

**NYU Moving Image Archiving and Preservation (MIAP) Program**  
**CINE-GT [Cine-GT 3490] Advanced Topics in Preservation Studies**

**Fall 2018 Syllabus**

**Professor Juana Suárez**

665 Broadways, Room 643

Wednesday/12:00-2:00 PM

Class Dates: September 4, 11, 18, 25; October 2, 16, 23, 30; November 6, 13, 20, 27; December 4, 11.

**Updated October 2, 2018**

**Contact information**

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Office hours: Tuesday 10:00-12:00; or by appointment.

665 Broadway Room 649

**Course Description**

Through small-group study, the seminar will address advanced and/or special topics related to the profession as media archivist. It will focus on successful and timely completion of student thesis project. In addition, the class will address preparation for employment, publishing and professional engagement upon graduation. Designed for students exiting the M.A. in Moving Image Archiving and Preservation Program, the course examines tasks and areas of specialization practiced by moving image professionals and how these are changing and multiplying in the digital era. Required of MIAP degree-seekers; open to other graduate students and, with permission of the instructor or program director, to advanced undergraduate students.

**Learning goals**

- identify professional protocols of moving image archivists seeking employment, or further education/opportunities in the field.
- prepare materials necessary for the job market
- compile a professional portfolio that help you navigate different aspects of the profession such as fundraising, consulting, publishing and active participation in professional forum
- outline a thesis proposal
- compile first and secondary sources/necessary materials for thesis project
- define scope, timeline, table of content and preliminary bibliography for thesis project
- demonstrate an understanding of the role of an archivist operating in a diverse and global world.

### Course Texts

There are no textbooks for this course. Specific readings are listed in the calendar of this syllabus. Links are included here, PDFs are collected in the AT\_readings\_fall\_2018 folder available in NYU Classes.

Please register to download chapters of the issue of [Synoptique](#) devoted to moving image archives:

<http://synoptique.hybrid.concordia.ca/index.php/main/issue/view/12/showToc>

Recommendation: Please bring print paper or virtual copies of required reading. Keep them handy for marking, reviewing, and class exchange. Readings must be completed BEFORE class, and they play a crucial role for good performance in class participation and understanding of class content.

### Attendance

Attendance is mandatory. In case of illness or unforeseen circumstances, students must communicate timely with me. In the event students request an excused absence for a planned leave, it should be discussed at least two weeks in advance. Students are responsible for making up on their own content of classes they miss. If an assignment is due the week a student is requesting an excused absence, it should be completed by the deadline. Please be timely for class. Keep the break within the time allowed. [Presence in class devoted to unrequested Internet/computer use counts as an absence, so please be mindful to use the computer/cell/tablet for class purposes. When computer use is needed, students will be prompted by instructor and provided with a specific frame of time for internet consulting. If you use the computer to take notes, please make sure to limit use for that purpose.](#)

Class Topics, Assigned Readings, Assignments and Due Dates, and Field Trips for this course are described in the chart on pages 8 to 15 of this syllabus.

### Assignments

There are four assignments in this class to determine your final grade:

1. **Thesis preparation folder**      **40 pts.**
2. **Professional Portfolio.**      **40 pts.**
3. **Revised versions of your**      **20 pts**  
**Materials (folder 1 and 2)**

### **Deliverables:**

Throughout the semester you will have the opportunity to work in the preparation of these documents. Drafts or preliminary version are marked as due dates in the calendar. Please observe due dates and times. An important exercise here is to keep deadlines. In general, no late assignments accepted. Work received after the deadline is graded on 25 points.

Please turn in reports, letters, and documents in an editable document (preferred WORD). Proofreading, editing, professional, and timely presentation of your work are important components of your grade. DRAFTs are the most complete, professional version of an assignment, not a work in a very preliminary stage.

**1. Folder 1: Thesis preparation folder 40 pts.**

- Thesis paragraph
- Thesis proposal
- Thesis outline -
- List of preliminary and secondary sources for your project (minimum 12 adding books, articles, podcasts, videos, and any other technical/scholarly resource)
- Thesis plan: outline weekly goals that represent your action plan for making steady progress on your thesis during this fall 2018 and spring 2019. Plan on turning the draft of the thesis by Monday, March 11 and the final version on Friday, May 3  
Thesis presentations will take place the week of \_\_\_\_\_

**2- Folder 2: Professional Portfolio 40 pts**

- Two-page résumé
- Summary of archival projects you have undertaken while in MIAP (and before) that show your strengths with moving image
- archiving and preservation. Describe significance of the project, responsibilities, duties, tasks, results, products, etc. (2 pages)
- Proposal for a freelance job based on the collection you worked with in Collection Management class. Please include budget. (2 pages)
- Letter of inquiry for funding based on the collection you worked with in CM class. (One page)
- Description of proposed workshop based on your strongest skills/profile: include target audience, technical/digital needs, summary of workflow, expected outcomes, schedule (one to two pages).

