MIAP Class Schedule

The nature of the MIAP program is such that it is not possible for us to offer all classes in the evening. Most lecture classes are taught at night while most lab classes take place during the day. In general (w/some exceptions) the MIAP course schedule does not change very much from year to year. Part-time student should refer to current/past course schedules when planning their own schedules.

Some MIAP courses also include visits to local organizations that take place either on the day of class or another day. Please talk to your professor at the beginning of the semester if you have any issues in participating in the scheduled class visits.

A special course trajectory for part-time students has been developed and should be followed as closely as possible (please refer to the chart on the last page of this document). If you are not able to take MIAP courses in the prescribed order, please discuss your options with your academic advisor.

MIAP Travel

We understand that part-time students’ work schedules may prohibit them from participating in multi-day trips such as the AMIA conference and LC-Culpeper. Although these trips are not required for part-time students, we do highly encourage students to participate in the LC-Culpeper trip in the year they are taking the course Collection Management. The LC-Culpeper trip takes place in February/March (exact dates are established in November/December) Part-time students are eligible to receive full funding from MIAP for travel expenses to for one trip LC-Culpeper. Due to the limited MIAP travel budget, it is important for part-time students to declare their intention to participate in the trip by the first Tuesday of September, which can be done by sending an email to the MIAP Director with a copy to the MIAP coordinator. Once the exact dates of the LC-Culpeper trip are finalized, part-time students must email a confirmation that they will attend the trip to the MIAP Director, with a copy to the MIAP Coordinator.

Part-time students who are interested in attending the AMIA conference are eligible to receive a reimbursement of the conference registration fee only, if a request is made by a predetermined deadline. The request will be approved only if there are enough funds in the MIAP budget. Please contact the MIAP coordinator for more information.

Internship Requirement

The MIAP internship program is designed to give students experience in 4 key areas: collection management, video, film, and lab work/vendor relations. All MIAP students must complete
practical training in these four areas by the time they graduate from MIAP. If part-time students have had relevant professional experience and can demonstrate proficiency in any of these four areas, they will have the opportunity to receive course equivalency credit for one of their internships. Otherwise, they have to complete the full internship requirement, which includes 2 semester internships and one full-time summer internship.

Full-time students are required to work approximately 15 hours a week for 14 weeks during their semester internships and 35 hours a week for 10 weeks during their summer internship. In addition to the semester internship, students will meet biweekly in an internship workshop.

We understand that part-time students may not be able to devote so much time per week to an internship. An alternative schedule may include working less hours for a longer period of time. Please remember that at least part of the semester internship has to take place in conjunction with the internship workshop. Please discuss your options with your academic advisor.

We also require that all full-time and part-time students sit in on the internship workshop in the semester before they start their first internship.

I. Guidelines for Internship/Course Equivalency Credit:

At the MIAP program, part-time students may earn course equivalency credit for professional experience they have had prior to entering the program. Students must demonstrate through an extensive portfolio of materials that they have mastered the required areas of competencies. If students have no relevant professional experience prior to entering the MIAP program, then they cannot get course equivalency credit. To obtain course equivalency credit, students must compile and submit an extensive course equivalency portfolio which is then evaluated by MIAP faculty.

**Course Equivalency Portfolio**

The portfolio should include the following:

1. Cover page
   a. Student’s Name
   a. Course number as it appears in the University Bulletin
      (MIAP Internship H72.2911, -2912, or -2916)
   b. Number of credits for the internship

2. Essay, 5-15 pages
a. Introduction

b. Background - Basic information about the work experience

This includes: a brief overview of the institution in which the student worked and its audiovisual holdings, how long the work experience lasted, the student’s job title, job description, who the student reported to and worked with.

c. Description of the Work Experience - this should include detailed examples of activities and accomplishments that clearly demonstrate the student’s competencies and expertise in the relevant areas.

d. Conclusion

3. Documentation – Evidence to support students’ accomplishments and what they learned. Examples: reports, proposals, or other materials written on the job, awards or citations, newspaper/magazine clippings about the work, performance evaluations, recommendation letters from supervisors, colleagues, co-volunteers, or clients, participation in professional organizations, talks at conferences and other events.

