

Summer Employment at ICT

The general business hours for the ICT are 9:00 am to 6:00 pm, Monday through Friday. Workdays 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 ICT Research Program requires a 10-to-12-week commitment.

If you are selected to participate in the ICT Research Program you will be employed in one of the following 2 categories:

- Visiting Academic
 - Must be enrolled in another university for the fall 2025 semester in a four-year institution. You may be asked to provide a letter from your university stating that you will be enrolled in the Summer or Fall semester 2025 and in good standing.
 - Monthly stipend/Pay day is 26th of the Month
- USC Student Worker
 - Enrolled at USC for the Fall 2025 semester
 - Hourly/Paid Bi-Weekly (Every other Wednesday)

Please note:

1-The Research Program does not include medical insurance

- The ICT Research 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 **o r physician before your arrival in Los Angeles.**
- The Department of State and J-1 visa regulations require all Exchange Visitors and accompanying J-2 dependents to be covered by adequate health and accident insurance while in the U.S. Failure to carry adequate insurance may lead to termination of your J-1 status.
- Participants on J1 Visas may be insured by a company from their home country but should confirm international coverage. Please be aware that if you require medical care at a hospital or clinic in the U.S., you may be asked to pay up front

and then be reimbursed by your insurance company. Also see J1 visa insurance requirements <http://ois.usc.edu/j1-scholars/immigration-matters/insurance/>

2-Participants who are paid hourly are not eligible for holiday pay

- Participants paid hourly are not permitted to work nor are compensated on University Holidays.
- The University recognized holidays that fall during this period are: Memorial Day (May 26), and Independence Day (July 4)

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 on the first day of the program at orientation.

4-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 to participate in this program. Upon being selected to the program, we will contact you regarding the forms and additional information necessary for obtaining the required visa. **We are not able to sponsor J-1 Visa's for undergrads.**

Travel Assistance

- Travel is reimbursable if you are relocating to the Los Angeles area.
- Travel in the United States is reimbursable up to \$600.00. **Airfare for 1 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. We are unable to reimburse tickets purchased with reward program miles.
- International Travel: ICT will purchase plane tickets for students relocating to Los Angeles from outside of the United States.

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:

<https://www.metro.net/riding/rider-apps/>

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.

DRESS CODE

The ICT dress code is business casual - Jeans (not torn), khakis, polo shirts, walking shorts, tennis shoes, t-shirts, dresses, and skirts.

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.

Airbnb | <https://www.airbnb.com/>

Tips:

- Put in the Culver City area to get closer results to the ICT office
- Select the date range of your internship and/or stay
- Once you click search you can specify price range and amenities

Homestay | <http://www.homestay.com/>

Tips:

- Put in the Culver City area to get closer results to the ICT office
- Select the date range of your internship and/or stay

Pad Mapper | <http://www.padmapper.com/>

Tips:

- Select Los Angeles as the city
- Select short term rentals and adjust price to desired range
- Drag map to look at areas closer to ICT

Hostel World | <https://www.hostelworld.com/>

Tips:

- Put in Los Angeles
- Select date range of your stay
- These hostel stays are priced per day
- Remember to check how close it is to the ICT office

Craigslist | <http://losangeles.craigslist.org>

Tips:

- Be mindful of scams
- Select “sublets/temporary” under housing

Facebook Marketplace | <https://www.facebook.com/marketplace/>

Tips

- Search “sublets for rent”
- Look for sublets near college campuses – driving distance to ICT
 - LMU and USC closest to ICT office

Roommates | <http://www.roommates.com/>

Tips:

- Select California then Culver City to get closest results to ICT

Sabbatical Homes | <https://www.sabbaticalhomes.com/>

Tips:

- Put in the Culver City area to get closer results to the ICT office
- Select the date range of your internship and/or stay

Co-Living | <https://coliving.com/spaces>

Tips:

- Select Los Angeles as the city
- Select length of rental
- Drag map to look at areas closer to ICT

Summer Hostel UCLA | <https://summerhostel.hh.ucla.edu/>

Tips:

- Select the date range of your internship and/or stay
- Rate is per night

Spare Room | https://www.spareroom.com/rooms-for-rent/los_angeles

Tips:

- Look for rooms closer to ICT
- Adjust price and length of stay to desired specification

Blueground | <https://www.theblueground.com/furnished-apartments-los-angeles-usa>

Tips:

- Look for rentals closer to ICT
- Adjust price and length of stay to desired specification

USC Summer Housing | <https://housing.usc.edu/index.php/summer-housing/>

Tips:

- Qualification - be an individual enrolled in or participating in a USC sponsored program or research
- Application will open at the end of March
- Housing is from approximately May 19 - August 13
- You will need to obtain your USC ID from us to apply for USC summer housing
- ICT is approximately 45 minutes (10 miles) from the main campus and campus housing. There is a shuttle that runs between USC’s main campus and ICT

Westside Rentals | <http://www.westsiderentals.com/>

Venice Beach Hostel | <http://venicebeachhostel.com/>

- Located several miles from the ICT. Used for temporary dwellings while in search an established living arrangement

Hotpads.com | <https://hotpads.com/>

- HotPads.com is a map-based real estate search engine, listing homes for sale, apartments, condos, and rental houses