

HOLLYWOOD STUDIES PROGRAM DESCRIPTION - SUMMER 2012

PROGRAM DESCRIPTION:

The Hollywood Studies program is housed in Southern Illinois University's (SIU) College of Mass Communication and Media Arts (MCMA) and is a joint venture of the Department of Radio-Television, the Department of Cinema and Photography, and the School of Journalism. The program was initiated in the summer of 1995. Through Hollywood Studies, students from SIU are placed in summer internships with media companies throughout the Los Angeles area. The internship base is constantly expanding with new opportunities being added for students. The contacts made by students during the internship experience provide an invaluable basis for gaining first-hand knowledge of the media industries. They also provide a network of helpful professionals who can be of future assistance to students in the pursuit of their career goals. The Hollywood Studies Program is a unique opportunity complementing the hands-on philosophy of our College. We believe strongly in the value of experiential learning and provide significant practical opportunities for our students in their academic and extracurricular programs in Carbondale. Hollywood Studies allows us to extend that experience beyond the walls of academia into professional environments thus enhancing our students' education and competitiveness.

INTERNSHIP SITES:

On the application form, each student must submit a request broadly indicating the area in which they would prefer to be placed (i.e., production, research, development, etc.). Every attempt is made to place individuals with sponsors in their preferred internship area. All internships are monitored for quality and will provide excellent, substantive experience. Students should not expect to be placed in a particular company or niche area. Internships are very competitive so there are no guarantees. Students should strive to make their resumes competitive and be prepared to accept any reasonable opportunity to gain experience. Interns are generally unpaid and are expected to be available for work as needed. Some interns will work in traditional forty-hour weeks; however, the media business often involves non-traditional and long hours. Interns should be prepared for varying work scenarios involving odd hours and unpredictable schedule changes.

ADMISSION REQUIREMENTS:

Admission to the Hollywood Studies Program is selective. Applicants must be a student in one of MCMA's departments or in a closely related major. Students who are not MCMA majors must have a reference form from an MCMA faculty or staff member and must be interested in an internship in the media industries. **Students must have junior standing by the end of the semester preceding the program, a 2.75 SIU GPA, and a minimum of two recommendations, one of which must be from a faculty member from their home department.** Students who apply to the program and do not satisfy the minimum GPA requirement must include a letter of explanation about their GPA with their application materials. Preference will be given to students who satisfy the minimum GPA requirement. Students should submit a copy of their unofficial transcripts from SalukiNet with their application materials. Students must also be interviewed by the Studies Program Committee and GUIDES members as part of the selection process. These interviews will be conducted during the first week of February. Students will sign up for an interview time when they turn in their application materials.

APPLICATION PROCESS:

Application packets may be printed from MCMA's website (www.mcma.siu.edu/internships). **Students must submit their application packets to the MCMA Dean's Office (COMM-1012) no later than 4:00 p.m. on Friday, January 27, 2012.** It is the applicant's responsibility to see that his or her recommendation forms are included in the packet. Incomplete or late applications will not be

considered. **Students selected for the program will be notified by the Internship Coordinator via email on Friday, February 10, 2012.**

REGISTRATION PROCESS:

After receiving notification of acceptance, students must register for the Hollywood Studies Program with their academic advisor for one (1) to six (6) hours of credit. **Students selected for the program must meet with their academic advisors about registering for academic credit by Friday, February 24, 2012.** Students should check with their academic advisor to find out how many credit hours may be received for internships and to determine how the credit hours for internships are calculated. Students should also inquire about the academic requirements involved. Students will be subject to the policies of the department in which they register under their respective internship course numbers and a special "800" section number in Cinema and Photography, Radio-Television, or Journalism. Graduate students should check with their department to ascertain the appropriate procedures and course number for registration. The Admission and Records Office places the applicant on an approved class list. If for any reason (i.e., unpaid fines, tuition, bursar holds, etc.), the student cannot be registered into an approved class before the deadline of his or her first payment for the housing/program fee, which is **Friday, March 23, 2012**, the student's acceptance into the program is subject to cancellation. All students should check with their advisors to make sure there are no "registration holds" on their files.

