



LAKE FOREST
COLLEGE

IN THE LOOP

The Lake Forest College In The Loop program is the College's off-campus semester in Chicago. While participating in the Loop you will take academic courses and complete a for-credit internship. You'll learn how to manage your time wisely, live independently, and master important career-focused skills.

In order to help you better prepare for your semester in the city, and to ensure that your experience is both productive and valuable, we have put together the following packet detailing helpful information about the Program, including answers to frequently asked questions and important policies.

The In The Loop program gives you the experience and the tools you need for a successful career outside of College, all while living and interacting with one of the world's most diverse and vibrant cities: Chicago.



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AT A GLANCE

Eligibility

- At least 18 years of age by the program's start date.
- Students must have completed at least two semesters of study and hold junior status or above at Lake Forest College before participation.
- A minimum GPA of 2.5 for the academic program. *Certain internships may require higher GPAs or specific coursework/experience.*
- Good academic and judicial standing during time of application and time of participation in program.

Program Deposit

- There is a \$500 non-refundable deposit to participate in the In The Loop program (\$500: One Semester/\$1000: Two Semesters).

Location

- Students reside at The Flats, a residential building located at 829 S. Wabash in the heart of the South Loop.

Courses

- Students have the option of enrolling in courses:
 - Taught by Lake Forest College Faculty at The Flats (ITL courses).
 - At a Loop Partner Institution: Columbia College Chicago, Roosevelt University, and the School of the Art Institute.
 - Other options include courses on the Lake Forest College campus, including independent study and senior thesis.

Internships

- All students undertake a one- to two-credit internship at a company or organization located in Chicago under the supervision of the [Career Advancement Center](#).

- Internships must be located in the City of Chicago. Appeals for internships outside the city limits are unlikely to be approved, excepting extraordinary circumstances.
- A student will not normally receive more than three internship credits toward the total number of credits necessary for graduation (not including foreign internship credit). A maximum of two credits will be awarded for each internship. Any student seeking more than two internship credits must show that not more than two credits will be for internship experiences that are similar in terms of skills or knowledge learned or applied. Students on the "In the Loop" Program can to earn up to four internship credits, with the fourth credit being taken during the Loop Program.

Financial Aid

- For a full breakdown of costs and financial aid information, please visit the [Lake Forest College In The Loop webpage](#). Students may also consult with the Financial Aid Office to discuss payment plans, loans, or alternate sources of aid.

In The Loop & Other Off-Campus Study Programs

- Students may spend up to three semesters off campus, providing at least one of those semesters is spent participating in the Lake Forest College In The Loop program.
 - If a student studies off campus in two non-Loop semesters, they may participate in the Loop for a maximum of one semester.
 - If a student studies off campus in one non-Loop semester, they may participate in the Loop for a maximum of two semesters.

KEY CONTACTS

In The Loop Staff Jennifer Larsen
Director, Center for Chicago Programs
Director of the In The Loop program
larsen@mx.lakeforest.edu
847-735-6172

Internships Jen Lazarus
Associate Director of Internships
cacintern@mx.lakeforest.edu
847-735-5361

Course Registration Katie Isler
Transfer and Registration Coordinator
isler@mx.lakeforest.edu
847-735-5025

**See page 11 for a complete list of Career Advancement Center Staff.*

COURSE POLICY

You will complete up to four Lake Forest College credits while participating in the In The Loop program:

1. Two internship credits (150 hours per credit), totaling 300 hours over the course of the semester.
 - *Students who wish to complete less than two internship credits must speak with the Director of the In The Loop program.*
2. Up to two additional academic credits.
 - Of the two academic credits, you should first consider the Lake Forest College faculty-taught courses (ITL courses), offered at The Flats (see page seven for more information).
 - *If you have curricular reasons for taking one or both credits at one of the four Loop Partner Institutions, then you must appeal to the Director of the In The Loop program.¹*
 - Please note that courses at Loop Partner Institutions transfer in at less than one full Lake Forest College credit. The Loop offers a .5 practicum (LOOP 201), which may be used to make up the difference (see page eight for more information).

