

NEW YORK UNIVERSITY
MOVING IMAGE ARCHIVING AND PRESERVATION (MIAP) PROGRAM
CINE-GT 2911 DIRECTED INTERNSHIPS
SPRING 2018
COURSE SYLLABUS (version 1.1)

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

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

* This class does not meet weekly; class meetings include: 1/31, 2/7, 2/28, 3/21, 4/4, 4/25, and 5/2

COURSE DESCRIPTION: 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.

LEARNING OBJECTIVES: 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: 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 Wednesday 2/14/18)

#2 -- Mid-Term Report (due Wednesday 3/28/18)

#3 -- Final Report (due Wednesday 5/9/18)

#4 -- Internship Evaluation Survey (details on survey will be emailed in early May; must complete by Wed 5/16/18)

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). 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 2/14/18.

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.
- Also: consider including any documentation and/or materials developed over the course of the internship so that the institution may be able to continue carrying out the project, if not complete.

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 31

- Welcome and Introductions
- Review course syllabus: class schedule, expectations, and assignments
- Discussion -- Spring 2018 internships
- Sample Internship Agreements

Class 2: February 7

Class Activities:

- Meet in Bobst Library's Barbara Goldsmith Preservation & Conservation Department, Lower Level 2, Room 29.
- Tour film, video, and audio preservation labs in NYU's Division of Libraries.
- Discussion -- Spring 2018 internships

Assignment #1 Due: Wednesday, February 14 -- Internship Agreement

Class 3: February 28

Class Activities:

- Meet in 721 Broadway, Room 635
- Discussion -- Spring 2018 internships
- Guest Speaker: Brent Phillips, Archivist, Rockefeller Archive Center

Review Before Class:

- About the Rockefeller Archive Center, <http://rockarch.org/>

Class 4: Week of March 21

Class Activities:

- Meet in 721 Broadway, Room 635
- Mid-Term Check-In
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Assignment #2 Due: Wednesday, March 28 – Mid-Term Report

Class 5: April 4

Class Activities:

- Meet at 3:30 at the Library for the Performing Arts, New York Public Library (*exact meeting location to be emailed the week prior to class*)
- Guest Speaker: [Tanisha Jones, Assistant Curator](#), Jerome Robbins Dance Division, The New York Public Library for the Performing Arts
- Tour NYPL Library for the Performing Arts
- Discussion – Research Libraries: Acquisitions, Processing, Description, and Access

Read Before Class:

- About the Jerome Robbins Dance Division, <https://www.nypl.org/about/divisions/jerome-robbins-dance-division>
- “NYPL for the Performing Arts Acquires First Hip-Hop Collection,” *Library Journal*
 - <http://lj.libraryjournal.com/2016/10/collection-development/nypl-for-the-performing-arts-acquires-first-hip-hop-collection/#>

Class 6: April 25

Class Activities:

- Meet at 3:30 at Carnegie Hall (*exact meeting location to be emailed the week prior to class*)
- Guest Speaker: Kathryn Gronsbell, Digital Collections Manager, Carnegie Hall
- Tour Carnegie Hall Archives
- Review final assignments
- Summer 2018 Internships: selection and placement

Review Before Class:

- About the Carnegie Hall Archives, <https://www.carnegiehall.org/About/History/Archives>

Class 7: May 2

Class Activities:

- Discussion -- Spring 2018 internships
- Summer 2018 Internships: selection and placement

- Review final assignments

Assignments #3 Final Report-- due Wednesday, May 9

Assignments #4 Internship Evaluation Survey -- due Wednesday, May 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:

18s = Spring 2018; 2911 = class number; smith = author's last name; a1 = assignment number 1; x = restricted work designation

Sample standard file-naming: 18s_2911_smith_a1.doc

Sample restricted file-naming convention: 18s_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, a B paper will receive a C, 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%)

- Must include all components listed above

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

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.

IMPORTANT POLICIES:

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](https://tisch.nyu.edu/student-affairs/important-resources/tisch-policies-and-handbooks) (tisch.nyu.edu/student-affairs/important-resources/tisch-policies-and-handbooks) on the website of the Tisch Office of Student Affairs.

