

**MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM
ADVANCED SEMINAR IN PRESERVATION STUDIES, CINE-GT 3490**

Version2: 9/17/12

Fall 2012 - Wednesdays, 2:00 – 4:00 pm – 4 classes are 3 hours long (10/10, 10/24, 11/7, 11/28)

665 Broadway, Rm 643

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GOALS: This class is designed to: 1) prepare students for employment, publishing and professional engagement upon graduation, and 2) to support their completion of their thesis projects. In addition, some classes may be devoted to special topics that were not covered in previous semesters.

EXPECTATIONS: A blackboard site will be available for this course. Students are expected to check the site at least once a week for updates.

Attendance at all classes is expected. Email me before class if you have an excused absence

MIAP Digital Archive: In addition to submitting assignments in print form, all course papers/projects will be submitted in electronic form via Blackboard in the Discussion area. The materials will be made part of the MIAP digital archive in a private space for faculty use, and on the MIAP web site, unless you request the work be restricted. If Word documents, please save as a .rtf.

Standard file naming convention: 09s_3401_smith_a1.rtf

Restricted file naming convention: 09s_3401_smith_a1_x.rtf

Where:

09s = spring 2009
3401 = class number
smith = author's last name
a1 = assignment number 1
x = restricted work designation

Assignments and grading: Each student will do three short assignments as described below. In addition the grade for your thesis is included in the grade for Advanced Topics. Grades will be based on a combination of class preparedness/ participation and assignments, with the thesis counting for at least 60% of the grade.

Assignment #1: Thesis Paragraph(s) – Due September 18

Assignment #2: Thesis Proposal: Due October 9. Please send by noon, so that I can read them before the October 10 class.

Assignment #3: Resumé and summary of projects, draft due Wednesday, October 3; final revisions due on Wednesday, October 17. Please submit as one document. Prepare a resumé for a job (drawn from AMIA-L or other sources) using NYU's eVita or a template of your own design. In addition, prepare a Summary of Projects as an addendum - a list of key projects you have undertaken while in the MIAP program (and before) that show your strengths with moving image archiving and preservation

that would be important to that job. In both documents, describe responsibilities, duties, tasks, results, products, etc. in the form you think is most effective. Resumés and summaries will be discussed in detail, with all students giving feedback to each other

Assignment #4: Proposal for a freelance job, draft due Wednesday, November 7, final due Wednesday November 14. Based on a case study, each student will prepare a 2-page proposal for a short-term freelance job.

Assignment #5: Thesis plan, due Wednesday, November 28 for discussion in class; share with and discuss as needed with thesis advisor for final submission on Monday, December 3rd. Create a 1-2 page written outline with weekly goals that represents your action plan for making steady progress on your thesis during the semester. The outline will go forward in time from December 3; however, when preparing it, work back from the final submission deadline of Monday, May 6th, making specific weekly goals. For projects, put your goals and deliverables at the top of the plan. For academic papers, put your thesis statement at the top of the page. Include the week of your thesis presentation (week of March 25th), and completion of the first written draft of your thesis on Friday, March 8.

Class 1: Wednesday, September 5

Topics/activities:

- Syllabus review; discussion of guidelines for feedback throughout the semester.
- Discussion of thesis projects with goal of helping each student focus their ideas and choose the form their thesis will take.

Class 2: Wednesday, September 12

Topics/activities:

- Evaluation of past theses. Strengths and weakness.
- Check-in on progress defining theses.

Class 3: Wednesday, September 19

Due this class:

- Paragraph(s) describing thesis project and the form of your thesis.

Topics/activities:

- Guests: MIAP grads discuss they how carried out their thesis work and adjusted to work life through various positions.

Class 4: Wednesday, September 26

Topics/activities:

- In-class work on statements of short and long term career goals.
- Search AMIA-L for jobs listed in the past two years. Pick several that you would be interested in applying for, and save the listings into an electronic file. Come prepared with the file and prepared to talk about your strengths in applying for the positions, the things that you feel unsure about, or questions you have about how to express your interest and qualifications in written form. I will also post some resumés on Blackboard.
- Analysis of various jobs descriptions and resumés.