All students are charged tuition at the in-state rate regardless of their permanent residence, and on-campus fees will not be added. **Please note that tuition is not included in the housing/program fee. It will be billed separately by the SIU Bursar's Office.** All tuition payments must be paid in full before students' departure to Hollywood. Any students owing tuition after the University's final payment deadline will be dropped from the program, and any non-reimbursable expenditures made by the University on their behalf will not be refunded. **Students must be registered for academic credit to participate in the Hollywood Studies Program.**

PLACEMENT PROCESS:

Once students turn in their application materials, they must also email a final resume to the Internship Coordinator within one week of applying for the program. Students should use a primary email address that is appropriate for the internship search on their resumes (i.e., no email addresses such as ilovebeer@hotmail.com). This will be the email address sponsors use to contact students so it must stay current throughout the placement process. Cell phone voice mail messages should also be appropriate for the internship search. Students must advise the Internship Coordinator immediately should any of their contact information change.

Students must also schedule a meeting with the Internship Coordinator or send the Internship Coordinator a detailed email to discuss their interests and career goals and to explore the types of internship opportunities in which they are interested. This should be done shortly after receiving the email notifying students of their selection for the program. Primarily, internship positions or placements are arranged by the Internship Coordinator. The identification and recruitment of sponsors are ongoing and determined by the nature of the Hollywood Studies applicant pool. Every effort will be made to match students with positions that are meaningful, instructive, and relevant to their career goals. Whenever possible, the student's specific area of interest will be considered as part of the sponsor selection and intern matching process. The placement process will begin in February and continue up until the week before the internships begin. The goal is to place all interns by mid-May, but the process sometimes takes until late May or early June. Students who have not secured an internship the week before the starting date will be given the option of withdrawing from the program or continuing the process. Students who are accepted must relay their interests to the Internship Coordinator and register for academic credit before being promoted for an internship.

Students must also pay the housing/program fee to continue being promoted for an internship. Intern applicants will be kept reasonably informed of the progress of internship placements.

RESUMES:

A good resume is the key to securing an internship. Students should make sure their resumes are competitive to improve their chances of landing an internship. **All students interested in the Studies Programs must attend one of MCMA's resume workshops before applying.** Resumes are the key to getting interviews for internships or jobs so students should make sure their resumes adequately describe their education and skills. Resumes should be free of any typos or spelling errors. Inaccurate or untruthful information on a resume is considered resume fraud and will be grounds for dismissal from the program. Students who did not attend one of MCMA's resume workshops during the fall semester will be required to attend one of the two sessions offered during the first two weeks of the spring semester. Attendance will be determined by students' signatures on the attendance sheets circulated at each workshop.

PORTFOLIOS:

In addition to resumes, internship sponsors often request portfolios and work examples from students interested in internships. Links to online portfolios are helpful, but students should also have a CD prepared of their work examples in case these materials are requested. All students who apply to the Studies Programs must have an online portfolio listed on their resumes or submit a portfolio on CD with their application materials. Online portfolios are preferred.

INTERVIEWING:

Competition for internships in Hollywood is very high, and most sponsors will require a telephone interview before agreeing to accept an intern. Individual interns will be notified immediately if a sponsor is interested in arranging an interview either by the Internship Coordinator or the sponsor. **Participants must actively participate in the placement process. Failure to actively participate in the placement process (i.e., ignoring a sponsor's request for an interview or failing to interview at a scheduled date and time) is grounds for dismissal from the program. Dismissal for failure to actively participate in the placement process may result in the loss of all fees paid for the program.** Students must carbon copy the Internship Coordinator on all correspondence to prospective sponsors.

