

MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM

DIRECTED INTERNSHIPS, CINE-GT 2912, FALL 2014

Version 1.2

Instructor: Kimberly Tarr

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Office Hours: By appointment

Room: 721 Broadway, room 652

Class Meetings: 3:30 PM-5:00 PM on Mondays (9/8, 9/22, 9/29, 10/20, 11/3, 11/17 and 12/8)

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 Directed Internships 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)
- 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.

Mid-Term Internship Report (assignment #2) -- Halfway through the semester, interning students will submit a Mid-Term Internship Report, following the same submission protocol outlined above. This report is expected to be 500 words minimum and address the following:

- Description of intern projects and tasks performed, to date;
- Skills the intern is developing or strengthening;
- Whether the internship goals will be met considering the time remaining in the semester; and
- Any scheduling or supervision concerns.

Final Internship Report (assignment #3) -- At the end of the semester, interning students will write a Final Internship Report, following the same submission protocol outlined above. This report is expected to be 1,500 words 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 #4) -- At the end of the internship, each student will complete an Internship Evaluation Survey detailing his/her experiences. The MIAP Department also requires that students submit two digital photos (with descriptive labels), which document their preservation/archival activities at the internship site.

Summer Internship Interviews -- Each incoming student will be paired with a student who completed a summer internship (class of 2014). Each pair will be given 10-15 minutes of class time to discuss the summer internship in an interview format. Although the interviews should be conversational, you will be expected to prepare ahead of time. Conversations might touch on: how the internship was selected, location of internship, type of institution, mission and goals of the organization, culture of the organization, collections/holdings, day-to-day work, supervisor and/or mentor relationship. This is simply a jumping-off point; be creative and think about what you and your peers would be interested in learning. Incorporate photos, videos, screenshots, or pertinent web pages. Presentations can also

include a demonstration or skill-share to enhance the students' understanding of the work completed during summer 2014.

Please note: Internship supervisors will also complete Intern Evaluation Forms for review by the instructor; these evaluations -- in which supervisors rate your performance, attendance/ punctuality, and work habits -- will be factored into final grades.

ASSIGNMENTS

All assignments must be submitted in electronic form and conform to the MIAP file-naming convention (14f_2912_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 9/26/14)
- #2 -- Mid-Term Report (due 10/24/14)
- #3 -- Final Report (due 12/12/14)
- #4 -- Internship Evaluation Survey (details on survey will be emailed by Alicia Kubes in late November/early December; must complete by due 12/12/14)
- #5 -- Interview on Summer Internship (dates will be assigned in class)*

**All students required to complete this assignment*

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
- Preparedness, which may include initiating discussion and asking questions of guest speakers
- Quality of assignments submitted
- Assignments submitted on or before due date
- Internship supervisor satisfaction with the quality of intern's performance, attendance, and work habits
- Satisfactory accomplishment of tasks outlined in Internship Agreement
- Fulfilling MIAP internship requirements (see below)

CLASS MEETING DATES

Class 1: September 8

- Welcome and Introductions
- Review course syllabus: class schedule, expectations, and assignments
- Discuss Internship Agreements
- Class Discussion: Fall 2014 Internship Placements

Class 2: September 22

- Discussion -- Fall 2014 internships
- Summer Internship Interview Presentations

- Vanessa – Karl
- Chris – David
- Guest Speaker: Jonah Volk, The New York Public Library

Assignment #1 Due: Friday, September 26 -- Internship Agreement

Class 3: September 29

- Discussion -- Fall 2014 internships
- Summer Internship Interview Presentations
 - Eddy – Allison
 - Esther – Carmel
- Preparing for the AMIA Conference

Class 4: October 20

- Review AMIA Conference
- Discussion -- Fall 2014 internships
- Summer Internship Interview Presentations
 - Shu Wen – Michael
 - Michelle – Blake
- Guest Speaker: Miwa Yokoyama, Carnegie Hall Archives

Assignment #2 Due: Friday, October 24 -- Mid-Term Internship Report

Class 5: November 3

- Discussion -- Fall 2014 internships
- Summer Internship Interview Presentations
 - Erica and Brian – Ethan
 - Michelle -- Blake
- Guest Speaker
 - TBD

Class 6: November 17

- Discussion -- Fall 2014 internships
- Spring 2015 Internships: selection and placement
- Summer Internship Interview Presentations
 - Sarah – Genevieve
 - Jonathan – Ben
- Guest Speaker

Class 7: December 8

- Review final assignments
- Discussion -- Fall 2014 internships
- Spring 2015 Internships: selection and placement
- Summer Internship Interview Presentations
 - Caroline – Jasmyn

Assignment #3 & #4 Due: Friday, December 12 -- 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](#) site or contact your instructor.