

**DIRECTED INTERNSHIP**  
**FALL 2017 / CINE-GT 2912**  
**Tuesday 3:45 – 5:15 PM**  
**MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM, NYU**  
Course Syllabus (Version 1.1)

**Instructor:** Kimberly Tarr  
**Email:** [kimberlytarr@nyu.edu](mailto:kimberlytarr@nyu.edu)  
**Class Room:** 25 West 4th St, room C-11

**Office Hours:** By appointment  
**Office:** Bobst Library, 70 Washington Square  
South, Lower Level 2, Room 29C

**CLASS SCHEDULE:** This class meets five times: four full class meetings; one individual student meeting with instructor (for students currently interning)

Full Group Meetings: 3:45 – 5:15 PM

- Tuesday, September 12
- Tuesday, September 26
- Tuesday, November 14
- Tuesday, December 5

Individual Student Meetings: Tuesdays (Appointment times will be scheduled on September 12<sup>th</sup>)

- Tuesday, October 3 (5 students, 20 minutes each)
- Tuesday, October 17 (4 students, 20 minutes each)

**SCOPE:** The 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.

**ATTENDANCE AND 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 or phones in the classroom, unless using them for presentation purposes.

**ASSIGNMENTS:** All assignments must be submitted by 5 PM.

1. Internship Agreement, due Wednesday, September 27<sup>th</sup>
2. Mid-Term Check-in Meeting, dates to be selected
3. Internship Presentation, dates to be selected
4. Final Report, due Friday, December 8<sup>th</sup>
5. Internship Evaluation Survey (link to survey will be disseminated via email by Scott Statland in late November/early December), due Friday, December 8<sup>th</sup>

#### Assignment 1: 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 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 9/27/17; please plan accordingly.

#### Assignment 2: Mid-Term Check-in

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.

#### Assignment 3: Internship Update Presentation

On the date assigned, please come to class prepared to give an update on your internship to the group. Students are encouraged to create slides (e.g. in PowerPoint or Keynote) to illustrate their presentation. The slides can illustrate the internship projects and tasks performed to date and skills the intern is developing or strengthening, and any challenges. Students should also be prepared to report on

whether the internship goals will be met within the available time frame, and any scheduling or supervision concerns.

#### Assignment 4: 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. 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.

#### Assignment 5: 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 12

- 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 2017 Internship Placements
- Scheduling: Internship Class Presentation and Mid-Term Check-In

#### Class 2: September 26

To read before class:

- *Interview with Ben Turkus and Genevieve Havemeyer-King of NYPL*, <http://www.digitalmeetsculture.net/article/interview-with-ben-turkus-and-genevieve-havemeyer-king-of-nypl/>
- *Audio and Moving Image Collections, Facilities, and Workflows Assessment: Summary Report on Mellon-Funded Project* <http://www.nypl.org/node/270307>

Class Activities:

- Internship Agreement assignment
- Discussion -- Fall 2017 internships
- Guest Speaker: Ben Turkus, The New York Public Library

*Assignment 1 Due: Wednesday, September 27<sup>th</sup> -- Internship Agreement*

Mid-Term Meetings: October 3 / October 17

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

Class 3: November 14

To read before class:

- Activist Archivists website, <https://activistarchivists.wordpress.com/>
- Society of American Archivists Spotlight Award, <https://www2.archivists.org/node/20778>

Class Activities:

- Discussion -- Fall 2017 internships
- Preparing for the AMIA Conference
- Guest Speaker: Marie Lascu (MIAP Class of 2012), Film Society of Lincoln Center

Class 6: December 5

Class Activities:

- Discussion -- Fall 2017 internships
- Spring 2018 Internships: selection and placement
- Course Evaluations

*Assignments 4 & 5 Due: Friday, December 8<sup>th</sup> -- Final Report and Internship Evaluation Survey*

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 2017  
2912 = class number  
lastname = author's last name  
a1 = assignment number 1  
x = restricted work designation

Example:

Standard naming convention: 16f\_2912\_lastname\_a1.docx  
Restricted naming convention: 16f\_2912\_lastname\_a1\_x.docx

**GRADING CRITERIA:** To pass this class, students must successfully complete the required 210 internship hours. Assignments received after the due date without permission will result in a full grade lower for each day late.

Attendance and Active Participation (25%)

- 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

Mid-Term Check-in Meeting (15%)

- Must provide detailed update on date/time assigned; see details above

Final Paper (30%)

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

Internship Evaluation 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

**MIAP INTERNSHIP REQUIREMENTS:** Over the course of two part-time semester internships and one full-time summer internship, each MIAP student is required to complete work that involves:

- extensive work with at least two of these media format categories: film, audio or video, digital assets
- an aspect of collection management (e.g., inventorying, cataloging, media inspection, metadata enhancement, accessioning/deaccessioning, collection curation, facilitating access)
- an aspect of media preservation (e.g., preservation planning, media reformatting, researching/collaborating with preservation vendors, working to secure resources for preservation projects)

By the time they complete the program, MIAP students should have interned in different types of institutions engaging in a range of tasks and activities.

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 see *Internship Guide for Students & Supervisors*.

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

**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.