Many sponsors now use email to request interviews with students. Additionally, the Internship Coordinator uses email to keep students updated on the placement process. Therefore, Hollywood Studies students should check their email several times a day throughout the placement process. Intern applicants are required to arrange an interview as soon as possible and to inform the Internship Coordinator of the interview date and time. In addition, when and if the internship is secured, the student must inform the Internship Coordinator immediately. **Internship shopping is strongly discouraged.** Students should also advise the Internship Coordinator of how interviews went after they take place and keep the Internship Coordinator informed of any developments. If the internship falls through at any time during the placement process or during the internship, students must notify the Internship Coordinator immediately.

ACADEMIC REQUIREMENTS:

Internships done for academic credit all involve an academic component, usually a paper. Journalism students must secure a faculty member to be their instructor of record for their internships. The instructor of record for all Radio-Television students is the academic advisor, Jean Kelley (jeank@siu.edu, 453-6902). The instructor of record for all Cinema and Photography students is the department chair, Walter Metz (wmetz@siu.edu, 453-5087). Outside majors should check with their academic advisors to find out their department's academic requirements and who will be their

instructor of record. **It is the students' responsibility to contact their instructors of record in advance to find out the paper requirements, deadlines, and submission details before leaving for their internships.**

PROFESSIONAL BEHAVIOR:

Students are expected to behave professionally throughout the placement process and their internships. All students applying for the Studies Programs must submit a signed Networking Contract along with their application packets. This includes showing up on time for appointments, interviews, meetings, etc. and acting in a courteous and appropriate manner. Professional behavior also involves following up on email and telephone requests for interviews in a timely manner. In the internship context, academic honesty is part of professional behavior. Misrepresentations on resumes (i.e., nature or extent of skills, year in school, GPA, involvement in student organizations, etc.) are considered academic dishonesty and subject to the Student Conduct Code. Professional behavior also includes a duty to represent themselves, MCMA, and SIU in a positive manner. Students must maintain community standards, as explained in the Participant Agreement, which requires getting along with their roommates and fellow SIU students as well as colleagues and supervisors. Failure to behave professionally can result in dismissal from the program. If a student is terminated from his or her internship or from the Studies Programs, he or she will receive a failing grade ("F") for his or her internship grade.

HOUSING:

All internship students are housed at the Oakwood Corporate Housing – Toluca Hills, 3600 Barham Blvd, Los Angeles, California. The complex is centrally located to many internship sites. It is a secure, patrolled, well-managed apartment complex of 1,200 units catering to entertainment and business professionals. Kitchen and linen packages are included. Televisions are not included but can be rented from Oakwood. Local phone service is not included but can be set up separately. The complex has recreation facilities, clubhouses, pools, a convenience store, dry cleaner, and adequate parking. Students have two housing options. The most economical housing option is for four students to share a two-bedroom apartment with twin beds in each bedroom and two separate bathrooms. The second option for students who desire to live separately is a studio apartment, which has a bed that folds down out of the living room wall. Further description, including pictures of Oakwood Apartments - Toluca Hills, can be found at <http://www.oakwood.com>. Click on: USA, CA, Los Angeles and Burbank. Students will receive more detailed information about what is included with your apartment and added amenities available for rental at the mandatory Studies Program Get-Together in the spring.

The housing/program fee cost options are as follows:

Housing Option #1: Two (2) bedroom apartment (four (4) students per apartment) =

\$2,700.00: If paying by cash, check, or money order.

\$2,760.00: If paying by credit card (includes credit card company processing fee).

Housing Option #2: Studio apartment (one (1) student per apartment) =

\$4,900.00: If paying by cash, check, or money order.

\$5,010.00: If paying by credit card (includes credit card company processing fee).

NOTE: Housing/program fees are approximate. Due to an administrative shift in the office handling the fees, exact figures are not available at this time. More details will follow as soon as they are available.

ROOMMATE SELECTION:

Students selecting housing option #1 (four (4) students per apartment) will be expected to select their own roommates. While living in Oakwood Apartments, students must abide by the SIU Housing

Office regulations. These regulations do not allow coed living arrangements. If students do not select their roommates, roommates will be assigned. The deadline for selecting roommates will be April 20, 2012.