II. Portfolio Submission

The student should communicate the intention to submit a portfolio for course equivalency credit as early as the initial academic advisement upon entering the MIAP program. The student should consult with the academic advisor during the preparation of the portfolio to ensure that the student is meeting the necessary requirements.

Portfolios should be submitted after the first semester, but before the last two semesters prior to graduation.

Portfolios should be submitted to the MIAP program coordinator, and should not be submitted directly to faculty.

III. The Portfolio Review

The portfolio will be reviewed and assessed by a MIAP faculty panel. All members of the faculty panel must sign off on the portfolio for departmental approval to be granted. Following departmental approval, the academic advisor will send a letter to the TSOA Office of Student Affairs, verifying that the student has met MIAP’s requirements for course equivalency. The Office of Student Affairs will review the student’s request for course equivalency and make a final decision about whether credit will be granted.
Final Project Requirement (Thesis/Portfolio/Preservation Project)

Each student will be required to complete a capstone project in the form of either a well-developed thesis, a Portfolio, or a Preservation Project. The student is expected to work with their advisor to make sure that their capstone project will reflect their learning experience in the program.

The Portfolio must include a written essay synthesizing the wide variety of topics learned during the program, as well as good examples of projects that the student has completed. (The Portfolio may serve as an example of what the student might present a potential employer.) A preservation project is based on a partnership with an archive, whereby the student performs specific tasks in collection assessment, management, planning, access, and/or funding. Typically the project's written component contains two parts: a deliverable to the archive, and a second part that reflects the student's analysis of the project in light of a particular issue in the field of moving image archiving or preservation.

Students are required to take the course Advanced Topics in Preservation Studies in the Fall of their last year. This is the course in which students are matched up to a thesis advisor and start the thesis process. Students are required to present their final project in a public lecture at the end of the spring semester of their last year, which is followed by the submission of the final project.
Part-Time MIAP Program

Sequence of Courses (over 4 years)

**YEAR 1**

**FALL (8 credits)**
1. CINE-GT 1800 Introduction to Moving Image Archiving and Preservation (4 credits)
2. CINE-GT 2920 Moving Image and Sound: Basic Training (4 credits)

**SPRING (16 credits)**
1. CINE-GT 1015 Film: History/Historiography (Cinema Studies core course) (4 credits)
2. CINE-GT 1801 The Culture of Archives, Museums, and Libraries (4 points)

**YEAR 2**

**FALL (16 credits)**
1. CINE-GT 1803 Access to Moving Image Collections (2 credits)
2. CINE-GT 1802 Conservation/Preservation: Principles (2 credits)
3. CINE-GT 1804 Copyright, Legal Issues, and Policy (4 credits)

**SPRING (16 credits)**
1. CINE-GT 3401 Collection Management (4 credits)
2. CINE-GT 2911 MIAP Internship Workshop (4 credits)
   [option for course equivalency credit]

**SUMMER:** CINE-GT 2916 Summer Internship (0 credits)

**YEAR 3**

**FALL (16 credits)**
1. CINE-GT 1026 TV History and Culture (4 credits)
2. CINE-GT 1807 Digital Preservation (4 credits)

**SPRING (16 credits)**
1. CINE-GT 1806 Curating Moving Images (4 credits)
2. MA Elective (4 credits)

**YEAR 4**

**FALL (16 credits)**
1. CINE-GT 3490 Advanced Topics in Preservation (2 credits)
2. CINE-GT 3403 Video Preservation I (2 credits)
3. CINE-GT 2912 MIAP Internship Workshop (4 credits)
   [option for course equivalency credit]

**SPRING (16 credits)**
1. CINE-GT 1805 Handling Complex Media (4 credits)
2. CINE-GT 3402 Film Preservation (2 credits)
3. CINE-GT 3404 Video Preservation II (2 credits)