The MIAP thesis is a capstone project in the form of an academic paper, a documented preservation project, or a professional portfolio.

- An academic paper must demonstrate substantial research and analysis addressing an aspect of the history, theory, or practice of moving image archiving and preservation. The paper should contribute to the field and have the potential to be published.

- A preservation project is done in partnership with an organization for which the student performs tasks such as collection assessment, description, re-housing, preservation planning and/or management, development of access forms, and/or fundraising. The project’s written component typically contains two parts: (1) a report with supporting documents, deliverable to the organization, and (2) an analysis of one or more archival issues raised by the project.

- A professional portfolio includes (1) an essay synthesizing topics studied during the MIAP program, as well as (2) revised versions of the best papers and projects the student has completed during course work. The portfolio should serve as an example of what the student might present to a potential employer. It must therefore be packaged appropriately and include a vita or resumé with a list of references.

Students will begin thinking about a thesis topic and its form during the second semester of the first year, and return from summer internship with particular ideas. Seek advice from your Academic Advisor, faculty members, or informal mentors at any time during the process.

Refer to the “MIAP Thesis Format and Style Guide” as you work on your thesis.

Follow this schedule:

Before September 28th – Discuss your thesis idea with your Academic Advisor, and other faculty as needed.

Paragraph: Due on September 28 – Write a paragraph proposing a thesis topic and the form of your thesis (paper, project, or portfolio) and e-mail this as an attachment to: the instructor for Advanced Topics, your Academic Advisor, and the MIAP director and associate directors.

Proposal: Due on October 19 – Submit your thesis proposal (ca. 500 words) as an email attachment to the same people to whom you e-mailed your thesis paragraph. Include: a working title, a developed focus, a proposed method for accomplishing the work, and an annotated bibliography of at least 5 resources. For a paper: propose a thesis statement (or a question to be answered), then discuss your topic, approach, and sources of research. For a preservation project, describe the collection(s) and/or work(s) and their location, outline major tasks and “deliverables,” and identify the archiving/preservation issue(s) you expect to address. For a portfolio, outline the points of your synthesis essay and identify the papers and projects you will include.

You, like MIAP faculty, may choose to circulate your proposal to other Cinema Studies faculty and others who could potentially serve as your Thesis Advisor.

October-November – You will receive written and verbal feedback on your thesis proposal from the instructor, your Academic Advisor, and others as needed. From the list of eligible Thesis Advisors provided to you, submit (to the instructor and MIAP Assistant Director) two names as your most- and second-most preferred choice.

By November 16, after consulting with one another, MIAP’s Assistant Director, Director, and Associate Directors, and your instructor will assign a Thesis Advisor to you. Your Thesis Advisor may then request further revision of your proposal.

By December 7, e-mail the instructor (and cc MIAP Assistant Director) the MIAP “Request for Incomplete” form where all remaining deliverables and deadlines are listed. Include deadlines for submission of drafts as well as for the final work. This form will be deposited in the Cinema Studies department and will serve as the official record of work to be completed in the Spring semester.
All Advanced Topics students will receive a **grade of Incomplete** for the Fall semester. A change of grade will be submitted following the final submission and review of the theses in the Spring 2016 semester.

**By December 14th – Meet** with your Thesis Advisor. Develop a schedule for meetings and other expectations for the rest of the academic year. Meetings should be held every other week during the semesters. (At the Advisor’s discretion, consultation via electronic communication may be used instead of an in-person meeting.)

After your Thesis Advisor has approved a written version of your schedule and its outline of tasks, submit this to the Advanced Topics instructor as an e-mail attachment (cc MIAP Assistant Director and Director) by **December 14th at the latest**. Also deliver a paper copy to the Advanced Topics instructor.

By now you should be writing drafts of parts of your thesis, even as research continues.

**Winter Break** -- Do thesis research, project work, and writing.

**By March 14, 2016** -- Submit a draft of work-in-progress to your Thesis Advisor. Revise and extend your work based on feedback from that Advisor and others. Thesis advisors should provide written feedback between now and thesis presentation week.

During the week of **March 28th - April 1st** -- Make a professional public presentation of your thesis. Invite any organizational partners with whom you are working. You must attend all of the MIAP thesis presentations.

For portfolio theses, the MIAP program will invite at least one professional working in a relevant field to provide feedback and help evaluate the work.

MIAP faculty will attend thesis presentations (external thesis advisors will attend their advisees’ presentations) barring unforeseen circumstances.

Note that the Orphan Film Symposium is taking place in Culpeper, VA on April 6th-9th, the week after MIAP thesis presentations.

No later than **May 2, 2016**, deliver your completed thesis for grading. **E-mail** an electronic version to the MIAP Director, Associate Directors, to your Thesis Advisor and to Kathy Short (some faculty may request print copies.) If the work is judged to be inadequate for a passing grade, your Thesis Advisor (in consultation with the MIAP Director and faculty) may ask that substantial revisions be made before the NYU deadline by which instructors must submit grades.

The MIAP Director, Associate Directors, and Thesis Advisors will decide together whether the student has successfully completed the thesis. Your course grade for Advanced Topics will be based largely on your thesis grade.

Advisors must recommend a letter grade for the thesis/final project to the Advanced Topic Instructor by May 17th. The Advanced Topics Instructor will calculate and submit a final grade for the course by May 19th. This change-of-grade request will be reviewed by the Department of Cinema Studies and the TSOA Student Affairs office prior to delivery to the NYU registrar.

Thesis Advisors will provide written feedback on the thesis by the grade deadline (May 17th), and the student will make these minor revisions for the final deposit of an electronic file and a bound copy to Kathy Short. All revised copies must be submitted by June 30. Your paper copy will be deposited in the department’s Film Study Center; your digital files, in MIAP’s online digital archive. If a revised copy is not submitted, the May 2 submission will be the final version for deposit. For the online version, the same policy applies to thesis as to other MIAP course papers (see “Digital Archive Protocol”): the thesis papers will be posted on the MIAP web and be available to read by the public. There may be situations in which part of the thesis may be restricted (due to proprietary or confidential information, copyright issues, etc.) Students will need to consult with their thesis advisor/advanced topics instructor on how to handle such a situation. A general unwillingness to make work public is not an acceptable reason for restricting access.