Summer Residential Internship Program in LA
2015 Application & Instructions

Application Deadline: Friday, February 13, 2015

Thank you for your interest in the Summer Residential Internship Program in LA. This is a unique opportunity for eligible applicants who wish to live and learn with other Berklee students during the summer. Extensive program details and application materials are enclosed. Please note the application deadline above. Incomplete applications will not be considered so please plan ahead.

This program is one of several options provided by the Office of Experiential Learning. Internship courses run year-round and eligible students can intern in the city of their choice during the fall, spring, or summer semesters. This packet specifically outlines the application-based, residential summer program intended for students interested in having college-provided housing and professional workshops to accompany an internship course in LA.

Eligibility:

• 5th semester standing or completion of 50 Berklee credits at time of participation
• 3.0 GPA in major, 2.5 overall GPA
• Good judicial and financial standing at Berklee with no unresolved issues at the start date of Summer 2015 semester
• International students must submit signed authorization with application to prove eligibility
• Submission of complete application (details below)

Course Offerings:

• IN-492: 2 General Elective Credits (minimum of 140 internship hours over the duration of the program)
• IN-497: 6 General Elective Credits (minimum of 300 internship hours over the duration of the program)
• Academic work including a learning contract, journals, and final paper is required for both courses.
• Weekly workshops at sites around the music industry are an integral part of both course options.

Housing:

Furnished housing at the Park LaBrea apartment complex is provided and required** of participants (costs below). Students will share a fully furnished two-bedroom, two-bathroom apartment with 2-3 other program participants. Apartments include a living space and kitchen. Additionally, linens, kitchen supplies, utilities (not phone, cable, or Internet), as well as facility amenities and a parking space for each student are included in the cost of housing.

Park LaBrea is located at 6200 West Third Street, Los Angeles, CA 90036.

PLEASE NOTE: The location and details of the Summer 2015 housing are subject to change. Berklee College of Music is currently in discussions with Emerson College regarding possible student housing at Emerson’s new Los Angeles campus. Applicants will be notified should this occur.
APPLICATION INFORMATION

Applications will be accepted on a rolling basis from the date of publication until the due date noted above (February 13, 2015). Eligible applicants will be contacted for an interview.

A complete application for the Summer 2015 Residential Internship Program in LA consists of:

- **General information sheet** (enclosed)
- **Consent form** (enclosed): If a parent or guardian will be responsible for financing the student’s participation in the program, the applicant must obtain the signature of the parent or guardian as well as sign the form him/herself.
- **International student verification** (enclosed): International students must complete this form with an international advisor and submit it with their application.
- **Current resume**
- **Current transcript**: unofficial copies can be obtained from the Office of the Registrar or online via my.berklee.edu
- **Two (2) letters of recommendation or a typed list of three (3) references** (including contact information)
  - At least one recommendation letter or reference should be from a Berklee faculty member that teaches courses in the student’s major
  - Additional letters/references may be academic or professional
  - The letters of recommendation must be included in the application packet or come to us directly from the author of the letter before the application deadline. In both instances, individual letters must be in sealed envelopes with the author’s signature covering the seal.
  - Applications will not be considered complete without 2 letters of recommendation or 3 references.
  - Letters of recommendation should be sought specifically for this application.
  - If opting for 3 references, always ask permission prior to listing an individual.
- **Personal essay**
  - 3 pages maximum, double spaced, name/page number on each page
  - Discuss how this program and the internship experience relate to academic and career goals
  - It is expected that essays will be proofread for grammar and spelling

**PLEASE NOTE**: Incomplete applications will not be considered for review. Submit complete application packets directly to the Office of Experiential Learning.

Selection Criteria:

Representatives from the Office of Experiential Learning will review complete application packets only. Qualified applicants (see eligibility requirements listed above) will be contacted for an interview. Interviews are typically done in person at the Office of Experiential Learning.

Program acceptance is based on the following:

1. How clearly the candidate demonstrates that an internship will enhance academic and career goals (essay and interview)
2. Recommendations from professional and personal references
3. GPA and overall judicial standing with the college

Notification:

Applications are reviewed on a rolling basis until the application deadline. Once an acceptance decision is made, applicants will be notified via email.
COSTS & FINANCIAL INFORMATION

- Program Deposit (see note 1) $ 500
- Program Tuition (see note 2) TBD
- Total Housing fee** (see note 3) $ 4,000
- Comprehensive Fee (see note 4) $ 500
- Health Insurance (see note 5) TBD

1. Deposit is deducted from remaining costs and fees for the semester of accepted enrollment. If an accepted student withdraws from the program after confirming participation, the deposit is forfeited.
2. Tuition is the same for the Summer Internship Program as the equivalent number of credits on campus in Boston.
3. Housing fee does not include meals. The fee includes furniture, housewares, and utilities (except phone, Internet, and cable). See sliding scale for housing charges below, should student withdraw from the program.
4. Cost of additional curricular and non-curricular student services.
5. Required of students who do not waive the health insurance via my.berklee.edu.