➤ **How do you make an appeal?**

Upon acceptance into the program, and before submitting your Course Registration form (see page seven), please email the Director of the In The Loop program with your formal appeal. Your appeal must clearly lay out your reasons for wanting to complete one or both credits at one of the four Loop Partner Institutions and/or on the Lake Forest College campus.

¹ Please note that the College recognizes and accepts that a student may need to complete both credits for their major and/or minor at a Loop Partner Institution or back on campus. Please also note that the College cannot guarantee availability/placement in any one Partner Institution course. Students are expected to plan accordingly.

COURSE REGISTRATION

The semester preceding your semester in the program, you will receive a Course Registration form and Course Registration Instructions detailing the registration process for courses and your internship. Academic course options include:

- 1. Lake Forest College-taught courses at The Flats, the In The Loop residential space.**
 - a. *LOOP 202: Professional Development in the 21st Century* is offered every semester (see page eight for course descriptions).
 - b. Additional Lake Forest College-taught courses vary depending on semester.
 - c. All Lake Forest College-taught courses transfer as one full credit.

- 2. Courses on the Lake Forest College campus.**
 - a. The In The Loop program wants to accommodate students who need to return to campus for courses. That said, if you must return to campus for a senior seminar course or other required courses that you cannot take at another time, you will be able to do so, though we ask that students who need to commute back to campus do so for no more than two days per week.
 - b. Students who must return to campus for courses are responsible for paying for their transportation to and from campus via the Metra train.²
 - c. Students may also do their thesis while enrolled in the Program.

- 3. Loop Partner Institution Courses: Courses offered at one of our three partner institutions: Columbia College Chicago (CCC), Roosevelt University (RU), and the School of the Art Institute (SAIC).**
 - a. Students will be provided with a link to Partner Institution course schedules in the Program Registration instructions and will work with their

² All students receive a [Ventra U-Pass](#), paid for by the In The Loop program. Your U-Pass is good for unlimited rides on the CTA buses and rail lines throughout the semester.

Academic Advisor to identify courses that will count towards their major and/or minor. *Note that students may only enroll in courses taught at a Loop Partner Institution provided those courses are a requirement for their major and/or minor.*

- b. Credits earned at our partner institutions – CCC, RU, and SAIC – transfer as less than one Lake Forest College credit per partner course. To make up the additional credit, students have the option of enrolling in *LOOP 201: In The Loop Practicum* (.5 credits).
- c. Students participating in the In The Loop program are exempt from the “final four credits must be Lake Forest College credits” rule and are therefore not required to submit an appeal to the Academic Appeals Board should they opt to take courses at one of our Partner Institutions during their final semester at the College. *Please note that students are still required to submit an appeal to the Director of the In The Loop program should they wish to enroll in courses at a Loop Partner Institution.*
- d. Students cannot take courses at more than one Partner Institution.
- e. Students cannot take courses at another college/university in Chicago besides CCC, RU, and SAIC.
- f. See page nine for important policies pertaining to Loop Partner Institutions.

ITL COURSE DESCRIPTIONS

LOOP 202: Professional Development in the 21st Century (1 credit): This seminar provides context for your Chicago experience with a study of the city's complex historical dynamism and its intersection with three professional development areas: 1) the trajectory of your career and intellectual aspirations, 2) the development of effective professional communication, both oral and written, and 3) the curating and management of your social media profile as it applies to the work world. This course will challenge you to make the best use of Chicago by exploring the way the city intersects with your interests, internship, and areas of study. You will consider the many cultural, historical, and economic factors at work in the city, and through the study of Chicago's history and culture develop ways to understand not only the composition of Chicago's neighborhoods, for instance, but also your own place within the larger social and market forces. Readings, discussions, writing assignments, and semester portfolio, are supplemented with field trips in Chicago.

