

Directed Internship Seminar (Cine-GT 2911; 4 Units)
Moving Image Archiving & Preservation Program // Spring 2022
New York University

Instructor: Kimberly Tarr (she / her)
Email: kimberlytarr@nyu.edu
Class Room: 721 Broadway, Room 635

Class Meeting Time: 2:30-4:00 PM
Office Hours: By appointment; email to schedule
Office: 70 Washington Square South, LL2-29

Dates:

- February 2
- February 9
- March 2
- March 30
- April 13
- April 27
- May 4

SCOPE: This course is centered on MIAP student internships at cultural institutions in the New York metropolitan area. 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 seven class sessions and make substantial contributions to group discussions. Students are expected to arrive to class prepared to share their experiences, and 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 in preparation 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 role 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 or note-taking purposes.

If you anticipate needing to participate remotely rather than in person, or asynchronously rather than synchronously because of a sudden illness or any other emergency, please get in touch with me as soon as possible so we can form a plan for hybrid and / or asynchronous participation. You are required to follow NYU's guidelines on COVID testing and reporting, and you should let both me and the university know as soon as possible if you are ill or if an emergency arises—do not come to class if you are experiencing any symptoms, and please take care of yourself. I will work with you one on one if you need unforeseen accommodations because of the ongoing pandemic.

ASSIGNMENTS FOR DIRECTED INTERNSHIP (CINE-GT 2911):

1. Internship Agreement, due by 5 PM EST on Thursday, February 10
2. Internship Presentation, dates to be assigned
3. Summary for Internship Site, due by 5 PM EST on Monday, May 16
4. Final Report, due Friday, due by 5 PM EST on Monday, May 16
5. Internship Evaluation Survey (link to survey will be disseminated via email by MIAP Program Manager in late April/early May), must be completed by 5 PM EST on Monday, May 16

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 their approval.

To facilitate this, students must:

1. Draft the Internship Agreement.
2. Review the agreement with the internship supervisor. If revisions need be made, the supervisor and intern should work together to edit the document.
3. 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 they have read and approves the agreement.

Note: Internship Agreements must be approved by your supervisor by the due date of 2/10/22; please plan accordingly.

Assignment 2: Internship Update Presentation

On the date selected, please come to class prepared to provide an update on your internship to the group. Students are encouraged to seek support from the group, as this an opportunity for students to not only present “polished” work, but more to speak candidly about challenges, questions, confusing issues, and scheduling or supervision challenges. The computer and monitor will be available for sharing images, web pages, and slides.

Assignment 3: Final Internship Report

At the end of the semester, interning students will submit a comprehensive report addressing 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;
- 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 4: Summary for Internship Site

Develop a 1-2 page concise summary of the work completed over the course of the internship. Be sure to include links to pertinent documents, or list them as attachments and submit to the site via email. This document should be a road map for your internship site to move forward on the next phase of work after your internship has concluded. This document must be submitted to both your supervisor and the course instructor.

Assignment 5: Internship Evaluation Survey

At the end of the internship, each student will complete a survey detailing their 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: February 2

- 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
- Overview of [MIAP Internship Program](#)
- Internship Agreement assignment
- Scheduling: Internship Class Presentation

Class 2: February 9

Class Activities:

- Discussion -- Spring 2022 internships
- Student Presentations

- o #1
- o #2

Assignment 1 Due: Thursday, February 10th -- Internship Agreement

Class 3: March 2

Class Activities:

- Class Speaker UCLA Library (MIAP Class of 2013)
- Discussion -- Spring 2022 internships
- Student Presentations
 - o #1
 - o #2

Class 4: March 30

Class Activities:

- Discussion -- Spring 2022 internships

Class 5: April 13

Class Activities:

- Class Speaker: Rhode Island Historical Society (MIAP Class of 2017)
- Student Presentations
 - o #1
 - o #2
- Summer 2022 Internships: selection and placement
- Virtual Visit with Speaker TBC

Class 7: April 27

Class Activities:

- Discussion -- Spring 2022 internships
- Student Presentations
 - o #1
 - o #2

Class 6: May 4

Class Activities:

- Discussion -- Spring 2022 internships
- Student Presentations
 - o #1
 - o #2
- Preparing for Fall 2022 Internships
- Course Evaluations

Assignments 3, 4, and 5 Due: Friday, May 15th
Final Report, Site Summary, and Internship Evaluation Survey

MIAP Digital Archive: All course assignments 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. Note: Internship Agreements and reports should all receive restricted status.

