

**Moving Image Archiving and Preservation Program  
Directed Internships H72.2911 Syllabus version 1  
Spring 2011 – Tuesdays (see schedule) 6:00PM – 7:30PM, 721 Broadway, room  
652**

**Instructor: Tanisha Jones, [Tanisha\\_Jones@nypl.org](mailto:Tanisha_Jones@nypl.org)**

Please make sure that you have read the Internship Guidelines that are shared with your Internship supervisor.

**SCOPE:**

This class will revolve around internships taken on by MIAP students with New York City-based organizations. The class will include interning students working at least 15 hours per week for 14 weeks. The internships provide hands-on experience with moving image material, as well as deep exposure to the various types of institutions that handle these materials. Internships are usually unpaid, but may be paid. Students meet as a group with the Internship instructor to contextualize the internship experience, share their learning, and discuss archiving and preservation approaches/ issues arising out of their work. Outside of class time discussion will continue on BlackBoard. At least one internship must involve the management of a moving image collection, and one must provide experience in a lab or with a restoration or preservation project. In addition, the internships must allow for experience with film, video and audio.

**GOALS:**

The goal of this class is to increase the knowledge and understanding of each individual through collaboration and sharing of collective experiences. To learn from the experience of others as well as to learn through teaching others. To share and discuss experiences, learned skills, gained knowledge, questions and observations.

**ACTIVITIES AND REQUIREMENTS:**

Students are expected to continually uphold the Guidelines for Ethics and Professional Practices: [Please take a moment to review these guidelines.](#)

In addition to their time at the internship, students are expected to attend all group meetings and to make substantial contributions to group discussions in class and on BlackBoard. Come to group meetings prepared to share your experiences – things you have learned, observed, questions, or need assistance with. You are required to share at least two digital photos of yourself at your internship site, with descriptive labels, and to email them to [alicia.kubes@nyu.edu](mailto:alicia.kubes@nyu.edu).

Each class session will begin with a check-in on how the internships are proceeding, follow-up with discussion on BlackBoard, and any issues that have come up since the last class. Readings or other resources may be assigned from time to time. Some of the classes may be attended by MIAP alumni to discuss their post-graduation experiences. You should be prepared with questions and topics of discussion.

At the beginning of the semester, the student must negotiate a written agreement with

the supervisor at the internship site, outlining goals of the internship, tasks to be performed, work hours, etc. The agreement must be given to the Internship instructor in electronic form **via the internship supervisor** as acknowledgement that the agreement meets his/her approval. In other words, you should email the agreement to your supervisor (cc'ing the instructor) and ask them to approve or edit it as they see fit. Once any revisions are agreed upon and resolved your supervisor should email the final agreement to the instructor to indicate acceptance of the agreement.

Near the end of the internship, the student will draft a final internship report, following the same submission protocol as above. This should be at least three pages and address the following:

- Overview and history of the collection;
- Physical description of the collection;
- Description of intern projects and tasks performed;
- Explanation of what was learned.

If any internship hours are missed during this 14-week period due to MIAP class trips or for another reason, the supervisor and student are expected to negotiate if and how those hours will be made up.

At the end of the internship, the supervisor will complete an internship evaluation form for review by the Internship instructor. Also, each student will fill out an evaluation of their experience for internal MIAP purposes that they will submit to Alicia Kubes, Administrative Coordinator. Due dates for these assignments are listed below. All work must be submitted in electronic form.

#### **ADDITIONAL FUNDING SPECIFIC REQUIREMENTS:**

During the internship selection process for fall and spring semesters, students who have received a MIAP Sponsored Internship Award will choose from a list of designated internship opportunities.

Recipients of MIAP Sponsored Internship Awards are required to complete additional assignments, which will vary according to the internship's funding source.

The particular funding source associated with each internship opportunity will be indicated by the following abbreviations (including additional requirements):

- NEH (for internships in humanities collections, funded by the National Endowment for the Humanities)
  - [NEH Additional Requirements](#)
- IMLS (for internships in libraries, funded by the Institute of Museum and Library Services)
  - [IMLS Additional Requirements](#)
- AMPAS (for internships at Anthology Film Archives, funded by the Academy of Motion Picture Arts and Sciences)
  - [AMPAS Additional Requirements](#)

#### **CLASS MEETING DATES**

1/25 – Review of class schedule, agreement submission process and due

dates; each student in internships will briefly describe their site and work goals; discussion of desired information and resources.

2/8 – Initial Agreement Due; Check-in; general discussion

2/22 – Check-in; BlackBoard follow-up; student led discussion.

3/8 – Check-in; BlackBoard follow-up; student led discussion.

4/5 – Check-in; BlackBoard follow-up; student led discussion

4/19 – Check-in; BlackBoard follow-up; student led discussion

5/3 – Final Report Due; Check-in; BlackBoard follow-up; student led discussion; wrap up.

## **ASSIGNMENTS**

Internship Initial Agreements and Final Reports

Funding Specific Assignments as discussed above

Participate in BlackBoard sharing and discussion including uploading of images, documents, etc.

Come to class prepared to teach and share

For classes with visiting alumni come to class prepared with questions and topics for discussion

## **DUE DATES**

**Assignments must be handed in on time. Lateness will result in a lower grade or incomplete. All assignments must be submitted in electronic form.**

2/8 – Initial Agreement Due.

5/3 – Final Report Due.

## **GRADING CRITERIA**

Any more than one excused absence or any unexcused absence will negatively impact your grade.

Timeliness and quality of assignments

Participation and sharing in class and on BlackBoard reflecting active engagement in the internship, your learning, and issues of archiving and preservation

Preparedness (questions and discussion topics) for the visiting alumni

Internship Supervisor satisfaction with the quality of your work and your work habits

Satisfactory accomplishment of initial written agreement with the supervisor. If goals or tasks changed, the reasons for the changes should be documented in your final report.

Fulfilling internship time commitment