LOOP 201 In The Loop Practicum (.5 credits): This Practicum for Lake Forest College In The Loop allows students to study and experience Chicago as a major cultural center. This course supplements the critical reading and analysis of Chicago history, civics, industry, and leisure/sports, with experiential field trips designed provide an immersion experience for students. This practicum asks the students to read and apply through a series of structured assignments and journals, neighborhood explorations, and presentations. Required reading: *Chicago's Most Wanted: The Top 10 Book of Murderous Mobsters, Midway Monsters, and Windy City Oddities*.

This practicum is open to all, but intended for those requiring additional credit hours to complement study at a partner institution. Put another way, a student taking courses at CCC, RU, or SAIC will receive less than 1 full LFC credit hour for each partner course. Therefore, LOOP 201 is a way to “make up” the deficit to achieve a 4-credit semester.

Further, for those in their second In The Loop semester, *LOOP 201 may not be repeated for credit*.

PARTNER INSTITUTION POLICIES

Effective April 18, 2014, and agreed upon by the College's Curricular Policies Committee, courses taken at one of the In The Loop partner institutions (Columbia College Chicago, Roosevelt University, and the School of the Art Institute) can be used to fulfill the requirement that a graduating student's last four credits must be Lake Forest College. Therefore, students participating in the In The Loop program as part of their final semester who choose to take courses at one of the In The Loop partner institutions are not required to file an appeal with the AAB Board.

Partner Institution Policy for Graduating Seniors:

Loop Partner Institutions do not generally finish their semesters until after the Lake Forest College Commencement date. As a result, graduating seniors taking courses at Loop Partner Institutions will be able to walk in Commencement. These students will receive a diploma--contingent on their successful completion of Partner school courses and all College graduation requirements—as soon as possible after the degree requirements have been met.

School of the Art Institute Course Policy:

SAIC courses are intended for students enrolled in Art, Digital Media Design, and other relevant programs. Therefore, students should only enroll in SAIC should they have an academic reason for doing so, as opposed to having a "general interest" in SAIC courses. For more information, please contact the Director of the In The Loop program.

ACADEMIC INTERNSHIP POLICY

A student will not normally receive more than three internship credits toward the total number of credits necessary for graduation (not including foreign internship credit). A maximum of two credits will be awarded for each internship. Any student seeking more than two internship credits must show that not more than two credits will be for internship experiences that are similar in terms of skills or knowledge learned or applied. **Students in the “In the Loop” Program can earn up to four internship credits, with the fourth credit being taken during the Loop Program.**

INTERNSHIPS

Securing an internship is a critical first-step as you begin to make your Loop plans. The search for an internship should begin as soon as you have been accepted into the program, if not earlier.

Students should remain in constant communication with their Internship Specialist, the Career Advancement Center, and the Director of the In The Loop program. Further, students are expected to actively work toward the completion of their internship during the academic semester. Failure to make progress toward securing, registering, and completing an internship may result in removal from the program. Employer timelines for decisions do not always match Loop deadlines, and program staff can help you to navigate this reality.

For fall participants without an internship lined up before summer break, you are expected to maintain contact with your Internship Specialist throughout the summer until a suitable position is secured.

Immediate Next Steps:

- Schedule a meeting with your Internship Specialist to create a search plan, which may include:
 - Career/employer research and informational interviewing
 - Cover letter/resume updates
 - Mock interviews
 - Weekly number of organizations to research and applications to submit
 - Steps to complete with Career Advancement Center (advisor meetings, programs to attend, etc.)
- Provide your Internship Specialist with regular updates on your research and preparation progress.
- **You are expected to secure your internship and complete necessary registration forms before the start date of your semester in the Loop.**

CAREER ADVANCEMENT CENTER



Colleen Monks
Director, Career
Advancement Center
Career Pathway: Build Your Own
monks@mx.lakeforest.edu



Danielle Kelly
Career Pathway: Creative Arts
and Communication
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RESIDENCE LIFE INFORMATION



You will reside on the 14th and 15th floors of The Flats at East-West University (829 S. Wabash) in apartment-style spaces. Each apartment houses either four or six students in double-occupancy bedrooms. Room assignments will be made through a system similar to the room selection process on campus each spring. You may request to live with each other but roommate requests must be mutual. To the extent possible, the In The Loop program will try to accommodate suitemate preferences.

