

## DIRECTED INTERNSHIPS

FALL 2016 / CINE-GT 2912

Tuesday 3:30 – 5 PM\*

### MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM

*Course Syllabus (Version 1.1)*

**Instructor:** Kimberly Tarr

**Email:** [kimberlytarr@nyu.edu](mailto:kimberlytarr@nyu.edu)

**Class Room:** 721 Broadway, room 652

**Office Hours:** Wednesdays 4-5 PM; by appointment

**Office:** Bobst Library, Barbara Goldsmith

Preservation & Conservation Department,  
70 Washington Square South, Lower Level 2,  
Room 29C

**\*Note:** This class does not meet weekly; class meetings include: 9/13, 9/20, 10/11, 11/15, 11/29, 12/6

**SCOPE:** The framework of this course is centered on MIAP student internships at cultural institutions in the New York metropolitan area. The class will include both students currently interning and those students preparing for future internships. The internships provide hands-on experience with moving image and audio materials, as well as exposure to the various types of organizations that acquire, process, describe, exhibit, and preserve these materials.

Students meet as a group to contextualize the internship experience; discuss archiving and preservation approaches; assess the field's theoretical foundation and assess its practical implications in a real-world setting; and identify issues or concerns related to their internship work.

**GOALS:** The goal of this course is to increase students' knowledge and understanding through collaboration and the sharing of experiences. An emphasis will be placed on learning from the experience of others, as well as learning through the teaching of others. Students will gain a stronger understanding of the current field of film, video, and audio archiving and preservation and consider various career paths 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 class sessions and to make substantial contributions to group discussions. Students are expected to arrive to class prepared to share their experiences, and/or identify issues on which they require assistance. Students are encouraged to suggest topics for discussion that may be of interest to the group. Students who are not currently interning will be expected to ask questions of their peers to help prepare for future internships. Additional readings may be assigned throughout the semester; please be prepared to discuss. When guest speakers are scheduled to visit, all students will be expected to research 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 or note-taking. If laptop use becomes an issue, this policy may be reevaluated. Use of cell phones is prohibited in the classroom.

**Assignments:**

All assignments must be received by 5 PM EST on the due date:

- #1 -- Internship Agreement (due Wednesday 9/21/16)
- #2 -- Interview on Summer Internship (dates will be assigned in class)\*
- #3 -- Mid-Term Check-in Meeting (TBD)
- #4 -- Final Report (due Friday 12/16/16)
- #5 -- Internship Evaluation Survey (survey link will be disseminated via email by Scott Statland in late November/early December; must complete by due Friday 12/16/16)

*\*All students are required to complete this assignment*

Internship Agreement -- At the beginning of the semester, students currently interning must negotiate a written agreement with the internship supervisor. 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 PDF or DOC only) as acknowledgement that the agreement meets his/her approval.

To facilitate this, students must:

- Draft the Internship Agreement.
- Review the agreement with the internship supervisor. If revisions need be made, the supervisor and intern should work together to edit the document.
- When the document has been finalized, email it to the internship supervisor, CC'ing the course instructor ([kimberlytarr@nyu.edu](mailto:kimberlytarr@nyu.edu)). The supervisor must confirm via email that he/she has read and approves the agreement.

Note: Internship Agreements must be approved by your supervisor by the due date of 9/21/16; please plan accordingly.

Summer Internship Interviews -- Each incoming student will be paired with a student who completed an internship during the summer of 2016. Each pair will be given 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 and 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. Discussions can also include a demonstration or skill-share to enhance the students' understanding of the work completed during summer 2016. Note: this is not a presentation but should be a conversation between the students.

Mid-Term Check-in (to be scheduled late October/early November) -- Halfway through the semester, interning students will meet one-on-one with the course instructor to discuss:

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

*Final Internship Report* -- At the end of the semester, interning students will submit a final report, following the same submission protocol outlined above for the Internship Agreement. All reports must be submitted as PDF or DOC. Internship supervisors must have read and approved of the report. 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* -- At the end of the internship, each student will complete a survey detailing his/her experiences. The MIAP Department also requires that students submit two digital photos with descriptive labels, which document their activities at the internship site.

Note: Internship supervisors will also complete an Evaluation of MIAP Student Performance for review by the instructor; these evaluations -- in which supervisors rate your performance, attendance/punctuality, and work habits -- will be factored into final grades.

## **CLASS MEETING DATES**

### **Class 1: September 13**

- Welcome and Introductions
- Review course syllabus: class schedule, expectations, and assignments
- University Policies
  - Tisch Policy on Academic Integrity
  - Non-Discrimination and Anti-Harassment Policy
  - Sexual Misconduct, Relationship Violence, and Stalking Policy
- Class Discussion: Fall 2016 Internship Placements
- Summer Internship Assignment: Overview and Pairing

### **Class 2: September 20**

To read before class:

- “Demystifying Digital Preservation for the Audiovisual Archiving Community,” *The Signal*, <https://blogs.loc.gov/thesignal/2016/02/demystifying-digital-preservation-for-the-audiovisual-archiving-community/>

Class Activities:

- Internship Agreement assignment
- Discussion -- Fall 2016 internships
- Summer Internship Interview Presentations:
  - Robert Anen, Indiana University
  - Savannah Campbell, Crawford Media Services

- Guest Speaker: Kathryn Gronsbell (MIAP Class of 2013), Carnegie Hall

**Assignment #1 Due: Wednesday, September 21 -- Internship Agreement**

**Class 3: October 11**

To read before class:

- “Why Deny Film to People in Prison?,” *Moving Image Archive News*, <http://www.movingimagearchivenews.org/why-deny-film-to-people-in-prisons/>
- “How To Be The Best Records Retention Coordinator – A Work In Progress,” NDSR New York blog, <http://ndsr.nycdigital.org/how-to-be-the-best-records-retention-coordinator-a-work-in-progress/>

Class Activities:

- Discussion -- Fall 2016 internships
- Preparing for the AMIA Conference
- Summer Internship Interview Presentations
  - Hannah Franklin, IndieCollect
  - Julio Cabrio, NYU Libraries, Archiving Composers’ Websites
- Guest Speaker: Carmel Curtis (MIAP Class of 2015), United Nations

**Week of October 25**

- *Students currently interning will sign up for one-on-one meetings with instructor to review progress; no class meeting this week*

**Class 4: November 15**

To read before class:

- *Readings to be assigned*

Class Activities:

- Discussion -- Fall 2016 internships
- Summer Internship Interview Presentations
  - Xin Fang, United Nations
  - Chris Nicols, Miami Dade College, Wolfson Archives
  - Manon Gray & Ina Archer, Smithsonian Museum of African American History and Culture

**Class 5: November 29**

To read before class:

- *Readings to be assigned*

Class Activities:

- Review final assignments
- Discussion -- Fall 2016 internships
- Spring 2016 Internships: selection and placement
- Summer Internship Interview Presentations
  - Melanie Miller, Fort Lee Film Commission
  - Caroline Roll, JDC Archives

## **Class 6: December 6**

To read before class:

- Mid-Atlantic Regional Moving Image Archive, <https://marmia.org/about/>

Class Activities:

- Discussion -- Fall 2016 internships
- Spring 2016 Internships: selection and placement
- Summer Internship Interview Presentations
  - Jacob Zaborowski, MLB Productions
  - Raanan Sarid-Segal, University of Washington Libraries
- Guest Speaker: Siobhan Hagan, National Aquarium

## **Assignments #4 & 5--Final Report and Internship Evaluation Survey due Friday, December 16**

**MIAP Digital Archive:** All course papers/projects will be submitted in electronic form and conform to the established MIAP file-naming convention. 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 there is a legitimate reason for the materials to be restricted.

Please adhere to the following naming convention:

16f = fall 2016

2912 = class number

smith = author's last name

a1 = assignment number 1

x = restricted work designation

Standard file-naming convention: 16f\_2912\_smith\_a1.doc

Restricted file-naming convention: 16f\_2912\_smith\_a1\_x.doc

## **GRADING CRITERIA**

To pass this class, students must successfully complete the required 210 internship hours. Assignments received after the due date will result in a full grade lower for each day late (an A paper will receive a B, a B paper will receive a C, etc.).

Attendance and Active Participation (30%)

- 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
- Unexcused absences and more than one excused absence will impact your grade

Internship Agreement (15%)

- Must include all components listed above
- Supervisor must approve by the due date

Interview on Summer Internship (15%)

- Discuss summer internship in conversation with fellow MIAP student on assigned date

Final Paper (30%)

- Must include all components listed above
- Supervisor must approve by the due date

Intern Survey (5%)

- Complete by due date

- Submit required photos to MIAP

Supervisor Satisfaction (5%)

- Internship supervisor will complete a survey reporting on the intern's performance, attendance/punctuality, and work habits

**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 \(http://miapinternshipguide.weebly.com/\)](http://miapinternshipguide.weebly.com/) site or contact your instructor.

**PLAGIARISM AND ACADEMIC INTEGRITY:** Any student guilty of plagiarism will be assigned a course grade of F.

#### Tisch Policy on Academic Integrity

The core of the educational experience at the Tisch School of the Arts is the creation of original work by students for the critical review of faculty members. Any attempt to evade that essential transaction through plagiarism or cheating is educationally self-defeating and a grave violation of Tisch's community standards. Plagiarism is presenting someone else's original work as if it were your own; cheating is an attempt to deceive a faculty member into believing that your mastery of a subject or discipline is greater than it really is. Penalties for violations of Tisch's Academic Integrity Policy may range from being required to redo an assignment to dismissal from the School. For more information on the policy--including academic integrity resources, investigation procedures, and penalties--please refer to the Policies and Procedures Handbook on the website of the Tisch Office of Student Affairs.

#### Non-Discrimination and Anti-Harassment Policy

NYU is committed to equal treatment and opportunity for its students and to maintaining an environment that is free of bias, prejudice, discrimination, and harassment. Prohibited discrimination includes adverse treatment of any student based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, or citizenship status, rather than on the basis of his/her individual merit. Prohibited harassment is unwelcome verbal or physical conduct based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, or citizenship status. Prohibited discrimination and harassment undermine the character and purpose of NYU and may violate the law. They will not be tolerated. NYU strongly encourages members of the University Community who have been victims of prohibited discrimination or prohibited harassment to report the conduct. MIAP students may make such reports to MIAP Associate Director, Scott Statland, or directly to Marc Wais, Senior Vice President for Student Affairs.

### Sexual Misconduct, Relationship Violence, and Stalking Policy

NYU seeks to maintain a safe learning, living, and working environment. To that end, sexual misconduct, including sexual or gender-based harassment, sexual assault, and sexual exploitation, are prohibited. Relationship violence, stalking, and retaliation against an individual for making a good faith report of sexual misconduct are also prohibited. These prohibited forms of conduct are emotionally and physically traumatic and a violation of one's rights. They are unlawful, undermine the character and purpose of NYU, and will not be tolerated. A student or employee determined by NYU to have committed an act of prohibited conduct is subject to disciplinary action, up to and including separation from NYU. Students should refer to the online [Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students](#) for detailed information about on-campus and community support services, resources, and reporting procedures.