Class 5: Wednesday, October 3

Due this class:

First draft of resumé and summary of projects are due.

Topics/activities:

Check in on progress on thesis proposals.

Begin critique of resúmes and summaries; students field questions by classmates. What is effective about each person's written presentation of him or herself? What could be improved – additions, deletions, revisions? Do these documents present the students' work in its best light? What are the most effective responses to questions about career goals and qualifications?

Class 6: Wednesday, October 10 – CLASS IS 2 – 5 PM

Topics/activities:

Resúmes and projects for remainder of students are critiqued and students field questions by classmates.

Business cards and professional identity.

Elements of cover letters

Comments on thesis proposals as needed.

Class 7: Wednesday, October 17

Due this class:

Final of resumé and summary of projects are due.

Topics/activities:

Freelancing 101 – Part 1: Responding to a request for a proposal for a freelance job. What do I charge? How do I handle initial requests by email and phone?

Class 8: Wednesday, October 24 CLASS IS 1 – 4 PM

Due this class:

Draft freelance proposal

Topics/activities:

Freelancing 101 – Part 2: Elements of a proposal for a short-term or long-term freelance job.

WEDNESDAY, OCTOBER 31 - NO CLASS – MONA OUT OF TOWN

Class 9: November 7 - CLASS IS 2 – 5 PM

Due this class:

Draft freelance proposal

Topics/activities:

Check in on progress/adjustments to thesis plans

Freelancing 101 – Part 3: Discussing and amending freelance proposals; interacting with potential clients and finalizing a job contract.

Class 10: Wednesday, November 14

Due this class:

Final freelance proposal

Topics/activities:

Freelancing 101 – Part 4: The business of freelancing

Class 11: Wednesday, November 28 CLASS IS 1 – 4 PM

Due this class:

Draft thesis plan due.

Topics/activities:

☒ Publishing and other forms of professional development. Speakers TBA

Monday December 3 – Final thesis plan due

WEDNESDAY DECEMBER 4 – NO CLASS - AMIA

Resources:

NYU's Wasserman Center for Career Development has individual counseling, seminars, and several online tools including eVita, a portfolio template, and InterviewStream, a webcam-based interview training tool. You are encouraged to take advantage of their services for graduate students. See http://www.nyu.edu/careerdevelopment/students/grad_students/grad_students_services.php

Tisch Office of Career Development – has computer stations with internet, fax, and printing “to help you conduct career-related business” and a reference library. See http://www.tisch.nyu.edu/object/cd_lib.html

US Department of Labor Statistics are interesting to track. For Archivists, Curators and Museum Technicians see <http://www.bls.gov/oco/ocos065.htm#addinfo>; for Librarians see <http://www.bls.gov/oco/ocos068.htm>

Library of Congress Human Resources has listings of jobs and fellowships <http://www.loc.gov/hr/employment/index.php?action=cMain.showHome>

The **American Library Association Resource Development and Recruitment** describes how libraries categorize library positions - <http://www.ala.org/ala/hrdr/humanresource.cfm>

The section **Human Resource Development and Recruitment** has useful statistical information - <http://www.ala.org/ala/hrdr/libraryempresources/libraryemployment.cfm>

See in particular **How to Apply for a Library Job** - [http://liswiki.org/wiki/](http://liswiki.org/wiki/HOWTO:Apply_for_a_library_job)
[HOWTO:Apply_for_a_library_job](http://liswiki.org/wiki/HOWTO:Apply_for_a_library_job)

For museum jobs, see jobHQ at <http://www.aam-us.org/aviso/index.cfm>

For archival positions, see **the Society of American Archivists Online Employment Bulletin** at <http://www.archivists.org/employment/index.asp>

The SAA Careers section also gives valuable information on the field, such as salary ranges. See <http://www.archivists.org/nnNavigation.asp?sectionName=Careers>

The **American Institute for the Conservation of Artistic and Historic Works** (AIC) defines competencies for conservators and has a section Guidelines for Selecting a Conservator that leads to a database of AIC members and their specialities. <http://www.aic-faic.org/guide/form.html>

Tisch Career Events can be found here:

<http://www.collegecentral.com/tisch/Student.cfm>