

**DIRECTED INTERNSHIPS / CINE-GT 2911**  
**SPRING 2016**  
**MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM**  
*Course Syllabus (Version 1.1)*

**Instructor:** Kimberly Tarr  
**Email:** kimberlytarr@nyu.edu  
**Meeting Location:** 721 Broadway, room 635  
**Class Meetings:** Tuesday 3:30 – 5:00 PM\*

**Office Hours:** Wednesdays 4-5 PM; by appointment  
**Office:** Bobst Library (70 Washington Square South) Lower Level 2, Room 29C

\* This class does not meet weekly; class meetings include: 1/26, 2/9, 3/1, 3/22, 4/5, 4/19, and 5/3

**SCOPE:** The framework of this course is centered on MIAP student internships at cultural institutions in the New York metropolitan area. The class may 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 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. Use of cell phones is prohibited in the classroom.

**Assignments:**

- #1 -- Internship Agreement (due 2/12/16)
- #2 -- Mid-Term Report (due 3/25/16)
- #3 -- Final Report (due 5/6/16)
- #4 -- Internship Evaluation Survey (details on survey will be emailed in late April/early May; must complete by due 5/6/16)

**Internship Agreement (assignment #1)** -- 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 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 the due date of 2/12/16.

**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 and/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 submit a final report, following the same submission protocol outlined above for the Internship Agreement. 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 (assignment #4)** -- 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 Intern Evaluations 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: January 26**

- Welcome and Introductions
- Review course syllabus: class schedule, expectations, and assignments
- Discussion -- Spring 2016 internships

### **Class 2: February 9**

Class Activities:

- Discussion -- Spring 2016 internships
- Guest Speaker: Yvonne Ng (Senior Archivist, [WITNESS](http://witness.org))
  - Review before class: *Archivists' Guide to Archiving Video*, <http://archiveguide.witness.org/>

**Assignment #1 Due: Friday, February 12 -- Internship Agreement**

### **Class 3: March 1**

Class Activities:

- Discussion -- Spring 2016 internships
- Guest Speaker: TBA

### **Class 4: March 22**

Class Activities:

- Discussion -- Spring 2016 internships
- Guest Speaker: Jonah Volk (Media Preservation Coordinator, Barbara Goldsmith Preservation Division, The New York Public Library)
  - Review before class: *Audio and Moving Image Collections, Facilities, and Workflows Assessment: Summary Report on Mellon-Funded Project*  
<http://www.nypl.org/node/270307>

**Assignment #2 Due: Friday, March 25 -- Mid-Term Report**

### **Class 5: April 5**

*This session will meet in the Barbara Goldsmith Preservation & Conservation Department, located on Lower Level 2 of the Bobst Library (70 Washington Square South).*

Class Activities:

- Summer 2016 Internships: selection and placement

### **Class 6: April 19**

Class Activities:

- Review final assignments
- Tour film, video, and audio preservation labs in NYU's Division of Libraries.
- Guest Speaker: Crystal Sanchez, Smithsonian Institution

### **Class 7: May 3**

Class Activities:

- Discussion -- Spring 2016 internships
- Review final assignments

### ***Assignments #3 and #4 --Final Report and Internship Evaluation Survey -- due Friday, May 6***

**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:

16s = Spring 2016  
2911 = class number  
smith = author's last name  
a1 = assignment number 1  
x = restricted work designation

Standard file-naming convention: 16s\_2911\_smith\_a1.doc

Restricted file-naming convention: 16s\_2911\_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, etc.).

#### **Attendance and Active Participation (20%)**

- 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 final grade

#### **Internship Agreement (15%)**

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

#### **Mid-Term Report (15%)**

Final Paper (35%)

- 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 (10%)

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

**PLAGIARISM AND ACADEMIC INTEGRITY:** Any student guilty of plagiarism will be assigned a course grade of F. Read the Advisory on Plagiarism and Academic Integrity:

<http://www.nyu.edu/tisch/preservation/program/ongoing/plagiarism.htm>

**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.