Please note that residency at The Flats is a required component of the In The Loop program, and we are not able to accommodate commuter or other students

who wish to live outside of Loop housing. There are no exceptions to this policy.

Below please find helpful information pertaining to The Flats and the Residential component of the program:

1. Access
2. Alcohol Policy
3. Amenities
4. Appliances
5. Bicycle Storage
6. Computer Center
7. Fitness Facilities
8. Furnishings
9. Heating & Air Conditioning
10. Laundry Room
11. Living Agreements
12. Lounges
13. Mail Delivery
14. Other Students
15. Parking
16. Recycling & Trash Removal
17. Smoke-Free Environment
18. Storage
19. Technology
20. Transportation
21. Vending Machines
22. Work Study Positions

1. ACCESS

The Flats (floors 7-16) is not a public facility. Access to residential floors is restricted exclusively to residents, building employees, and registered guests. Access cards are provided to every resident and must be used every time upon entrance. * This card also provides access to the 24-hour Fitness Center and Laundry Rooms. Guests of residents must present valid, government-issued photo identification, sign in and out upon entering and leaving the building, and must be escorted by their host/hostess at all times.

*The Flats access card is issued to the resident and is not to be shared with others to access the facility.

2. ALCOHOL POLICY

Alcohol is allowed at The Flats, but only for those students over the age of 21. All suitemate must be over the age of 21 for alcohol to be permitted in the suite.

3. AMENITIES AT THE FLATS

The Flats consists of 10 floors located in the Student Life Center. Student residences are located on floors 7 through 16. Each suite has a common living space, a full-size kitchen and bathroom, and either two double-occupancy rooms or three double-occupancy rooms. The remaining amenities are listed below with location.

- Mail Room (1st floor)
- Front Desk (1st floor)
- Computer Lab (4th floor)
- Fitness Centers and Gymnasium (2nd and 3rd floor)
- Laundry Room (7th, 8th, 10th, 12th, 14th, 15th, and 16th floor)
- Student Lounges (7th, 9th, 11th, 13th, and 15th floor)
- Bicycle Storage

4. APPLIANCES

Each apartment is provided with a microwave, full-size refrigerator/freezer, cooktop stove, and oven.

5. BICYCLE STORAGE

A limited number of bicycles can be accommodated in a storage room on residential floors. Access to residents will be provided on a first come, first served basis, for bicycles that are registered with the Housing Office. Residents are responsible for providing and securing their own bike locks, and nothing else may be left in this room. Bicycles are prohibited anywhere else in the building. Each resident acknowledges that he/she will be solely responsible for theft or damage to any personal property placed in Bicycle Storage.

6. COMPUTER CENTER

The Computer Center is located on the 4th floor. There are PCs available for resident use.

7. FITNESS FACILITIES

The Fitness Center is located on the 2nd and 3rd floors. The facility is furnished with state-of-the-art equipment and is for the exclusive use of The Flats residents, East-West University students, and Flats residents' guests. Registered hosts must accompany their guests at all times. All residents who enter the Fitness Center agree to follow the rules and regulations posted therein. There is no supervision or staff monitoring of the Fitness Center and those using the facility do so at their own risk. No food or loud music is allowed. Please report any problems with the equipment to the Front Desk.

Students will also continue to have access to the Sports Center back on campus during their semester of participation. While the Loop generally discourages you from regular reverse commuting to campus unless you have an unavoidable academic reason for doing so, if you do have a reason to come to campus, the Sports Center may be convenient for you.

8. FURNISHINGS

Each resident is provided with a bed and twin, extra-long (80 inch) mattress. Every resident is also provided with a study desk and chair. Clothes rods are built into a lockable wardrobe for each occupant. Other furnishings in each unit are as follows:

- Studio Apartment: 1 lounge chair and end table
- Two-Bedroom Apartment: 1 sofa, 2 lounge chairs, end table, and coffee table
- Three-Bedroom Apartment: 1 sofa, 2 lounge chairs, end table, and coffee table

9. HEATING AND AIR CONDITIONING

Central heating and air conditioning are provided to each unit at no additional cost. Residents may experience transitional times during the spring and fall where heating and cooling are difficult to balance. Supplemental heating and/or air conditioning devices are prohibited. Residents need to be aware, especially during the winter months, to take precautions to avoid charges should windows be left open causing pipes to freeze and/or burst.

