

NYU Moving Image Archiving and
Preservation (MIAP) MA Program
Department of Cinema Studies
Tisch School of the Arts

INTERNSHIP GUIDE FOR STUDENTS & SUPERVISORS

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Overview

The Master of Arts degree program in [Moving Image Archiving and Preservation \(MIAP\)](#) is a two-year, interdisciplinary course of study that trains future professionals to manage and preserve collections of film, video, new media, and digital works. MIAP is situated within New York University's [Department of Cinema Studies](#), part of [Tisch School of the Arts](#).

MIAP provides prospective collection managers and archivists with an international, comprehensive education in the theories, methods, and practices of moving image archiving and preservation. Our curriculum includes courses on moving image conservation and preservation; collection management; metadata standards and application; copyright and legal issues; moving image curatorial work; the cultures of museums, archives, and libraries; and the histories of cinema and television. Students are taught by leading scholars and practitioners in the field.

Internships complement classroom learning by giving MIAP students the chance to practice and develop their skills in professional settings. Internships also allow students to experience a variety of organizational cultures, analyzing how different types of institutions approach the division of responsibilities between staffing roles, day-to-day operations and workflows, user-client relations, financial considerations, and long-term planning.

MIAP students complete two part-time semester internships and one full-time summer internship. Past internship sites have included archives, museums, libraries, film labs, arts and nonprofit organizations, private sector companies, and production entities. Common internship duties include one or more of the following: inventorying and rehousing a collection, cataloging and updating metadata, inspecting and repairing film and video, reformatting media, investigating copyright issues, writing or implementing preservation plans, researching vendor reformatting services, drafting requests for proposals, and supporting requests for external funding for preservation and reformatting activities. While MIAP's internship program is focused primarily on media preservation, it is with an understanding that ancillary materials often exist in other forms.

Students accrue a total of 644 fieldwork hours across three internships: 182 hours for each semester internship (generally 13 hours/week for 14 weeks) and 280 hours over the summer (generally 35 hours/week for 8 weeks). During the fall and spring semesters, MIAP interns participate in an internship seminar to discuss and contextualize their fieldwork experiences, share their experiences with peers, and receive feedback from a MIAP instructor, who can provide resources and approaches to address any challenges related to tasks and goals. Students formally register and complete assignments for the summer internship, but there are no associated class sessions since almost all students intern outside of New York City over the summer.

At the conclusion of three internships, each MIAP student must have gained experience working with both film and video, contributing to projects in both collection management and preservation (the latter either directly or in collaboration with an outside vendor).

Internship Assignments

Internship Agreement:

Before the start of the internship, each student negotiates an internship agreement with the supervisor(s) based on the archival tasks originally proposed by the hosting site. The agreement must outline internship goals, tasks to be performed, deliverables (if any), and the student's work schedule, the latter should include start and end dates, hours/week, and planned time-off with corresponding make-up hours (if applicable). In addition, the work schedule should be specific about work modality: in-person, remote, or a blend of both. Currently, an emphasis is placed on in-person work. The agreement should also include a detailed understanding between the intern and the supervisor on how supervision and mentoring will take place (meetings, reports, or similar). If any remote activities have been vetted by MIAP administration, the agreement must specifically outline how the work will be supervised and reviewed. If the institution uses a system to track time for those working remotely, the intern's hours must follow that system. .

Internship Agreements will be due before the internship begins, typically 10 days before the first day of classes. The agreement needs to be signed by both parties and digital signatures are acceptable. Prior to the final agreement, students will submit a draft once they have agreed on the terms of the internship with the supervisor. Please submit an editing document; no signatures are required at this time. Once you incorporate feedback from MIAP administration, have your supervisor sign, add your signature, and turn it in as a PDF. Digital signatures are acceptable. Students must send a PDF version to Niki Korth (nk3900@nyu.edu), Academic Program Manager; please cc, Juana Suárez, MIAP Director (juana@nyu.edu) and Internship Supervisor.

Financial aid related to internship will be disbursed once the signed internship agreement is on file in the MIAP Administrative office.

Please download the Internship Agreement Template, read the directions, and copy and paste the template into a new document beginning on page 3 to create your internship agreement. (Please report issues downloading the form to the Academic Program Manager).

At the end of the internship, the student and supervisor each complete a brief survey. The student also produces a three to five-page summary report that includes a background and overview of the internship site; an overview and history of the collection(s) worked on; physical description of the collection(s); description of projects and tasks performed; skills developed or strengthened; the MIAP internship requirement(s) fulfilled; and an explanation of any changes made to the goals/tasks set forth in the Internship Agreement.

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 tape, 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)

Please keep in mind that internships are intended to be diverse in content and tasks to be completed, and they are expected to take place at a variety of archives and locations. Students should expect internships not to be focused on one single archival activity. For examples of past internships and more details about the MIAP Internship Program, students should refer to MIAP's Internship Guide and List of Past Internships.