** A housing waiver petition form is available if you are aged 24 or older, have a parent/guardian that lives in LA County, or if you have a disability that requires accommodations that Park LaBrea is not able to provide. See the Office of Experiential Learning for more details and to obtain a petition form to submit with your program application. Completing the housing waiver petition is not a guarantee of housing waiver. Each situation will be evaluated on an individual basis and the candidate will be notified of the decision at the time of program acceptance.

Understanding the Program Costs:

Once accepted, students must submit a $500 deposit to hold a spot in the program. Should a student drop out of the program once confirming participation, the $500 deposit is forfeited (see below).

Accepted, confirmed participants register for IN-492 or IN-497 during their designated registration period for Summer 2015. Tuition is charged at the same rate as a course on campus in Boston. Upon the printing of this application, the cost of tuition for the Summer 2015 semester was not yet made available. Visit www.berklee.edu/tuition for details.

PLEASE NOTE: Berklee signs housing contracts based on the number of students who commit to participating in this program during a specific semester. Unlike other courses that can be added or removed from a student’s schedule until the end of the add/drop period, that is not the case for the Summer Residential Internship Program in LA courses. Once a student has signed and submitted the acceptance forms, he or she has committed to participation in the program. If the student changes his/her mind after that time, fees will be assessed based on the date of written submission of this decision. See the fee structure below.

Charges for accepted students dropping out of the program after signing and submitting confirmation paperwork:

- Up to 90 days before the first day of Check-in: forfeit $500 deposit
- Between 90 days and 60 days before first day of Check-in: forfeit $500 deposit plus additional $500 charge
- Between 60 days and 30 days before first day of Check-in: forfeit $500 deposit plus additional $1000 charge
- Between 30 days and the first day of Check-in: forfeit $500 deposit plus additional $2000 charge
- As of the first day of Check-in: forfeit $500 deposit plus additional charge of entire amount of housing cost for the semester

Additional Costs:

The costs of transportation to and from Los Angeles, transportation in Los Angeles, meals, laundry, books, phone, Internet, and personal items are the responsibility of the student and not included in the program cost.

Note: Submission of an application does not guarantee acceptance nor does it bind you to participation.
**INTERNSHIPS**

All students may use their Berklee username and OnePass credentials to login and view the Berklee Career Manager (accessible from the main Berklee.edu page under the “campus tools” dropdown menu). This resource is used by the OEL, Career Development Center, Alumni Affairs, and the International Career Center in Valencia to display gigs, job opportunities, and internships. Accepted students who confirm a spot in the Summer Internship Program in LA will be given access to apply to internships using the Berklee Career Manager. It is but one tool among many used to find internships. Visit the OEL’s website for more information about searching for an internship (www.berklee.edu/oel).

Some students apply to the program with an internship already secured but most do not. Most students will search for and secure an internship prior to arrival in Los Angeles. Still others will interview upon arrival in LA, making final arrangements once on location in the city. All students must begin applying for internships as soon as they are accepted into the program. The OEL staff supports students through this process and provides guidance along the way.

While participating in this program, students are required to intern for the duration of the time they are in LA and complete a minimum of 140 hours (IN-492) or 300 hours (IN-497). The internship courses include both work and academic components. More details about the academic requirements of the internship will be provided at orientation. Students enrolled in IN-492 or IN-497 earn a grade (A-F) just like in any other Berklee course.

Internship sites are limited to situations approved by the Office of Experiential Learning. Equivalent credit for prior experience is not available due to the requirement of concurrent contract between the employer/supervisor and the college.

Support While in Los Angeles:
The Office of Experiential Learning is available as a resource to participants throughout the duration of the program. Justine Taormino, Assistant Director of Alumni Affairs in Los Angeles is available to assist students on the ground. Justine plans and oversees the weekly professional workshops that are part of the internship courses and is available to assist in emergency situations. Park LaBrea also employs an exceptional staff that is there to help with any maintenance needs that may occur in the apartments.

**2015 PROGRAM DATES**

All dates are subject to change.

