HOLLYWOOD
INTERNSHIP
INFORMATION PACKET
2013
Dear Hollywood Interns:

The purpose of the Hollywood Internship is to get you started in the industry and to provide you networking opportunities with former Interns, UNC Alumni, and at the company you are working at. However, YOU are the one who makes the most of the opportunity. YOU have to take the initiative, stand out, make a mark and that is what will lead to more work and success. If you only do what is asked, the experience will not be what you hoped for.

Important Contact Information-

Paul Edwards
818.384.9198 (Work Number)
epauledwards@yahoo.com

Suzanne Weerts (who works with Paul Edwards on the Hollywood Internship Program)
818.845.5825
suzanneweerts@sbcglobal.net

Elizabeth Thomas
Student Services Manager, Bingham Hall 117
lethomas@unc.edu (919) 962-4981

FUTURE MEETINGS
Paul Edwards will be coming to campus on xxx to meet with you and brief you on details concerning the summer. It is mandatory that you attend this meeting. When we have the details, we will notify you when and where it will be.

SUMMER SCHOOL REGISTRATION
You are required to take two courses in the second summer session for this internship. The first course will be COMM 659, section 1: Special Topics in Media Studies: Hollywood Media Studies with Paul Edwards for 3.0 credit hours. The second course will be COMM 397, section 2: Internship also with Paul Edwards for 3.0 credit hours. I will register you for these courses during the Registration Period for Summer School. I will check in with you at registration time to see how many hours you wish to take.

UNC-CH Summer Tuition fees are listed here: http://summer.unc.edu/financialinfo/tuition

Since you will be taking these courses as a part of the program, this means that you will have to postpone graduation from May to August of the current school year. If you have already applied to graduate, you will need to withdraw your name through academic advising. You will still be able to walk in both the University and Departmental ceremony in the spring, but you will not officially graduate until August.
FINANCIAL AID
At this time, there is no guarantee of departmental scholarship assistance; however, we will notify you if we are able to provide scholarship funds for you. Otherwise, it’s essential that you apply through the financial aid office for summer term, if you need additional funding. Here is the current link to Summer School Financial Aid Office. http://summer.unc.edu/financialinfo/aid

YOUR INTERNSHIP ASSIGNMENT

Paul Edwards will notify you of your internship assignments early April, if not before. You will then contact your preceptor at your company to make specific arrangements for when and where you will be working. Plan to arrive in LA at the beginning of June and expect the internships to last for two months. Again, length and schedules will vary from internship to internship. It’s recommended that you arrive in LA early to acclimate yourself to the city. The internship class will begin in July and will culminate at the end of July with a reception/party with UNC Hollywood Alumni and friends of the program, which will warrant actual business attire.

HOUSING AND OAKWOOD APARTMENTS


You are, however, welcome to make arrangements on your own. Students often roomed 4 or 5 to a 2 Bedroom Apartment. The apartments are available with 2 single beds per room. Larger Apartments have 2 bedrooms, 2 bathrooms, living room, dining room area and kitchen. It is a good size apartment if 2 people are living in it even as a permanent type home for everyday life. The comfort level decreases with the more people in it. 4 people is okay. 5 is doable with someone on an air mattress or whatever in the dining room area, but it is tight living quarters, but then again, much cheaper. Attached is the recent .pdf brochure about the property, including a price breakdown.

We have a local contact this year to help you with your plans: Jillian Powers, Account Executive, Oakwood Temporary Housing, Morrisville, NC. Her phone is (919) 460-4550 and email: jpowers@oakwood.com. Make sure when you speak with her, you let her know you are part of the UNC Communication Studies Hollywood Internship group. I also have copies of the brochure and business cards in my office if you’d like a hard copy. Oakwood offers special rates during the Summer, so you should definitely ask about whatever offers they are running if you choose to live there during your internship. The .pdf is attached, along with a reservation form for you to look over.

Be sure to call our contact person (Jillian or Caroline Kesler) at Oakwood for more information, as she will work with your specific accommodation needs and answer your questions. You will likely have a better sense of the exact dates of housing needs after the April meeting when Paul gives you your internship assignments, and you negotiate your start day.
For now, start planning on who you will be rooming with, etc. and what you’ll need. You might also assign a RESPONSIBLE person to be the room “captain” who will finalize the arrangements with Oakwood. Again, your dates will be tentative until you are assigned your internships, but plan for an early June arrival, though in the past, some internships have started at the end of May, while others did not begin until the end of June.

Oakwood is a nice, safe, gated community located in a fairly centralized part of LA. I strongly recommend staying in Oakwood for these reasons. It also includes utilities, cable, wireless internet, fully furnished, pool, gym, etc. and pretty much everything else you would need to just arrive and start living. And (drum roll) they just started offering a free Sunday brunch!

TRANSPORTATION

You will need a car to get around in LA. Public transportation and biking are not viable options.

◆ This does not necessarily mean that you have to buy a car if you do not have one. I am sure that your fellow interns with cars will be kind enough to carpool and give rides. Interns in the past have managed without a vehicle of their own, but you are at the mercy of the generosity of others.

◆ Renting a car may be a possibility. Note: There is an Enterprise Car Rental located on premises of Oakwood, so you may want to start there.

◆ If you fly into LA, the Burbank airport is closer to Oakwood apartments than LAX but tends to be more expensive.

◆ Also, caravanning the trip cross-country would be a good idea, since the drive to LA is a long one if you are the only driver.

HEALTH INSURANCE

Please check with your parents about the status of your health insurance. -If you are covered under your parent's policy, the standard is that the company will cover full-time students for the academic year as long as you are still a student until 25 years of age. Since you will still be in school, you should be covered under that policy until August when you graduate, but double-check.

◆ If you have UNC’s Health Insurance, you should check to see if it continues over the summer if you’re travelling or off-campus. Although you are not required have insurance for the program, it’s encouraged.

LIABILITY INSURANCE AND CONCERNS
To protect you, your internship employer and the University, you will be REQUIRED to get the Student Internship Professional Liability insurance here at UNC. This policy will provide coverage for any claim or suit brought against you, as student interns, individually or jointly, for acts, errors or omissions arising out of your University-sponsored internship. Legal costs are also covered. Medical Expense coverage up to $10,000 is also provided in event you are injured on the job. As with any insurance policy, certain conditions and exclusions may apply.

The cost will be $16 for the summer. You will write a check to “Department of Communication Studies, UNC-CH” and submit it to the department’s Financial Assistant (Bill Swindell) in Bingham Hall, or you can drop it off to the Student Services Manager.

Note: This policy is a liability shield. It is not MEDICAL insurance. If you are hurt while in the workplace, there will be some limited coverage, but again, this is NOT medical insurance.

UNC HOLLYWOOD INTERNSHIP 2013

Congratulations on being accepted as a UNC Hollywood intern! The work is hard, the hours are long, the pay--nothing. You will get tired during the internships which typically last from June 1 to August 10. You will be exhausted in July. The purpose of the internship is to teach you what the University can't--how the entertainment business works from the inside.

I expect the interns to help each other, stay in contact with each other and look after each other. Please be generous giving help to your fellow intern. You will soon realize that the other interns are your first contacts in the entertainment industry. Find out what each person is doing and how that can help you or how you can you help each other.

Communication is important. If I have to communicate a message to the group, I want to be able to tell one person and know that everyone will get the information. You will have a listserv and a sheet with everyone's phone numbers.

I am available 24/7 to the interns while you are in Los Angeles. I enjoy the personal contact and look forward to working with you. Please ask questions, solicit my advice and pester me if you want to know something. The entertainment industry is a business of contacts and social subtleties. Let’s talk about whatever you need to know.

INTERNSHIP:

The internships take place in companies doing business in the most competitive arena in the world--the entertainment industry. They are not in the business to teach. You have to learn on the run and by osmosis.

