

Directed Internships (CINE-GT 2911) Spring 2024 Syllabus

Moving Image Archiving and Preservation (MIAP) Program Martin Scorsese Department of Cinema Studies Tisch School of the Arts, New York University

Instructor: Kimberly Tarr
Email: kimberlytarr@nyu.edu
Class Location: 721 Broadway, Room
635

Day/Time: Thursday 10:30 AM - 12:00
PM
Office Hours: Thursdays 12:00 - 2:00 PM
or by appointment

Class Meeting Dates:

- January 25
- February 8
- February 22
- March 7
- March 27 (Wednesday 3-4:30 PM)
- April 18
- May 2

Course Description

SCOPE: This course is centered on Moving Image Archiving & Preservation Program (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.

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. Upon completion of this course, students will:

- Compare various cultural heritage institutions that collect and care for audiovisual materials;
- Create succinct summaries of the site's collection, resources, and challenges;
- Recommend next steps for the care of AV collections; and
- Carry out tasks and activities specified in individual internship agreements.

Attendance and Active Participation

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.

Assignments

1. Internship Agreement due on Monday, January 22
2. Internship Presentation, dates to be assigned
3. Summary for Internship Site, due by 5 PM EST on Friday, May 10
4. Final Report, due Friday, due by 5 PM EST on Friday, May 10
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 Friday, May 10

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 department requires a draft be submitted in advance; please ensure any comments/feedback are integrated into the final version.

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 and signed, submit it via email to: kimberlytarr@nyu.edu

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. Dates will be selected in class on the first day. [SIGN UP SHEET HERE](#)

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 2-3 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 Schedule

Class 1: January 25

In Class:

- 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 Agreements
- Planning for Summer 2024
- Scheduling Internship Class Presentation

For Next Week:

- Submit Optional Summer 2024 Internship form due 2/5/24
- Comment on NYU Class Brightspace site “Discussions”
- Read:
 - Reynolds, Emily. “Women And Early Career Academics Experience Imposter Syndrome In Fields That Emphasise Natural Brilliance,” <https://www.bps.org.uk/research-digest/women-and-early-career-academics-experience-imposter-syndrome-fields-emphasise>
 - Robinson, Andrea PhD. “Overcoming Imposter Syndrome: How To Stop Feeling Like A Fraud,” <https://www.apadivisions.org/division-28/publications/newsletters/psychopharmacology/2017/11/imposter-syndrome>

Class 2: February 8

In Class:

- Understanding Imposter Syndrome and contextualizing self-doubt with MIAP internships
- Discussion – Spring 2024 internships

For Next Week:

- Comment on NYU Class Brightspace site “Discussions” thread

Class 3: February 22

In Class:

- Discussion – Spring 2024 internships
- Student Presentations
 - Neil
 - Juliana

For Next Week:

- Review: <https://www.wnyc.org/preservation/>
- Comment on NYU Class Brightspace site “Discussions” thread

Class 4: March 7

In Class:

- Discussion – Spring 2024 internships
- Site Visit: WNYC, 160 Varick Street, NYC

For Next Week:

- Comment on NYU Class Brightspace site “Discussions” thread

Class 5: March 27 (Wednesday 3 - 4:30 PM)

In Class:

- Reflections on MIAP Thesis Presentations
- Discussion – Spring 2024 internships
- Summer 2024 Internships: selection and placement
- Student Presentations
 - Charlie
 - Carlos

For Next Week:

- Comment on NYU Class Brightspace site “Discussions” thread

Class 6: April 18

In Class:

- Recap and discussion of Orphan Film Symposium
- Discussion – Spring 2024 internships

- Summer 2024 Internships: selection and placement
- Student Presentations
 - Julia
 - Lucy

For Next Week:

- Comment on NYU Class Brightspace site “Discussions” thread

Class 7: May 2

In Class:

- Reviewing final assignments and deadlines
- Preparing for Summer 2023 Internships
- Course Evaluations
- Student Presentations
 - Leah
 - Syrina

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:

24s = spring 2024
 2911 = class number
 Last name = author's last name
 a1 = assignment number 1
 x = restricted work designation

Example:

Standard naming convention: 24s_2911_lastname_a1.docx
 Restricted naming convention: 24s_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 (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
- Discussing issues and responding to prompts on NYU Brightspace class site
- 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 (30%)

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](#) on the website of the Tisch Office of Student Affairs.

Artificial Intelligence

For MIAP purposes: we are aware that AI is rendering multiple services in our field. Any use of artificial intelligence apps for class projects must be discussed with the instructor; guidelines and boundaries will be set on an individual basis. The use of artificial intelligence apps such as ChatGPT or similar to produce research papers, reports, and similar assignments would be considered plagiarism. Please refer to the assignments section of this document.

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, Niki Korth (nk3900@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](#) for detailed information about on-campus and community support services, resources, and reporting procedures. Questions about if this policy applies to your case should be directed to the Assistant Vice President of the Office of Equal Opportunity & Title IX Coordinator at 212-998-2370. Students are also welcome to report any concerns to MIAP Director Juana Suárez (juana@nyu.edu) and/or Academic Program Manager, Niki Korth (nk3900@nyu.edu).

University Student Conduct Policy

NYU, like other communities and organizations in our society, has a right to require the cooperation of its members in the performance of its educational functions, and to oversee and regulate the conduct and behavior of such members which, actually or has potential to, impede, obstruct, or threaten the maintenance of order and achievement of the University's educational goals.

The authority to establish academic standards and address allegations of student academic misconduct is lodged with the faculty of each college or school at NYU. In addition to the academic standards and other policies established by each school, the University Senate has also defined certain areas of non-academic misconduct that are applicable to all students. The standards of non-academic misconduct set forth in this policy are applicable to all undergraduate and graduate students and Student Organizations at NYU, in all schools and locations, including Study Away Sites, and Portal Campuses. See [here](#) for the full policy.

Individuals can report an incident of misconduct in the following ways:

- [Student Conduct Public Reporting Form](#)
- Phone: (212) 998-4311
- Email: student.conduct@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](#). Questions about if this policy applies to your case should be directed to the Title IX Coordinators: Shakera Turi, Executive Director and Title IX Coordinator, (shakera.turi@nyu.edu, 212-998-2377) or Lauren Stabile, Title IX Coordinator & Senior Director of Programs (lauren.stabile@nyu.edu, 212-998-2210).

Individuals can report an incident to the Title IX Office (OEO) in various ways:

- Email: title9@nyu.edu
- Secure Online Form: nyu.edu/sexual-misconduct
- Phone: (212) 998-2352
- In-person (by appointment): 665 Broadway, 12th Floor, New York, New York.

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 preventing 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](#) 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, Niki Korth (nk3900@nyu.edu). Questions about if this policy applies to your case should be directed to Shakera Turi, Executive Director and Title IX Coordinator, [Office of Equal Opportunity](#) (equal.opportunity@nyu.edu, 212-998-2370)

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 student's 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](#) 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](#) 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 workspaces, 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 in person and online. Most appointments will be in-person in the fall, although some online appointments will also be available.

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

The University Learning Center (ULC) aims to help students meet the challenge of the College's rigorous academic standards, to guide students in their adjustment to the college learning environment, and to prepare them for a lifetime of self-sufficient learning. On the website, you can find sign-ups for free one on one peer tutoring, group review workshops, academic skills workshops, and more.

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 access available programs and resources to support equal access to a world-class education.

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.