Friday, April 24  
Orientation at Berklee
Monday, May 18  
Students arrive in LA / Housing begins
Tuesday-Friday, May 19-22  
Online check in
Saturday, August 15  
Housing ends

Orientation sessions in Boston and Los Angeles are mandatory.
Summer Residential Internship Program in LA

General Information Form

Please type or print legibly. Complete all sections and include this form in your application packet.

First Name: ___________________________ Last Name: ___________________________

Student ID #: __________________________ Gender: __________________________ Date of Birth: __________________________

Major: __________________________ Current Semester Standing: __________________________

Anticipated Graduation Date: __________________________

Are you an international student in F-1 status? _______________ Yes* _______________ No

* If yes, you must complete the enclosed International Student Verification Form with an international adviser at the Counseling and Advising Center.

Are you comfortable living in a mixed gender** apartment? _______________ Yes _______________ No

** No mixed gender bedrooms will be authorized.

Local Address: __________________________

Email: __________________________ Phone: __________________________

Permanent Address: __________________________

Medical Insurance Provider: __________________________

Emergency Contact Name: __________________________

Emergency Contact Phone #: __________________________
1. I understand that all participants in the Berklee Summer Residential Internship Program in LA will be responsible for their own travel arrangements to and from Los Angeles, all transportation needs while in Los Angeles, and for the charges involved.

2. I understand that Berklee will provide housing for participants in the program and that participants will be responsible for the cost. The cost of housing is specified in the application and is subject to change.

3. I understand that participants must live in the college housing provided and abide by housing regulations.

4. I understand that participants are responsible for the costs of meals, laundry, supplies, telephone, Internet, and incidentals.

5. I understand that the College reserves the right to cancel or alter any or all aspects of this program and/or alter its schedule of charges should unforeseen circumstances warrant such action.

6. I understand that before this application will be considered, all participants must be in good academic, judicial and financial standing with Berklee.

I have read all the materials provided about the program as well as the information above and agree to participate in the program under these terms.

Student Name: ___________________________ Student ID: ___________________________

Student Signature: ___________________________ Date: ___________________________

I have read all the materials provided about the program as well as the information above and give my consent for my son/daughter to participate. I agree to these terms.

Parent/Guardian Name*: __________________________________________

Parent/Guardian Signature*: ___________________________ Date: ___________________________

*Required if student is not responsible for financial bills
Summer Residential Internship Program in LA
International Student Verification Form

This form is for international students only.

Applicant: Please complete the top portion of this form. Discuss the bottom portion with an international adviser in the Counseling and Advising Center. Include the fully signed form with your complete application packet.

- I am applying for admission into the Summer 2015 Residential Internship Program in LA.
- I understand that if I am accepted into this program, I cannot begin an internship without authorization for either Curricular Practical Training (CPT) or Optional Practical Training (OPT).
- I have reviewed the details below and understand what is expected of me should I get accepted into this internship program.

Name: ID:

Student Signature: Date:

TO BE COMPLETED BY INTERNATIONAL ADVISOR

_____ The student named above does not qualify for the Summer 2015 Residential Internship Program in LA.

_____ CURRICULAR PRACTICAL TRAINING (CPT): The student named above is eligible to enroll in either IN-492 (2 general elective credits) or IN-497 (6 general elective credits) for the Summer 2015 semester. IN-492 or IN-497 must count as required general elective credits. The student understands he/she must obtain authorization for CPT on page 3 of their I-20 from the Counseling and Advising Center prior to beginning an internship. The student must bring or confirm receipt by the CAC at least one week prior to the start date of the internship:
   1. Internship Verification Form issued by the Office of Experiential Learning (upon receipt of item 2)
   2. Letter on letterhead or an email directly from the internship site supervisor to the OEL assistant director that states the following:
      a. Start and end dates of the internship
      b. Number of hours per week
      c. Internship location (complete address)
      d. Brief job description
A new I-20 with authorization on page 3 will be issued. Student must have I-20 in hand prior to beginning an internship. Students may have their SEVIS record terminated if they begin an internship prior to obtaining authorization.

_____ OPTIONAL PRACTICAL TRAINING (OPT): The student named above has no general elective requirements remaining but may participate in IN-492 or IN-497 during the Summer 2015 semester if they apply for and are granted OPT employment authorization from the Department of Homeland Security. The student must provide proof of employment authorization to their international advisor in the Counseling and Advising Center prior to beginning an internship. Students who begin an internship without submitting proof of employment authorization will have their SEVIS record terminated immediately for unauthorized employment.

International Advisor Signature: Date: