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:

Director:
David Merritt
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Program Assistant:
Dayci Brookshire
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FUTURE MEETINGS

David Merritt will conduct a class in April (TBD) in Bingham 103 to 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 690, section 1: Special Topics in Media Studies: Hollywood Media Studies with David Merritt for 3.0 credit hours. The second course will be COMM 393, Internship, also with David Merritt for 1.0-3.0 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. It’s essential that you apply through the financial aid office for summer term, to be eligible for this or any other additional funding. Here is the current link to Summer School Financial Aid Office: http://summer.unc.edu/financialinfo/aid

YOUR INTERNSHIP ASSIGNMENT

David Merritt will notify you of your internship assignments on April 2nd, 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 before June 1 and expect the internships to last from June 1 to August 10. 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 nightly internship classes will begin the last week in June 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

The majority of interns stay at Toluca Lake Hills Apartments (previously named Oakwood at Toluca Hills Apartments), near Burbank and Hollywood. Phone # 323-452-3994 | Website https://www.avaloncommunities.com/california/los-angelesapartments/ava-toluca-hills?utm_source=google&utm_medium=gmb&utm_campaign=gmblist

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. The Toluca Lake Hills accommodations will fill up—book your reservations as soon as possible. Do not wait!

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 Toluca Lake Hills. Again, your dates will be tentative until you are assigned your internships, but plan for a June 1 start date, though in the past, some internships have started at the end of May, while others did not begin until mid-June.

Toluca Lake Hills is a nice, safe, gated community located in a fairly centralized part of LA. I strongly recommend staying at Toluca Lake Hills 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 Toluca Lake Hills Apartments, so you may want to start there.
- If you fly into LA, try going to Burbank Airport and not LAX. Burbank is 5 minutes from Oakwood. LAX is far away. LAX flights, however, tends to be less 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 doublecheck. ! 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 is approximately $15. You will write a check to “Department of Communication Studies, UNC-CH” and submit it to the Jonah Hodge in Bingham Hall, or you can drop it off to Marcus. 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.