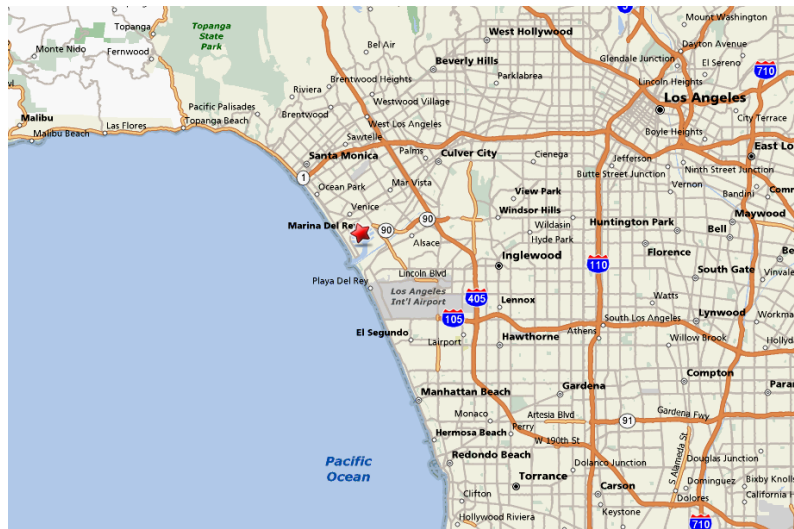


2012 ICT Summer Internship Program Frequently Asked Questions

The ICT Summer Internship Program Timeline

Application Deadline	February 19, 2012
Selection and Interview Process	February/March 2012
Offer Letters Mailed to Interns	March/April 2012
Internship Dates (You will start your internships on one of these dates)	May 15– August 3 May 29 - August 17 June 12 – August 31

The ICT is located in Playa Vista, Ca.



Our address:

12015 Waterfront Drive
Playa Vista, CA 90094-2536
Phone: (310) 574-5700

The Institute for Creative Technologies is located just a few minutes north of the Los Angeles Airport. We are also approximately 45 minutes from the USC main campus in downtown Los Angeles.

Summer Internship employment at ICT

The general business hours for the ICT are 9am to 6pm Monday through Friday. Work days are usually 8 hours per day with a 1 hour unpaid meal period. Your exact work hours may be negotiated with your supervisor, but may not exceed more than 8 hours a day or more than 40 hours per week. The internships require a 10 to 12 week commitment.

If you are selected to become an ICT intern you may be employed in one of the following 3 categories:

- Visiting Research Assistant
 - Must be enrolled in another university for the fall 2012 semester in a four year institution at masters level or higher (must provide proof of enrollment).
 - Monthly stipend/Pay day is 26th of Month
- USC Student Worker
 - Enrolled at USC for the fall 2012 semester.
 - Hourly/Paid Bi-Weekly (Every other Wednesday)
- Resource Employee
 - If you do not qualify for the first two categories you will be classified as a USC Resource Employee.
 - Hourly/Paid Bi-Weekly (Every other Wednesday)
 - Background screen will be required

Please note:

#1- Internships do not include paid sick days or medical insurance

- The ICT summer internship program does not include health insurance benefits. All participants in this summer program are required to be insured by personal, university, travel or parental/ legal guardian policies. It is recommended that you contact your insurance provider for assistance in locating a medical facility and or physician before your arrival in Los Angeles.
- Although there is no compensation for sick time, provisions for scheduling time for recovery will be provided.

#2-Interns are not be eligible for holiday pay

- Resource employees and USC students are not permitted to work nor are compensated on University Holidays.

- The University recognized holidays that fall during this period are: Memorial Day, Independence Day observed, and Labor Day.

#3-International Students with F-1 Visa Status

- International students studying in the U.S. on an F-1 visa are required to receive approval from your school's International Student Office for CPT at 40 hours per week; this approval must be noted on page 3 of your I-20 document. This documentation is required and must be presented by the first day of your scheduled internship date.

International Students Needing a J-1 Visa

- If you are an international student not currently studying in the U.S., you will need a J-1 visa in order to participate in this program. Upon being selected to the program, we will contact you in regards to the forms and additional information necessary for obtaining the required visa.

WHERE TO LIVE

There are a variety of living arrangements available to you during your stay in Los Angeles. Below is a list of resources that may assist you with locating living arrangements during your visit to Los Angeles.

Please note that USC/ICT does not officially endorse any of the options listed below, but simply offers the information as a courtesy.

1. Westside Rentals - To find local listing of apartments, you may choose to subscribe to Westside Rentals to find temporary housing. They offer a 2 month, \$60 membership fee for internet access to hundreds of rentals in the Los Angeles Area. <http://www.westsiderentals.com/>
2. Oakwood Corporate Housing - Oakwood is an extended stay facility that provides corporate-style furnished housing in the Marina Del Rey area. Ask for the USC rates. <http://www.oakwood.com/furnished-apartments/furnished/US/CA/Marina-del-Rey/prop15.html>
3. <http://venicebeachhostel.com/> – Venice Beach Hostel. Located several miles from the ICT. Used for temporary dwellings while in search an established living arrangement.
4. Craigslist - <http://losangeles.craigslist.org>
5. Move - <http://www.move.com>
6. Rommates.com <http://www.roommates.com/>

7. Fountain Park in Playa Vista - <http://www.fountainparkapts.com> 310-437-6160
Close to our new location, offers short term leases and the option of furnished apartments.

Housing and Travel Assistance

- ICT 2012 Summer Interns are eligible for housing stipends and travel reimbursements if you live 95 miles or more outside of the Los Angeles area.
- Travel is reimbursable up to \$600.00. Airfare for round trip flight must comply with Fly America Act by being ticketed on a U.S. owned carrier. Boarding passes, e-ticket receipt, or travel itinerary documentation will be necessary for travel reimbursements.
- Housing assistance stipend is \$1,200.00 per month. **Please note that housing stipends are considered taxable income and the net amount may be less than \$1,200.00.** The housing stipend will be paid on a monthly basis, and will be prorated based on 1st day worked, and last day worked.

GETTING AROUND LOS ANGELES

Although Los Angeles provides a great public transportation system, it should be noted that Los Angeles is classified by many as a driving city. Having reliable transportation to travel around the metro Los Angeles and surrounding areas is very beneficial.

If you will not have your own vehicle during the summer, another good way to get around Los Angeles is with Los Angeles Metro Transit system (MTA).

You can find additional information on bus passes and schedules at:

<http://www.mta.net/default.asp>

The ICT will provide shuttle service between the downtown USC campus and the Playa Vista facilities. Details for shuttle schedules and additional information will be provided upon acceptance to the program.