10. LAUNDRY ROOM

Laundry Rooms are located on 7 of the 10 residential floors. The Laundry Rooms are accessible 24 hours a day at no cost to the resident. The Flats is not responsible for lost, stolen or damaged items. Any items left in the Laundry Rooms more than 24 hours will be stored for 30 days. After 30 days, all items will be donated to a local charity. Please report any issues or concerns with the Laundry Rooms to the Housing Office.

11. LIVING AGREEMENTS

Because of the unique nature of apartment living, all participants of the In the Loop program are required to complete an online living agreement via Roompact.com. Residents who do not complete a living agreement may be forwarded through the College's conduct process.

12. LOUNGES

Study lounges are located on every other residential floor of the building. Removal of any lounge furniture is prohibited and may result in disciplinary action including financial responsibility. Additionally, residents are responsible for maintaining a clean lounge after usage.

13. MAIL DELIVERY

Upon move-in, each resident is issued a mailbox combination for a private mailbox. To ensure correct delivery, please request that your unit number is clearly marked on all mail. Mail is delivered five days a week (except legal holidays) and distributed to mailboxes located on the 1st floor. Residents with a package delivery will receive an e-mail to pick up their delivery from the Student Life Center Front Desk. All mail should be addressed as follows:

(Name)

829 S. Wabash Ave. # (Apartment Number and Bed Space Letter/Number)
Chicago, IL 60605

Once a resident moves out of The Flats, first-class mail will be forwarded for up to 30 days contingent upon the resident completing a forwarding address card with the United States Postal Service.

14. OTHER STUDENTS

We share The Flats with students from other colleges and universities. Floors 1-6 of the building—the Student Life Center—are during the day shared spaces with East-West University. Columbia College Chicago students live in other residences within the building; individual student lease holders also live in the building.

15. PARKING

Private parking lots exist near The Flats, but they are very expensive. We strongly advise *against* having a car in the city—it will quickly prove to be an expensive hassle.

16. RECYCLING AND TRASH REMOVAL

Each floor is provided with recycling and trash containers in separate rooms. All residents are expected to bring their trash and recycling material to the appropriate containers regularly. Trash is normally removed from the floors on a daily basis.

17. SMOKE-FREE ENVIRONMENT

To help ensure a clean and healthy environment for everyone, and in compliance with the Chicago Indoor Air Ordinance, The Flats is a smoke-free community. The Chicago Ordinance also prohibits smoking within 15 feet from the entrance/exit of the building. The use of e-cigarettes and hookahs is prohibited in the building.

18. STORAGE

Aside from space within the residential units, there is no additional storage available in the building. All bicycles must be removed from Bicycle Storage upon move out or it will be considered abandoned property.

19. TECHNOLOGY

Technology Services in the building include access to a high-speed Internet connection and cable television for residents at no extra charge. Information regarding connecting is available from Airwaves Networks at 877.778.WAVE.

20. TRANSPORTATION

All students receive a [Ventra U-Pass](#), paid for by the Loop program. Your U-Pass is good for unlimited rides on the CTA buses and rail lines throughout the semester.

21. VENDING MACHINES

A variety of vending machines with 24-hour availability are located on the 9th floor. Should there be any issues or concerns with a vending machine, please report it to the phone number listed on the machine as well as the Housing Office.

22. WORK STUDY POSITIONS

There will be a Residence Assistant position available in the In The Loop program. To apply, please reach out to the Chicago Program Coordinator directly upon acceptance into the program.

Besides the Residence Assistant position, there will be no other work-study positions available in the Loop. This may be an issue if you are an international student, who may only work a College affiliated work-study position.

You will be very busy in the Loop, and we discourage a separate part time job if this is a choice. If financial circumstances require that you work part-time, Loop staff will be happy to discuss the situation with you.