Sequence of internships: MIAP's internship program is a progressive process that builds on skills learned not only on-site but in the classroom. As such, internship design and placement are based on where a student is within MIAP pedagogical and educational arc. The internship track begins in the spring of the first year, progresses through summer between the first and second year, and ends in the fall of the second year for all MIAP students. As such, students may not request to delay or postpone internship cycles, unless in dire circumstances.

Postponement or delay of the internships might result in a necessary change of scheduled course trajectory, which could involve additional semesters or academic years. When considering student circumstances, the program will evaluate each case on an individual basis. Should a student be in dire circumstances and need to discuss their internship placement track, they may request a meeting with MIAP Director, Juana Suarez to ascertain if such a possibility exists.

Internship Timelines

MIAP students undertake semester internships in the spring of their first year and the fall of their second. In between the first and second years, they each complete one full-time summer internship.

Spring Internships

- 182 total fieldwork hours between late January and early May
- Generally 13 hours/week for 14 weeks

Spring semester interns are in the second semester of the MIAP program. They have already completed a foundational seminar in the fall (Introduction to Moving Image Archiving and Preservation) as well as courses on basic media handling, conservation and preservation principles, copyright issues, and digital literacy. In the spring, concurrent with the internship, they take courses on collection management, metadata, and the cultures of museums, archives, and libraries, along with the internship seminar.

In October, first-year MIAP students review a list of potential internship sites for the upcoming spring semester. In November, MIAP staff/faculty propose internship placements to students and site supervisors. Before the spring semester begins in late January, students contact their proposed internship supervisor to confirm the placement and begin a conversation about the internship agreement.

Summer Internships

*-280 total fieldwork hours between late May and mid-August
-Generally 35 hours/week for 8 weeks*

Summer interns have completed the spring internship and the first-year coursework listed in the “Spring Internships” section above. Though summer interns may specialize in one particular department/project area within a larger organization, over the course of the summer they are expected to obtain a broad knowledge of how the various departments of that institution work together. Work done during the summer internship may include a variety of different tasks. At times, the internship or a project related to it may serve as the core research and preparation for the student’s final thesis project.

By March, MIAP students review a list of potential internship sites for the upcoming summer term. In April, MIAP staff/faculty propose internship placements to students and site supervisors. Before the end of the spring semester, students contact their proposed internship supervisor to confirm the placement and begin a conversation about the internship agreement.

Summer internships are typically placed outside of New York City in order to view how repositories operate differently around the country and abroad. Students are responsible for the arrangement of their housing in NYC and near the internship site. See “[Out of State or Country Internship Site](#)” section below. The MIAP program does not provide housing assistance.

Funding for the summer internship is not guaranteed but MIAP makes a concerted effort to provide MIAP grant-funded and supported positions and works with sites to provide funds when available.

Fall Internships

*-182 total fieldwork hours, early September to early December
-Generally 13 hours/week for 14 weeks*

Fall interns have already completed the spring and summer internships as well as the first-year coursework listed in the “Spring Internships” section above. Alongside the fall internship, they take courses in digital and video preservation, a course that addresses research and advanced topics in the field, a Cinema Studies or elective course, and the Internship Seminar.

By July, MIAP students review a list of potential internship sites for the upcoming fall semester. In August, MIAP staff/faculty propose internship placements to students and site supervisors. Over the summer, students contact their proposed internship supervisor to confirm the placement and begin a conversation about the internship agreement.

Policy on Deadlines (per section 3. IMPORTANT DATES & DEADLINES of the MIAP Handbook):

The MIAP program is small, both in its student body and its administration. As such, there are often competing deadlines to keep the program moving forward. We anticipate you will meet the deadlines as they are set, or forfeit those services. There will not be additional reminders beyond our typical notifications. You can find MIAP program deadlines in our shared Course Google Calendar entitled “NYU MIAP Course & Events Calendar”, in the NYU MIAP calendars shared via Google Drive in the MIAP Student folders, and in the emails and surveys provided to collect and share information as required by the program.

Matching Process

Students receive a list of potential internship sites in accordance with the timelines listed above. They submit their interest for several potential internship options through a survey initiated by the Academic Program Manager, providing a rationale for their interest in each site, and addressing how the description of the internship meets their professional goals and advancement. The student also provides a current resume to help with the decision process. MIAP faculty and the Academic Program Manager review the applications and make placements based on the following criteria:

- the strength of the student's application, including their rationale and the degree of interest expressed
- the clarity with which students connect a specific internship opportunity to their longer-term academic and professional goals
- prior internship and other professional experience (keeping in mind our goal to give each student diverse experiences in terms of institutional settings, collections, media formats, and position duties)
- internship priorities for the year (some internship arrangements are exclusive to MIAP while others are part of a general internship program)
- the academic performance of the student and completion of courses leading to the internship tasks
- If internships are funded through MIAP, the funder's requirements would need to be considered. For example, some funders expect work on certain types of collections or encourage new rather than recurring internship placements.

The next step is for the student to provide a cover letter and resume to the proposed supervisor and make contact to confirm the placement and discuss the different items in the internship agreement. This contact must take place before the start of the internship term.

