

# MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM

## DIRECTED INTERNSHIPS, CINE-GT 2911, SPRING 2013

Version 1.1

**Instructor:** Kimberly Tarr

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**Office Hours:** By appointment

**Room:** 721 Broadway, room 652

**Class Meetings:** 4:30 PM-6:00 PM on Wednesdays 1/30, 2/13, 2/27, 3/13, 4/3, 4/17, 5/1

### SCOPE

This class will revolve around MIAP student internships in New York City-based organizations. The class will include students interning -- at least 15 hours per week for 14 weeks -- as well as those students preparing for future internships. The internships provide hands-on experience with moving image material, as well as 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, discuss archiving and preservation approaches, pose questions, and identify issues or concerns related to their internship work.

### GOALS

The goal of this seminar course is to increase students' knowledge and understanding through collaboration and sharing of collective experience. An emphasis will be placed on learning from the experience of others, as well as learning through the teaching of others. Students will share and discuss skills, gained knowledge, questions, and observations. Students will also gain a stronger understanding of the current field of moving image archiving and preservation and prepare students for careers post- graduate school.

### EXPECTATIONS

Students are expected to continually uphold the [Guidelines for Ethics and Professional Practices](#); please ensure that you have reviewed these guidelines.

**Attendance & Active Participation** -- In addition to the on-site internship commitments outlined below, students are expected to attend all group meetings and to make substantial contributions to group discussions. Arrive to class prepared to share your experiences: what you have learned and observed, as well as questions or issues with which you need assistance. Students are encouraged to

suggest topics for discussion that may be of interest/benefit to the group. For those who are not currently interning, you will be expected to ask questions of your peers to help prepare you for future internships.

Readings may be assigned occasionally; please be prepared to discuss. When guest speakers are scheduled to visit, all students will be expected to conduct research on the guest's institution and position prior to class, so as to ask informed questions. Unexcused absences will affect final grades. *Because the nature of this course relies heavily on active participation and discussion, students will be asked to refrain from using laptop computers during class time unless it is for a class presentation.*

***Internship Agreement (assignment #1)*** -- At the beginning of the semester, students currently interning must negotiate a written agreement with the supervisor at the internship site. The Internship Agreement must outline the goals of the internship, tasks to be performed, and a work schedule (including start and end dates). The internship supervisor must submit the agreement in electronic form as acknowledgement that the agreement meets his/her approval. To facilitate this, students must:

- Email the agreement to the supervisor, CC'ing the instructor ([kimberlytarr@nyu.edu](mailto:kimberlytarr@nyu.edu))
- Ask the supervisor to review the agreement. If revisions need be made, the supervisor and intern should work together to edit the document.
- When the document has been finalized, the supervisor should email the final Internship Agreement to the instructor to indicate acceptance of the agreement.

***Final Internship Report (assignment #2)*** -- At the end of the internship, interning students will write a Final Internship Report, following the same submission protocol outlined above. This report is expected to be three pages (minimum) and should address the following:

- Background and overview of the institution;
- Overview and history of the collection;
- Physical description of the collection;
- Description of intern projects and tasks performed;
- Skills developed or strengthened;
- What you hope to get out of future internships (if applicable);
- The internship requirement(s) fulfilled; and
- If goals and/or tasks differed from the Internship Agreement, the reasons for the changes should be documented.

***Internship Evaluation Survey (assignment #3)*** -- At the end of the internship, each student will complete an Internship Evaluation Survey detailing his/her experiences and is required to submit two digital photos (with descriptive labels), which document their preservation/archival activities at the internship site.

Please note: Internship supervisors will also complete **Intern Evaluation Forms** for review by the

instructor; these evaluations will be factored into final grades.

## **ASSIGNMENTS**

All assignments must be submitted in electronic form and conform to the MIAP file-naming convention (13s\_2911\_lastname\_aX, where x indicates the assignment number). Assignments received after the due date will result in a lower grade or an incomplete.

- #1 -- Internship Agreement (*due 2/15/13*)
- #2 -- Final Report (*due 5/10/13*)
- #3 -- Internship Evaluation Survey (*details on survey will be emailed by Alicia Kubes in late April; must complete by due 5/10/13*)

## **GRADING CRITERIA**

- Unexcused absences and more than one excused absence will negatively impact your grade
- Class participation reflects active engagement in learning and discussing issues related to archiving and preservation
- Quality of assignments submitted
- Preparedness, which may include initiating discussion and asking questions of guest speakers
- Internship supervisor satisfaction with the quality of intern's performance
- Satisfactory accomplishment of tasks outlined in Internship Agreement
- Fulfilling MIAP internship requirements (see below)

## **CLASS MEETING DATES**

### **Class 1: January 30**

- Welcome and Introductions
- Review course syllabus: class schedule, expectations, and assignments
- Class Discussion: Spring 2013 Internship Placements

### **Class 2: February 13**

- Review Internship Agreements
- Discussion -- current internships
- Guest Speaker: Yvonne Ng, Archivist, [WITNESS](#) (MIAP Class of 2008)

***Assignment Due: February 15 -- Internship Agreement***

**Class 3: February 27**

- Discussion -- current internships
- Guest Speaker: Audrey Young, [Archivo Memoria de la Cineteca Nacional](#) (MIAP Class of 2009)

**Class 4: March 13**

- NAVCC Visit recap
- Discussion -- current internships
- Thesis presentations
- Guest Speaker: John Passmore, Archive Manager, [WNYC Preservation and Archive Unit](#) (MIAP Class of 2009)

**Class 5: April 3**

- Summer Internships: selection and placement
- Discussion -- current internships
- Guest Speaker: Walter Forsberg, [NYU Libraries Research Fellow](#) (MIAP Class of 2010)

**Class 6: April 17**

- Fall Internships: selection and placement

**Class 7: May 1**

- Review final assignments

***Assignment Due: May 10 -- Final Report and Internship Evaluation Survey***

**MIAP INTERNSHIP REQUIREMENTS**

Students are required to complete two semester-long internships (15 hours per week for 14 weeks) and one full-time summer internship (35 hours per week for 10 weeks).

Of these internships:

- At least one internship must involve an aspect of collections management
- At least one internship must involve restoration/preservation and/or vendor relations
- At least one internship must deal with video
- At least one internship must deal with film

Please note: one internship can fulfill more than one requirement.

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 determine if and how those hours will be made up.

For additional information, please visit the [MIAP Internship](#) page or contact your instructor.