Los Angeles Internship Program

BU Study Abroad
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

• Meghan Lee, Program Manager, Boston
• Charisse McGhee-Lazarou, Director, Los Angeles Programs
• Michael Ouellette, Associate Director, Los Angeles Programs
• Thomas Potts, Program Specialist, Los Angeles Programs
• Erika Ljungdahl, Program Manager, Los Angeles Programs
Program Logistics

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

- 74 Total
- 61 Internship
- 13 Certificate

- 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
Academics on Site – Tentative Schedule – Fall schedule will be available in the summer

<table>
<thead>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>COM FT 539E</td>
<td>COM FT 584E HW</td>
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<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>Entertainment Promotion: Speaker Series</td>
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<td>COM CM 564E HW</td>
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<td></td>
<td>Ben Laski</td>
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<td>The Writer in Hollywood Lab</td>
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<td></td>
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<td></td>
<td>Brian Herskowitz</td>
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<td>COM FT 586E &amp; FT 587E</td>
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• 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
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 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
Internship Placement Process

July:
Michael/Thomas will send you leads

You contact leads to set up phone/Skype interviews

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

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

Interviews and placements may be finalized before your arrival in LA

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

This week:
Interview with Michael

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

You are HERE
• 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
• Apply diligently and communicate with BULA staff. Inform Michael of your top internship preferences, and stay in frequent contact throughout your application process
• 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
PRODUCTION (On-set and Post)

IT GETS BETTER PROJECT

CONAN

THE PRICE IS RIGHT

STAND UP TO CANCER

ellen

THE HOLLYWOOD REPORTER

LARRY KING NOW

SLAMDANCE

MARK WOOLLEN & ASSOCIATES

ARCADE

ANONYMOUS CONTENT

SMUGGLER

TAVIS SMILEY
VIRTUAL REALITY, MCNs, TECH STARTUPS

TWO BIT CIRCUS
Here Be Dragons
STYLE HAUL

PLUTO
LIGHT SAIL XR

AWESOMENESS TV
STUDIO 71

amazon
erightsline
MARKETING & PR

FABLETICS
ACTIVATE YOUR LIFE

The Orchard

Larry King NOW

pmkobnc

E2W COLLECTIVE

1/24

METRO PR

SLATEPR

MPRM communications

Agilery

ENGINESHOP

LA CLEANTECH INCUBATOR
at La Kretz Innovation Campus
MUSIC

Bkstg
DashGo
CROWD SURF
INTERSCOPE
10TH STREET
4Fini
RED LIGHT MANAGEMENT
Miles High Productions
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
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.
Safety Plans

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
• Health insurance
Our Expectations of you:

We expect that you will...

- Share responsibility for your safety and that of others in the program
- You will be reachable by local phone at all times. Keep your phone charged and topped-up with minutes.
- You will reach out to program staff and your family if you experience, witness or become aware of a serious incident of any kind.
- You will report issues of any sort in a timely manner to the on-site staff (or directly to Boston if necessary) so that we can help you.
Personal Safety

Take Responsibility for your OWN Risk Management!

- Talk to your family and friends about the location—buildings, housing, staff, insurance, resources
- Practice situational awareness: Be aware of your surroundings; be vigilant of others.
- Drink responsibly – The majority of problems student’s face are related to alcohol. It’s not the staff’s responsibility to manage your consumption!
- Travel with others and look out for each other.
- Pay attention to the news (before and during the program)
- Practice safe sex and report any sexual assault to staff abroad.
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. Keep money hidden, or consider a money belt
- Limit smartphone usage in public
- Carry only necessities out at night – make sure you have emergency numbers with you
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, contact Title IX Deputy Coordinator Debbie Miller at millerda@bu.edu.

- **BU staff/site staff are obligated to report any incident of sexual misconduct**

- **On-site staff will go over this in orientation**

- **Visit** [www.bu.edu/safety](http://www.bu.edu/safety) **for more information.**

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**Sexual Assault Response & Prevention Center:**
Phone: 617-353-SARP (7277)
Email: sarp@bu.edu

**Dean of Students Office:**
Phone: 617-353-4126
Email: dos@bu.edu
BU provides educational programs designed to promote awareness and prevention of sexual assault and domestic violence.

- **Rape Aggression Defense (RAD) training**
- In cooperation with BU’s Student Health Services, **SARP** provides a variety of trainings and services, including:
  - Step Up. Step In. (Bystander training)
  - Health services
  - Mental health counseling
  - Violence prevention workshops

- **Be Safe@BU**
- **Wellness & Prevention Services**
- Non-BU students, please also research your university’s services
Resources

LGBTQ Resources
• US State Department Advice for LGBT Travelers
• Diversity and Inclusion Abroad: Sexual Orientation Abroad

Disability resources
• Diversity and Inclusion Abroad: Student with Disabilities Abroad
• Abroad with Disabilities Facebook Community

Women’s issues by site
• US State Department Advice for Women Travelers
• Diversity and Inclusion Abroad: Women Abroad
• BU: http://www.bu.edu/shs/resources/

Many additional resources can be found online.
Budgeting & Finances

- Banking
- Financial Aid
- Student jobs available in the LA Office (including Work-Study)
- Tips on how to save money

### Boston University Study Abroad

#### STUDY ABROAD PROGRAM BUDGET — Academic Year 2017/2018

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<tbody>
<tr>
<td>PROGRAM LOCATION</td>
<td>Los Angeles, USA</td>
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<tr>
<td>PROGRAM LENGTH</td>
<td>16 weeks, Fall, 6 credits</td>
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#### PROGRAM CHARGES — Billed by Boston University

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<td>Housing/Student Services Fee</td>
<td>$5,040</td>
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<td><strong>Total Program Charges</strong></td>
<td><strong>$30,530</strong></td>
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#### US MEDICAL INSURANCE — Optional, Billed by Boston University

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<tr>
<td>Medical Insurance</td>
<td>$2,045</td>
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<td>Total Program Charges With Medical Insurance</td>
<td>$32,578</td>
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#### ESTIMATED ADDITIONAL EXPENSES — Not included in Program Charges

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<td>Board/Food</td>
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<td>Airfare</td>
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<td><strong>Personal Spending</strong></td>
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<td><strong>Total Estimated Additional Expenses</strong></td>
<td><strong>$7,350</strong></td>
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#### TOTAL ESTIMATED EXPENSES

$39,700

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The fees, charges, and expenses shown are estimates for one semester, based on current information only and are subject to change.

*Information applies to U.S. citizens. Additional costs may apply for non-U.S. citizens.
• 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.—4:00 p.m. on arrival day (August 27th)

• Arrive in Los Angeles no later than 2:00pm 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/Thomas
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!