TRANSPORTATION:

Public transportation in Los Angeles is a challenge and not a practical alternative for interns. **Students must have their own cars or rent a car for the duration of their stay in Los Angeles.** All students in the Hollywood Studies Program must submit a copy of their driver's licenses with their application materials. (Note: For students who have graduated and are planning to stay in L.A. after the internship program ends, you will need to register your vehicle with the California Department of Motor Vehicles within twenty (20) days after you arrive in Los Angeles at the beginning of the summer. Failure to do so will result in additional costs later.)

California car rental companies are very restrictive, especially for individuals less than twenty-five (25) years old. Special rates and exceptions for age limits for SIU Hollywood Studies internship participants have been arranged with a local Enterprise Rent-A-Car Office. Students under the age of twenty-one (21) must pay a \$5 per day fee for underage drivers.

Students interested in renting a car through Enterprise may make rental arrangements online or by telephone. To reserve a car online, go to <http://www.enterprise.com> and be sure to use Toluca Hills/Oakwoods, Los Angeles, CA 90068-1106 as the location. Use CE1631 as the Corporate Code to get the special discounted rates for SIUC students. If students prefer to make arrangements by telephone, they may do so by calling the National Reservation Center for Enterprise Rent-A-Car (1-800-RENT-A-CAR). Students must refer to Code # CE1631 and make sure that they are scheduled to pick up their cars at the Enterprise Rent-A-Car Office at Oakwood Apartments at 3600 Barham Boulevard, Los Angeles, California. During construction at Oakwood, the Enterprise office approximately one mile away will be servicing all customers staying at Oakwood. Their address is 3500 Cahuenga Boulevard, Los Angeles, CA, 90068. If students pick up their cars at an airport or any other office, they may incur problems.

Before leaving for Hollywood, students should call the Enterprise Rent-A-Car at Oakwood Apartments' office manager directly at (323)-882-6565 to verify their scheduled car pick-up. This office is open between 9:00 a.m. and 5:30 p.m. PST (Monday through Friday) or 9:00 a.m. through 12:00 noon PST (Saturday). Special arrangements will be required if students plan on picking up or dropping off their cars on a Sunday. Students must have an appointment to pick up their cars at Enterprise Rent-A-Car at Oakwood Apartments. If students are under twenty-one (21) years old, they also must fax a copy of proof of insurance before Enterprise will schedule their car pick-up.

The Burbank-Bob Hope Airport (BUR) is a short distance from Oakwood Apartments while the Los Angeles International Airport (LAX) is farther away. The Enterprise Rent-A-Car office at Oakwood Apartments will reimburse students for their taxi fare or "Super Shuttle" fare from either airport to the Enterprise Rent-A-Car at Oakwood Apartments office at 3600 Barham Boulevard, Los Angeles, California. Students who plan to rent a car from Enterprise Rent-A-Car at Oakwood Apartments and are flying to Los Angeles should check into flights at the Burbank airport for convenience and efficiency.

PLEASE NOTE: Students must have individual transportation arrangements made before the beginning of the program. Carpooling to intern sites will not be allowed.

HEALTH INSURANCE:

All participants are covered by SIU's group health insurance for the summer, which provides emergency and urgent care only, as long as they were enrolled for the spring semester and did not receive a refund of their health insurance fees. The insurance costs for summer are included in the program/housing fee. This package does not include access to the Student Health Center during the summer term since participants will be away from campus. All participants are responsible for ensuring that they have adequate medical insurance for the program. Students who received a refund of their health insurance fees in the spring must submit proof of insurance to the internship coordinator by Monday, April 23, 2012. Each student must sign a Participant Agreement Form, which includes a waiver authorizing the Internship Coordinator to seek medical assistance in the case of an emergency. For questions regarding health insurance benefits, contact the Student Health Center Insurance office at (618) 453-4413 or visit <http://shc.siu.edu/health%20pages/insurance.htm>.

