MIAP Advanced Topics Class 2014  
Mon 2-4, 721 Broadway, room 646  
Instructor: Howard Besser  

Syllabus version 1.3  
Syllabus is always at  
http://www.nyu.edu/tisch/preservation/program/15fall/advanced-topics-syllabus15.doc  

Important documents:  

Assignments are listed on the due date in **bold italics**  

**Sept 14**  

Intro to class  
Incomplete  
Discussion of thesis deadlines  
What to cover professionally  
Assignment due Sept 28: Talk over thesis ideas with Academic Advisor and/or other faculty  
What other subjects do you want covered? (for past classes: Cataloging, Cross-institution metadata, GLAMs, becoming an independent contractor, …)  

Summer News  
Howard's summer conferences  

- [FIAT Media Management Commission](#)  
- [Cinema Memory Conference](#)  
  - [https://www.youtube.com/watch?v=avuTHvR_f54](https://www.youtube.com/watch?v=avuTHvR_f54)  
  - [https://www.youtube.com/watch?v=q448V-0WG6E](https://www.youtube.com/watch?v=q448V-0WG6E)  
- American Library Association  
- International Federation of Library Associations ([A/V Collections for Non-Specialist Librarians](#))  
- ICCROM [Safeguarding of Sound and Moving Image Collections Conference](#)  
- National Digital Stewardship Residency  

**Sept 21**
Each student discusses with the class a possible thesis topic, ideas

What other subjects do you want covered?

- Tools/Services like Preservica, ArchiveSpace, Archivist Toolkit (perhaps like Archivematica Workshop? Perhaps like Bunde presentation?)
- How Finding Aids are created (incl more on EAD/DACS)
- Grant writing, grant strategy
- GIT Hub for Open Source, hosting a server, interactions with Administration about this
- Interviewing techniques
- Creating DBs
- Independent Contracting (Jeff Martin?)-- Advice for independent contractors (how to protect yourself; expectations)
- Wages, salaries, trends, problems, …
- Continuing education strategies
- News Articles, events

Sept 28—Howard Away; no class

Talk to Faculty member or Advisor about thesis topic before today

Work on your paragraph describing your thesis

Oct 5

Paragraph due proposing thesis topic and form (to show on the class projector)

Detailed discussion of each person’s thesis topic

Oct 13 (note: we meet on a Tuesday this week!!)

Bring in a sample job listing for us to review

Assignment due Oct 19: 500 word thesis proposal incorporating everything you’ve learned in this class about thesis preparation

Continued detailed discussion of theses (2nd and 3rd topics)

Job Listings—look at sample listings & deconstruct each

What really is the job? What is the employer really looking for?

Issues in applying for a job, resume writing, etc.

Job Recommendations
What they want to know from a recommender (and how that affects who you choose to recommend)
Etiquette with the recommender

Home Movie Day Oct 17

**Oct 19**

*Turn in 500 word thesis proposal*
Discussions about thesis advisor
Continued discussion over issues in applying for a job, resume writing, etc.
Life After MIAP: Continuing Ed, job issues
This is [Open Access Week](#)
WAVHD is Oct 27
Reports from Home Movie Day

**Oct 26—Howard Away; no class**
Assignment due Nov 2: give your first, 2\textsuperscript{nd}, and 3\textsuperscript{rd} choices for thesis advisor

**Nov 2**

*Draft of resume due (in electronic form, to put up on projector) to discuss in class*
*Due today: choices for thesis advisor (make sure to copy Alicia, Mona, Dan)*
Looking at and critiquing each resume
Issues in applying for a job, resume writing, etc.
Reports from WAVHD

**Nov 9**
Discussion of remainder of student resumes
Recap of what students want in terms of further topical work

**Nov 16**
Writing the thesis
The Proposal (topic, methodology, scope)
Front matter, intro, conclusion, chapters, appendices, bibliography
Footnoting or quoting (“most organizations do it this way”)
Discussion on AMIA: history, how things happen, who knows what
CCAAA and insular communities

Nov 23—No Class (Thanksgiving week; recover from AMIA for those who attend)

Nov 30
Thesis Advisors, Thesis questions
AMIA updates
Continued: Job Listings
Letters of Recommendation
Reports from AMIA

Dec 7—last class
Last chance to ask Howard about any other topic
News