Health & Wellness Resources

Your health and safety are a priority at NYU. If you experience any health or mental health issues during this course, we encourage you to utilize the support services of the 24/7 NYU Wellness Exchange 212-443-9999. Also, all students who may require an academic accommodation due to a qualified disability, physical or mental, please register with the Moses Center 212-998-4980. Please let your instructor know if you need help connecting to these resources. Students may also contact MIAP Director Juana Suárez (juana@nyu.edu) and/or Associate Director Scott Statland (scott.statland@nyu.edu) for help connecting to resources.

Sexual Misconduct, Relationship Violence, and Stalking Policy & Reporting Procedures

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 are encouraged to consult the online [Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students](https://nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html) (nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html) for detailed information about on-campus and community support services, resources, and reporting procedures. Students are also welcome to report any concerns to MIAP Director Juana Suárez (juana@nyu.edu) and/or Associate Director Scott Statland (scott.statland@nyu.edu).

Non-Discrimination and Anti-Harassment Policy & Reporting Procedures

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 Director Juana Suárez (juana@nyu.edu) and/or Associate Director Scott Statland (scott.statland@nyu.edu), or directly to Marc Wais, Senior Vice President for Student Affairs. Students should refer to the University's [Non-Discrimination and Anti-Harassment Policy and Complaint Procedures](https://nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/non-discrimination-and-anti-harassment-policy-and-complaint-proc.html) (nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/non-discrimination-and-anti-harassment-policy-and-complaint-proc.html) for detailed information about on-campus and community support services, resources, and reporting procedures.

NYU Academic Support Services: NYU offers a wide range of academic support services to help students with research, writing, study skills, learning disability accommodation, and more. The following is a brief summary.

NYU Libraries

Main Site: library.nyu.edu; Ask A Librarian: library.nyu.edu/ask

70 Washington Square S, New York, NY 10012

Staff at NYU Libraries has prepared a guide (<http://guides.nyu.edu/c.php?g=276579&p=1844806>) covering services and resources of particular relevance to graduate students. These include research services and guides by topic area, subject specialists, library classes, individual consultations, data services, and more. There's also a range of study spaces, collaborative work spaces, and media rooms at Bobst, the library's main branch.

The Writing Center

nyu.mywconline.com

411 Lafayette, 4th Floor, 212-998-8860, writingcenter@nyu.edu

The Writing Center is open to all NYU students. There, students can meet with a faculty writing consultant or a senior peer tutor at any stage of the writing process, about any piece of writing (except exams). Appointments can be scheduled online. Students for whom English is a second language can get additional help with their writing through a monthly workshop series scheduled by the Writing Center (cas.nyu.edu/content/nyu-as/cas/ewp/writing-resources/rise-workshops.html).

The University Learning Center (ULC)

nyu.edu/ulc; Academic Resource Center (18 Washington Pl, 212-998-8085) or University Hall (110 East 14th St, 212-998-9047)

Peer Writing Support: All students may request peer support on their writing during drop-in tutoring hours for "Writing the Essay / General Writing" at the University Learning Center (ULC), which has two locations noted above. Students for whom English is a second language may wish to utilize drop-in tutoring geared towards international student writers (see schedule for "International Writing Workshop").

Academic Skills Workshops: The ULC's Lunchtime Learning Series: Academic Skills Workshops focus on building general skills to help students succeed at NYU. Skills covered can help with work in a variety of courses. Workshops are kept small and discuss topics include proofreading, close reading to develop a thesis, study strategies, and more. All Lunchtime Learning Series workshops are run by Peer Academic Coaches.

Moses Center for Students with Disabilities

nyu.edu/students/communities-and-groups/students-with-disabilities.html

726 Broadway, 3rd Floor, 212-998-4980, mosescsd@nyu.edu

All students who may require an academic accommodation due to a qualified disability, physical or mental, are encouraged to register with the Moses Center. The Moses Center's mission is to facilitate equal access to programs and services for students with disabilities and to foster independent decision making skills necessary for personal and academic success. The Moses Center determines qualified disability status and assists students in obtaining appropriate accommodations and services. To obtain a reasonable accommodation, students must register with the Moses Center (visit the Moses Center website for instructions).