. to get latest news about places of interest and keep up with different social trends.
– Apps of interest:
  • GasBuddy
  • Timeout
  • Waze (traffic app)
  • Hike Los Angeles
  • ParkMe
– Blogs and websites
  • You have a place to track new websites, magazines, apps, etc. on the worksheet that’s attached to the online module. Use it!
Budgeting & Finances

- Banking - Think about banking fees and let your bank know that you will be in DC for the semester
- Financial Aid – Be sure to meet with a Financial Aid Advisor before you go and let them know that you will be in the US because if you have work study you may be able use your work study in the LA Office.
- Student jobs available in the LA Office
- Have access to multiple types of funds in case anything happens to your debit card
- Tips on how to save money
  - Cooking vs. Eating out
  - Read weekly LA Newsletter for free/cheap things to do.
Los Angeles program does NOT have a scheduled group flight.

Students are responsible for getting to Park La Brea for check-in is between 10:00 a.m.—5:00 p.m. on arrival day

Arrive in Los Angeles no later than 3:00pm PST
• **Program Specific Items:**
  – Extra towels/linens (some will be provided)
  – Specific clothing for internships (one or two dressy outfits)
  – External hard drive or USB drive for backing up academic work

• **What NOT to bring:**
  – Conspicuous clothing or electronics
  – Sentimental items you couldn’t do without
Site staff will be in touch with arrival details

Leads from Michael

Getting Ready to Go email
• LA-Specific Documents:
  – Internship Questionnaire
  – Resume
  – Housing Forms
  – Emergency Contact

• Complete general Pre-departure documents to get registered for your program *don’t need passport
Good Luck in Los Angeles!