Additionally, some internships do pay. Consult with your Career Advancement Center Internship Specialist on this question.

IN THE LOOP MEAL PLAN

You will be given a meal spending allotment as part of the In The Loop program. This meal allotment will be paid out in equal installments every two weeks throughout the semester. The money will be direct deposited into your checking account, which will allow you to purchase groceries at local grocery stores and then bring those groceries back to their residence hall kitchen to cook/eat.

We know from long experience that the amount is suitable to eat well and comfortable while you are in the Loop. We recommend sharing meals with roommates, suitemates, and floor-mates, and asking the Chicago Program Coordinator for assistance with questions about where to shop and how to maximize your budget, etc.

You also have the option to opt-out of this distribution and receive all meal funds at the start of the semester.

MEDICAL AND PSYCHOLOGICAL SERVICES

Participants in Lake Forest College In the Loop program are eligible to receive services from the Health and Wellness Center³. The Student Health Fee covers these services and there is no additional cost for routine care. We encourage you to utilize the Health and Wellness Center as needed, but we also want to provide you with a set of tips on managing your well-being while living off campus, where there will not be easy access to the Health and Wellness Center.

It is essential that you make a plan for how you will access the services you need before your semester of participation, and there are many considerations:

1. **How busy is your schedule?** Are you taking classes in the city as well as completing an internship? Depending on your busy schedule, it may not be feasible to travel back to campus for weekly appointments in Counseling Services or for routine follow-up care in Health Services. If that is the case, we encourage you to seek regular care in the city.
2. **Are you someone who has difficulty following through on appointments? Do you sometimes feel as if there are just too many barriers?** If so, traveling for an hour may become a big commitment for a weekly or even monthly appointment. Following through on appointments is essential for optimal health, so we would encourage you to find services in the city that will meet your needs. If you know that you will benefit from counseling services, you need to consider this while planning your Loop semester.
3. **Are you feeling ill or in emotional distress,** and do you feel as if you will need more urgent or immediate care than on-campus resources may provide? If so, we encourage you to seek care in the city. Please see page 19 for specific resources.
4. **Do you plan to be on campus on a regular basis while living in the Loop?** Perhaps you are taking a class or conducting research on campus. If this is the case,

³ Students also have access to the Sports and Recreation Center.

it makes sense to see if you can arrange a consistent appointment in the Health and Wellness Center on a day that you plan to be on campus. We are happy to work with you to find an appointment time that accommodates your schedule if possible.

Whatever your situation, the staff in the Health and Wellness Center is available to assist you in developing a plan to manage your well-being while you are living In The Loop. We can provide you with referrals to specialists, physicians, and mental health counselors that accept your insurance plan. You can also call a representative from your specific insurance company to obtain referrals.

For urgent care related to medical concerns, please consider one of the following:

[MercyWorks at Dearborn Station](#)

47 W. Polk Street, Suite G1
Chicago, IL 60605
312.922.3011
Monday-Friday; 8am - 5pm

[Michigan Avenue Immediate Care](#)

180 N. Michigan Avenue
Chicago, IL 60601
312.201.1234
Monday to Friday 8:00am - 6:00pm
Saturday 9:00am - 1:00pm

[South Loop Urgent Care](#)

1430 S Michigan Avenue
Chicago, IL 60605
312.663.3522
south.loop@yahoo.com
Monday – Friday 9:30am – 7:00pm

[CVS Minute Clinic](#)

137 S. State Street
Chicago, IL 60603
312-609-1215
Mo Closed - Tu We Th Fr 8:00 AM - 7:00 PM
Saturday: 9:00am - 5:30pm
Sunday: 9:00am - 4:30pm

For urgent care related to emotional/psychological distress:

Lake Forest College Counselor on Call: 847-735-5555
Northwestern Memorial Hospital 24-hour crisis hotline: 312-926-8100
Mental Health Crisis Intervention: 1-800-248-7475
Suicide Prevention/Crisis Intervention: 1-800-248-7475
Chicago Rape Crisis Hotline: 888-293-2080

