The SULA Semester is an elite program and we regard it as a privilege to attend. We have designed a remarkable program that includes three major components…. an academically excellent curriculum taught by world class professionals in their fields, an opportunity to gain practical work experience through an internship and an added opportunity to attend special social and cultural events organized by SULA. We regard the entire LA Semester experience as your first job in a professional environment. We therefore expect a certain high level of professional behavior to carry through to all that you do while you spend your semester in Los Angeles.

SULA Semester Students are expected to......

- **Attend ALL class meetings and arrive on time.** It may be possible to take advantage of ONE internship or professional opportunity that might conflict with your class provided that you ask for and receive permission in advance from your Professor. The Professor has the right to deny any student the option to miss class. If circumstances beyond the student’s control prevent the student from attending class, you will notify the Professor as soon as possible, preferably before class. It is not acceptable to just not show up! Exceptions to this are the one-credit classes (Music Video, Cinematography and Line Producing). Your Professors are expecting you to attend all 5 classes.

- **Act in a professional manner while working at your internship.** This includes being on time, dressing in an appropriate manner, being respectful of others in the work environment and fulfilling all agreed upon responsibilities.

- **Show courtesy** in the classroom and at SULA events by silencing and putting away all electronic gear (unless permitted by the Professor in class) and being an active participant.

- **Have your completed Internship Site Agreements signed by your Supervisor and returned to the SULA Semester office in a timely fashion which is no later than 2 weeks after you begin your internship.**

- **Check your emails frequently and respond to emails & phone calls from the SULA Semester staff and faculty in a timely manner. Set up your cell phone voicemail with a professional sounding outgoing message before you arrive in Los Angeles. Make sure your inbox is NOT FULL and able receive messages.**

- **Make every effort to attend special SULA events, and programs** scheduled during the semester. These events are organized for your benefit and will greatly enhance your LA Semester experience. You are to RSVP promptly to all invitations. Attire for all SULA events is business casual.

- **SULA Students will have the opportunity to volunteer at a Los Angeles organization during the semester. Through volunteerism students can connect with, and give something back to, the local community. In addition, students can learn new skills, meet local community leaders, make new friends and contacts and build social and relationship skills. We expect our LA Semester students to take part in some form of civic engagement while they are in Los Angeles.**

- **Prepare for Guest Speakers.** Professional Guest Speakers are invited to class and events to give you a first-hand real world perspective on the entertainment business. We expect that you will read their bios and do additional research online so that you can ask thoughtful questions and engage in a meaningful conversation.

I accept and commit to upholding this protocol

______________________________   __________________________________   ______________________
Print name                          Signature                          Date