FINANCIAL AID:

Financial aid may be used for SIU-sponsored travel/study programs in the summer if students meet the requirements. All students must have a Free Application for Federal Student Aid (FAFSA) on file for the 2011-2012 academic year with SIU. The Financial Aid office cannot assist students unless this is done. Generally, the only types of financial aid available during the summer are tuition scholarships and loans. There are no special tuition scholarships for travel/study, but students may use a tuition scholarship for an SIUC program if they are already eligible to receive one. The same conditions apply as would apply on campus. MCMA students may apply for the Joe Foote Scholarship, which can be used toward the Studies Programs. Scholarship applications are due on the last Friday of January (same day as the Studies Programs application packet) and should be submitted to Clare Mitchell (COMM-1214). Please note that this scholarship is not enough to cover the program/housing fee, and students should not expect to rely on this for that cost.

In order to receive a loan (if eligible), students must be enrolled for a minimum number of six (6) credit hours for undergraduates or three (3) credit hours for graduates. There is a maximum loan amount that students can take out during each academic year and for each academic level. If students have any questions, they should contact their financial aid advisor at (618) 453-4334.

PAID VERSUS UNPAID INTERNSHIPS:

The priority of the Internship Coordinator is to arrange for quality internships. Seeking paid internship positions is secondary to that mission. **The overwhelming majority of internships in the media industries are unpaid, and students should be aware that they are only covered by SIU's liability insurance if they are participating in unpaid internships for which they are enrolled for academic credit. Students participating in internships that are paid or include a regular stipend are not covered by SIU's liability insurance.** Students should be prepared and willing to accept an unpaid internship. Remember that an internship is an investment in your future that will surely pay dividends down the road.

PAYMENT OF THE HOUSING/PROGRAM FEE:

The Hollywood Studies 2012 program fee will be approximately \$2,700 (\$4,900 if housing option #2 is selected). Participants must also register and pay for one (1) to six (6) hours of internship credit at their current tuition rate. Payment can be made by check, money order, or credit card. A credit card usage fee is assessed against all payments made by credit card; this fee must be paid by cash or check. **If a student's application for Hollywood Studies is approved, the program/housing fee must be submitted on or before Friday, March 23, 2012, to the Division of Continuing Education.** After notification that the applicant has been placed on an approved class list, the Division of Continuing Education will accept payment of the housing/program fee. Students must print a Division of Continuing Education Payment Form from the internships website to submit with their payment.

Students may pay their program fees in one, two, or three installments, but in any case, all payments must be received on or before the established payment schedule, or the student's acceptance into the program is subject to cancellation. This fee may be paid by:

MAIL: Make checks payable to SIUC and send check with note explaining that the payment is for "Hollywood Studies," and mail to:

Hollywood Studies
ATTN: Jackie Welch
Division of Continuing Education
Washington Square, Building C, Mailcode 6705
Southern Illinois University Carbondale
Carbondale, IL 62901-6705

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IN-PERSON: Pay at the Division of Continuing Education between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. The office is located at Washington Square, Building C (in the same complex with Housing, Campus Police, and the Parking Division). In-person payments may be made by check, cash, money order, or credit card.

BY PHONE: If paying by credit card, you may call (618) 536-7751. Ask for the Registration Department.

ON-LINE: If paying by credit card, you may pay on-line at <http://www.dce.siu.edu>.

A \$60 surcharge will be added to all payments made by credit card; this surcharge must be paid by cash or check. If students choose the studio apartment option, this surcharge will be \$110. The final payment for the program/housing fee will be required before the issuance of any financial aid checks. **Students cannot defer payment of the housing/program fee.** If participants do not pay their final payment on or before the deadline, they will be dropped from the program, and housing arrangements will be cancelled. In addition, one hundred dollars (\$100) of their previously-paid payment(s) will be retained by SIU as a cancellation fee. Interest charged to credit cards cannot be refunded.