When an intern has problems it's usually because they are being too aggressive or not aggressive enough. The preceptors don't expect interns to save their companies or come up with great ideas--don't force yourself on people until you get a feel for the company. If you find yourself with nothing to do, knock on someone's door and ask if you can help.
Stay in touch with your preceptor every two weeks until you get to LA (often people leave their jobs--don't be the “forgotten intern”). By phone, card or email, remind them who you are. Let them know when you are coming. When the internship is over, stay in touch with your preceptors--they are now emotionally invested in your success and will want to know how and what you are doing.

LENGTH OR TERM OF THE INTERNSHIP:

Without a doubt, the longer you work at your internship and stay in LA, the more you will learn and the more contacts you will make. The best internships last 10 weeks--but the financial constraints of staying that long are understood by everyone involved. You have to be here during the month of July because of the lecture series. A good set of dates to plan an internship around would be from June 1 to August 10.

The earlier you get to LA, the better. Most companies will have more than one intern. If you get here first, you are in a position where you will be given more access and responsibility. Get here late and you will find yourself lower on the food chain--possibly being supervised by a senior intern.

LECTURE SERIES:

During the month of July, you will attend our lecture series at a studio or production facility to be determined. The idea behind the lecture series is to expose you to a professional from each step of the filmmaking process starting with the writer, going through production all the way to the publicity or distribution of a picture. I want you to meet a real person doing what you plan to do and understand what their life is like. I want you to find out whether that occupation is what you want to do over the next thirty years.

Class attendance is mandatory. There is no excuse for not being at the lectures. However, I like for interns to be able to take advantage of situations that could help them professionally. If you have a conflict, talk to me. The people coming to lecture are donating their time and expertise. Their time is valuable, some may be famous, some may be millionaires--make it interesting and worthwhile for THEM to be there. You are expected to ask questions. You will be graded on participation as well as your exam.

The performance track students will attend lecture classes when it’s a discipline related to their interests. When not in a lecture, acting classes are set up for the performance students that are LA specific. On night when they are not in acting classes, performance students will be in the nightly lectures. This is a business where you can never know enough about other parts of the business--every bit of knowledge helps.
On the evenings of the lectures, I will invite the speaker to have dinner with us. Meet the speaker informally, ask any questions you might have and establish a rapport with them if they are in a discipline that interest you. These people want to help.

EXAM - The final exam will be open book. The exam will cover information in the lectures as well as the books "How to Make it in Hollywood" by Linda Buzzell and "The Hollywood Job Hunter's Survival Guide" by Hugh Taylor. Performance students will give a performance for their final exam.

TIME LINE - The Hollywood interns will be selected by January 1. The assignment of intern positions will be posted April 1. Between the January 1 selections and the April 1 assignments, interns should meet informally, get to know one another and begin discussing arrangements for the summer. After April 1, I will meet with you as a group in Chapel Hill to address whatever concerns you have and give you whatever orientation is necessary. If you need information, please call me (818) 763-7708 but remember that 9am your time is 6am my time.

UNIVERSITY BUSINESS - In case no one else mentions the obvious, the internship and the lectures are two University courses which have to be paid for like any other of your courses. Please take that in to consideration when you are making your personal budget.

TRANSPORTATION - There is no public transportation in LA that will help you. You should bring a car or rent one. The Thomas Brothers Guide book is the most comprehensive map of LA. Every car that doesn't have GPS should have one. Typically, students have shared cars, car expenses and worked out car pool routes for everyone to get to and from work. If you are all living in one location, that makes car pooling easier.

SECURITY AND SAFETY - Nothing is more important to me than your safety. Los Angeles is a big city. You cannot park wherever you want or walk to where you're going at any time of the day or night. Be careful. Use valet parking at night whenever possible--it's cheap and worth the money for safety reasons alone.

HOUSING - In the past, students have stayed at the Oakwood Apartments (323-851-3450) in Toluca Lake which are set up for short term stays for professionals who may be in town working on films, etc. They are in a central location, very close to Universal, Warner Brothers, and Disney and have gates, guards, etc. In general, apartments are plentiful and relatively inexpensive in LA for a metropolitan area.

CLOTHING - LA is hot but it's a desert and the nights can very cool to chilly even in the summer. Slightly overdress for your first day at work until you see what everyone else is wearing. Generally, the entertainment industry dress is casual.

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