Please adhere to the following naming convention:

22s = spring 2022
2911 = class number
Last name = author's last name
a1 = assignment number 1
x = restricted work designation

Example:

Standard naming convention: 22s_2911_lastname_a1.docx
Restricted naming convention: 22s_2911_lastname_a1_x.docx

GRADING CRITERIA: To pass this class, students must successfully complete the required 182 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 – approved by supervisor (10%)

Summary for Internship Site (15%)

Final Paper (25%)

Internship Evaluation Survey (5%)

- Complete by due date
- Submit required photos to MIAP

Supervisor Evaluation (10%)

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

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](#).

Important Policies and Resources

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](#) (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: contact 212-443-9999 or via their [website](#). Also, all students who may require academic accommodation due to a qualified disability, physical or mental, please register with the Moses Center for Student Accessibility (CSA): contact 212-998-4980 or via their [website](#). 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 Academic Program Manager, Jess Cayer (jess.cayer@nyu.edu) for help connecting to resources.

Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students

New York University (NYU) is committed to providing a safe environment for its Students. Sexual Misconduct, Relationship Violence, and Stalking are emotionally and physically traumatic, and are a violation of one's rights. There are many on-campus and community support services and resources available to help Students. Students are encouraged to consult the online [Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students](#) (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 Academic Program Manager, Jess Cayer (jess.cayer@nyu.edu).

NYU Title IX Policy

New York University (NYU) is committed to complying with Title IX and related laws and guidance, enforcing University policies prohibiting discrimination, and maintaining a safe learning, living, and working environment. To that end, the responsibilities of NYU's Office of Equal Opportunity (OEO) include managing the University's response to reports of discrimination, including alleged violations of [NYU's Sexual Misconduct, Relationship Violence, and Stalking Policy](#) (Sexual Misconduct Policy).

Detailed information regarding these laws and related NYU policies and the resources that are available to students through the Title IX office can be found by using [this link](https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/title9.html).
<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/title9.html>

Non-Discrimination and Anti-Harassment Policy & Reporting Procedures

New York University is committed to equal treatment and opportunity for its students; to maintaining an environment that is free of bias, prejudice, discrimination, harassment, and retaliation; and to establishing complaint procedures for allegations involving students. This policy demonstrates the University's strong commitment to prevent discrimination and harassment against students on the bases of several protected characteristics as set forth below. This policy applies regardless of whether the alleged wrongdoer is a student. This policy applies when the conduct occurs on NYU premises, in the context of an NYU program or activity (including but not limited to NYU-sponsored study abroad, research, or internship program), or the conduct occurs outside the context of an NYU program or activity but (i) has continuing adverse effects on NYU premises or in any NYU program or activity or (ii) occurs in close proximity to NYU premises and is connected to violative conduct on NYU premises.

NYU strongly encourages all members of the University community who have been victims of prohibited discrimination, prohibited harassment, or retaliation to report the conduct. In the case of incidents of prohibited discrimination and prohibited harassment alleged to have been committed against students, the student complainant or other reporting party may make a report to anyone listed on this website:

[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) which also has detailed information about on-campus and community support services, resources, and reporting procedures.

MIAP students may make such reports to MIAP Director Juana Suárez (juana@nyu.edu) and/or Academic Program Manager, Jess Cayer (jess.cayer@nyu.edu), or directly to the offices linked above.

NYU Guidelines for Compliance with the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of students' education records, to establish the rights of students to inspect and review their education records, and to provide students with an opportunity to have inaccurate or misleading information in their education records corrected. In general, personally identifiable information from a student's education records, including grades, may not be shared without a student's written consent. However, such consent is not needed for disclosure of such information between school officials with legitimate educational interests, which includes any University employee acting within the scope of their University employment. See [here](https://nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/FERPA.html) (nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/FERPA.html) for full policy guidelines.

NYU Student Religious Observance Policy

See [here](#) for the University Calendar Policy on Religious Holidays.

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. Here 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)

Moses Center for Student Accessibility (CSA)

<https://www.nyu.edu/students/communities-and-groups/student-accessibility.html>

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

New York University is committed to providing equal educational opportunity and participation for all students. The Moses Center for Student Accessibility (CSA) works with NYU students to determine and implement appropriate and reasonable accommodations as well as connect to available programs and resources to support equal access to a world-class education. CSA provides services for undergraduate and graduate students (and other students enrolled in an NYU course) with hearing and visual, mobility, learning and attention, chronic illness, psychological and temporary needs. Learn more about CSA services at nyu.edu/csa.

MIAP Resources for Current Students

More resources for current MIAP students can be found here:

<https://tisch.nyu.edu/cinema-studies/miap/current-students> including the Program Contacts, links to the NYU MIAP Student Handbook, Academic Policies, Important Dates, and additional information for current MIAP students.