REFUND OF THE PROGRAM FEE:

A program fee refund will be granted to students under the following circumstances: if too few students enroll and the program is canceled or if a student is not placed due to a lack of sponsors or sponsor disinterest. *Note: As long as the internship opportunity is deemed feasible and worthwhile (regardless of clock hours/credit, proximity, or compensation issues) by the Internship Coordinator, a refund will not be issued to a student who is not placed as a result of his/her declining an interview(s) and/or not accepting an offer(s) from a sponsor.* Interest charged to credit cards cannot be refunded.

Under circumstances of documented personal emergency, participants may be eligible for a partial refund of that portion of the program costs associated with program fees. Tuition refunds are governed by SIU's regular tuition policies. To qualify for a refund, all cancellation requests must be submitted in writing to the Division of Continuing Education. The following items are non-refundable:

- A. One hundred dollars (\$100), which will be retained by SIU as a cancellation fee;
- B. Housing costs if request for refund is made after **Friday, April 20, 2012;**

- C. Any other charges exacted by other contractors, which are designated “non-reimbursable” and which have been committed by the Division of Continuing Education on behalf of the participant.

STUDENT RESPONSIBILITIES:

- ◆ Meet all deadlines related to application materials, charges, registration, and faculty sponsor.
- ◆ Attend mandatory program-related events, including an Advanced Resume Workshop, the Studies Programs Orientation, and the Studies Programs Get-Together.
- ◆ Once a sponsor interview is offered, arrange for the date and time of the interview.
- ◆ Notify the Internship Coordinator if and when an interview and an internship are secured.
- ◆ Complete internship requirements.
- ◆ Keep the Internship Coordinator informed of your current address, phone, and email information at all times.
- ◆ Inform the Internship Coordinator if a sponsor declines to offer an interview or internship.
- ◆ Promptly inform the Internship Coordinator if you are completely dissatisfied with your internship experience.
- ◆ Promptly inform the Internship Coordinator if you have been dismissed (fired) from an internship.
- ◆ Complete academic requirements.
- ◆ Submit a copy of the required paper to the instructor of record and the Internship Coordinator.
- ◆ Fill out a program evaluation after the internship is completed.

SIGNIFICANT DATES AND DEADLINES:

Friday, January 27	Completed application packets due at the MCMA Dean’s office (Room 1012, Communications Building) by 4:00 p.m.
Friday, February 3	Electronic version of resume must be emailed to the Internship Coordinator.
Friday, February 10	Notification by the Internship Coordinator as to which students have been selected.
Friday, March 23	First payment of housing/program fee (1/3 of option selected or total payment) due to the Division of Continuing Education.
Friday, April 6	Second payment of housing/program fee due to the Division of Continuing Education.
Friday, April 20	Third and final payment of housing/program fee due to the Division of Continuing Education.
Saturday, June 9	Move-in day. Oakwood Corporate Housing – Toluca Hills at 3600 Barham Blvd., Los Angeles, California. No early check-ins will be allowed. If you plan on arriving early, you should make reservations at a local hotel. Call the Division of Continuing Education at (618) 536-7751 for recommendations.
Sunday, June 10	Opening reception at Oakwood Apartments; details will be announced at a later date.
Monday, June 11	Internships begin.

Friday, August 3 Last day of internships in Los Angeles.

Sunday, August 5 Move-out day. All residents must have vacated Oakwood Apartments by 12:00 noon on this date. **No late checkouts will be allowed.** If students plan on staying for extra days, they should make reservations in a local hotel. Call the Division of Continuing Education at (618) 536-7751 for recommendations.

ESTIMATED COST FOR PARTICIPATION IN HOLLYWOOD STUDIES PROGRAM:

FIXED COSTS:

Housing/Program Fee = \$ 2,760.00*
Tuition (Six credit hours at \$192.00/hour): = \$ 1,152.00**
Subtotal Of Fixed Costs = \$ 3,912.00

VARIABLE COSTS:

Travel Costs (Round-Trip Air) = \$ 400.00
Rental Car (Two months X \$640.00/month): = \$ 1,280.00***
In-City Transportation Allowance = \$ 200.00****
Meals And Entertainment = \$ 1,500.00 (estimated at \$25 per day for sixty days)
Subtotal Of Variable Costs = \$ 3,380.00

Total Estimated Costs = \$ 7,292.00*****

* Estimated using housing option #1 (with payment by credit card).