Students are expected to select sites from the list provided by the MIAP program. While students should feel free to explore options off the list, the MIAP program has a system and a timeline for students to suggest institutions where they would like to intern. Please keep in mind that internships must be diverse in content and tasks to be completed, and they are expected to take place at a variety of archives and locations. No requests for conversations with prospective sites will be honored out of the timeline established for the process.

Any proposed internship not provided in the MIAP list must be vetted by MIAP Administration for approval. Please know the MIAP program cannot guarantee these internships will carry funded support or will meet the academic needs of the MIAP internship requirement.

Supervisor Notes

MIAP interns work with an archivist, librarian, or preservation professional who serves as the supervisor and mentor.* The internship project must contribute substantially to the student's learning, and the supervisor can expect an intern who will bring dedication and focus to internship tasks, while engaged with issues of moving image preservation.

The work performed by a MIAP student provides concrete benefits for an internship site. While all sites provide students with mentoring from a supervisor, many organizations do not employ

full-time, permanent moving image preservationists. MIAP interns enjoy the satisfaction of knowing that their contributions have enabled an organization to address materials that are in great need of attention. For sites with established archives, a MIAP student can help process collections in greater depth and at a faster pace. In other cases, such as at a library or commercial television station, the student's contribution substantially increases access to materials for researchers and producers.

For a MIAP internship, the supervisor agrees to:

- Provide the MIAP intern with ongoing guidance and support on assigned tasks and projects through regular consultation.
- Review the internship agreement and summary report
- Complete the supervisor survey distributed by MIAP at the end of the internship.
- Ensure that the MIAP intern is working in a safe, respectful, and equitable environment. Specifically, ensure that the MIAP intern:
 - does not undertake dangerous tasks or work with hazardous materials without adequate protection.
 - works in an environment free of bias, prejudice, discrimination, and harassment, in accordance with NYU's [Non-Discrimination and Anti-Harassment Policy](#). 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. 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.
 - works in an environment in which sexual misconduct--including sexual or gender-based harassment, sexual assault, sexual exploitation, and retaliation against an individual for making a good faith report of such misconduct--is prohibited, in accordance with NYU's [Sexual Misconduct, Relationship Violence, and Stalking Policy](#).

It is strongly recommended that a timekeeping process be used by your site. We may need to ask you to periodically report on internship hours completed. A timekeeping process will help with that request (please notice, this is part of the internship agreement).

Students are advised to notify any significant change of schedule in writing such as drastic changes in days and hours of the agreement. Supervisors should be copied in an email addressed to the MIAP Director and the Academic Program Manager.

*In the absence of an archivist, librarian, or preservation professional who serves as the supervisor, MIAP and the hosting organization will discuss the possibility to work with an external supervisor who will be proposed by MIAP and whose duties will be included in the internship agreement.

International Students

- [Curricular Practical Training \(CPT\)](#) allows an F-1 student to accept off-campus employment as part of the curriculum of their degree program. CPT employment MUST be directly related to a major area of study. For safety and future student Visa

status, students may choose to fill out a CPT for their internship work. NYU's [Office of Global Services](#) suggests all F-1 students fill this paperwork out, although it remains an optional choice for F-1 students. G-1 Visa students are required to fill this paperwork out.

- Internship sites should expect international students to work during the dates of the current semester. If the internship will start earlier or go later than the current semester, this should be discussed at the beginning of the internship so that the Academic Program Manager can add an amendment to the CPT paperwork at the time of submission. If you have questions about this process, please contact the Academic Program Manager.
- CPT Form Process: The student first fills out the item in step 4 [of this page](#) (accessible by logging in with NYU credentials). Students will list the Academic Program Manager as their academic contact so they can certify academic requirements. After this, and from the ogs@nyu.edu email address, site supervisors will receive a series of simple questions to answer. OGS will then file this paperwork on behalf of the student to the United States government.
- For J-1 students, please contact the Academic Program Manager for more information.

For processes involving the Office of Global Services, please plan ahead since these processes can be time-intensive, and might be different depending on a student's nationality or nationalities.

Out of State or Country Internship Site

All students traveling outside of the New York City Metro area are required to log their travel with [NYU Traveler](#). The [NYU Traveler: Register a Trip form](#) (using either option 2 or 3) should be completed a minimum of one week prior to the dates of travel.

Policy for students per the NYU Traveler site: "Register all trips during the academic year, including study away, travel for conferences, and travel plans with friends unrelated to class. Register your trip to a study away global site — for example, your flight to Madrid at the start of the semester — as well as weekend travel to other cities during your semester abroad."

Health Insurance

During the summer months, students are expected to participate in an insurance plan, either provided by NYU or through other sources. Information on plans can be found here [Student Health Insurance Plan](#) and payment can be arranged through the Office of the Bursar.

Contacts

Key contacts for MIAP's internship program:

Niki Korth, MIAP Academic Program Manager: nk3900@nyu.edu

Juana Suárez, MIAP Director: juana@nyu.edu

Kim Tarr, MIAP Associate Director and instructor of Directed Internship course: kimberlytarr@nyu.edu