** Tuition will vary depending on date of enrollment at SIU.

*** Estimated by rates obtained from Enterprise Rentals near Oakwood Apartments. Examples are:

Economy \$ 630/month
Compact \$ 672/month
Intermediate \$ 724.50/month
Standard \$ 787.50/month
Full size \$ 829.50/month
(There is an additional \$5 per day underage rental charge for students under the age of 21.)

**** In-city transportation allowance includes gas to and from internship sites.

***** The budget above is just an estimate. An individual's total cost will vary greatly with increased or decreased transportation, meals, and entertainment expenditures.

HOLLYWOOD STUDIES CHECKLIST:

- Application Materials:** A completed program application, a resume, at least two reference forms (at least one of which must be from a faculty member from the student's home department) in sealed envelopes with the person's signature across the seal, a signed Participant Agreement Form, and a signed Networking Contract should be returned to the MCMA Dean's Office, Room 1012, by 4:00 p.m. on Friday, January 27, 2012. Make a copy of the Participant Agreement and Networking Contract for your records. Outside majors must have a reference form from an MCMA faculty or staff member. Students who do not meet the minimum GPA requirement must also submit a letter of explanation with their application materials. Students should either list an online portfolio on their resumes or submit their portfolio on a CD with their application materials. All Hollywood Studies applicants must also submit a copy of their driver's licenses with their application materials.
- Electronic Version Of Resume:** Students applying for the Hollywood Studies program should email a copy of their resumes to the Internship Coordinator within one week of turning in their application materials. This expedites the placement process so that students' resumes may either be faxed or emailed, depending on the sponsors' preferences.
- Course Registration:** Students who are approved for the program must see their academic advisors about registering for academic credit by Friday, February 24, 2012. These course registration forms will be used to create a class list, which will be forwarded to the Internship Coordinator. Only students on the official class list will be promoted for internships.
- Program/Housing Fee:** By Friday, March 23, 2012, approved students should submit the program/housing fee (or set up an installment plan and make the first payment) using cash, check, money order, or credit card to the Hollywood Studies Program, Attention: Jackie Welch, Division of Continuing Education, Mailcode 6705, Southern Illinois University, Carbondale, IL 62901-6705; telephone: (618) 536-7751; email: jackiew@siu.edu. Payments can also be made online at <http://www.dce.siu.edu>. The balance of the program/housing fee must be paid by Friday, April 20, 2012. No intern placements will be made official until the program fee is verified. A \$60.00 surcharge will be added to all credit card payments (\$110 if housing option #2 has been chosen); this surcharge must be paid by cash or check.
- Tuition:** Participants must register and pay tuition for one (1) to six (6) hours of internship credit. The Hollywood Studies internship is a Summer 2012 term course, and the charge for tuition will be billed on the regular SIU Bursar statement and must be paid separately to the Bursar.
- Faculty Sponsor:** Journalism and graduate students must request and secure a faculty sponsor within their department by Monday, April 23, 2012.
- Internship Arrangement:** It is the student's responsibility to discuss and agree on work-related internship activities, duties, and responsibilities with the sponsor, in advance, if possible.
- Academic Paper:** Students' papers to fulfill their academic requirements should be submitted to both the instructor of record and the Internship Coordinator by the deadline established by the instructor of record.
- Program Evaluation:** At the close of the summer internship, students will be asked to complete an evaluation of the Hollywood Studies program. These evaluations may be shared with the MCMA department chairs, directors, and faculty sponsors. This evaluation or feedback from students is intended to assist MCMA in making improvements to the program.
- Post Thank You Letter:** Students should send thank you letters to their sponsors the last week of the internship. These letters should be copied to the Internship Coordinator.