**3- Final revised folders 20 pts**

**Final digital folders due on December 7, 2018 by 5:00 PM via email. They MUST contain corrected and final versions of the assignments.**

**Grade scores are as follow:**

93-100 A                      69-74 C+                      0-44 F

89-92 A-	63-68 C
85-88 B+	57-62 C-
80-84 B	51-56 D+
75- 79 B-	45-50 D

### **Digital Archive of Student Work**

All student projects are to be collected and made accessible on the Student Work page of the MIAP website (<https://tisch.nyu.edu/cinema-studies/miap/student-work>). Certain types of assignments will be password-protected and made accessible only to MIAP students and faculty. Students are required to submit all of their work for each class to their professor in a digital format (.pdf is encouraged for cross-platform compatibility) via email or other available digital medium.

As a primary goal of NYU's MIAP Program is to be useful to the archival field, the default status of student works will be public (with the exception of internship reports and thesis proposals). Students, in consultation with their instructor, can make a case for why a particular assignment should be restricted to internal use. Proprietary information, confidential information, or copyright issues may lead to this decision, but not a general unwillingness to make work public.

### **Formatting**

Style Guide for presentation of written word is available in the MIAP student handbook.

When students submit digital files of their work, the file names should conform to MIAP's standard format, with *f* used to indicate fall semester and *s* used to indicate spring semester: YYsemester\_course number\_author's last name\_a[assignment#].file extension. Here is an example of a student with the surname Smith, submitting the first assignment in the fall 2018 course CINE-GT 1800: *18f\_1800\_Smith\_a1.pdf*.

For multiple authors, the two initials of each author will be used, separated from each other by underscores. An underscore and the assignment number will follow this. Assignment numbers are determined by the order in which the assignments are given. They begin with an "a," followed by a number between one and ten. For assignments with multiple files, a letter can be added after the number. Thus, one could have "a1b," meaning that this is the second of multiple files from one student for one particular assignment. In the case of a restricted file that should not be made public, the student should add an "\_x" to the end of the file name indicating the file's restricted status: *17f\_1800\_Smith\_a1\_x.pdf*. Otherwise, permission shall be implicitly granted for the student's work to be posted on the MIAP website.

### **Important Policies**

I urge students to read the following policies, and to visit the corresponding links in each section. These policies are intended to protect collegial, professional exchange with students, faculty and staff.

### ***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](https://tisch.nyu.edu/student-affairs/important-resources/tisch-policies-and-handbooks) (tisch.nyu.edu/student-affairs/important-resources/tisch-policies-and-handbooks) on the website of the Tisch Office of Student Affairs.

### ***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 212-443-9999. Also, all students who may require an academic accommodation due to a qualified disability, physical or mental, please register with the Moses Center 212-998-4980. Please let your instructor know if you need help connecting to these resources. Students may also contact MIAP Director Juana Suárez ([juana@nyu.edu](mailto:juana@nyu.edu)) and/or Associate Director [tisch.preservation@nyu.edu](mailto:tisch.preservation@nyu.edu) for help connecting to resources.

### ***Sexual Misconduct, Relationship Violence, and Stalking Policy & Reporting Procedures***

NYU seeks to maintain a safe learning, living, and working environment. To that end, sexual misconduct, including sexual or gender-based harassment, sexual assault, and sexual exploitation, are prohibited. Relationship violence, stalking, and retaliation against an individual for making a good faith report of sexual misconduct are also prohibited. These prohibited forms of conduct are emotionally and physically traumatic and a violation of one's rights. They are unlawful, undermine the character and purpose of NYU, and will not be tolerated. A student or employee determined by NYU to have committed an act of prohibited conduct is subject to disciplinary action, up to and including separation from NYU. Students are encouraged to consult the online [Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students](https://nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html) (nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html) for detailed information about on-campus and community support services, resources, and reporting procedures. Students are also welcome to report any concerns to MIAP Director Juana Suárez ([juana@nyu.edu](mailto:juana@nyu.edu)) and/or Program Manager at [tisch.preservation@nyu.edu](mailto:tisch.preservation@nyu.edu)

### ***Non-Discrimination and Anti-Harassment Policy & Reporting Procedures***

NYU is committed to equal treatment and opportunity for its students and to maintaining an environment that is free of bias, prejudice, discrimination, and harassment. 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, rather than on the basis of his/her individual merit. 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. Prohibited discrimination and harassment undermine the character and purpose of NYU and may violate the law. They will not be tolerated. NYU strongly encourages members of the University Community who have been victims of prohibited discrimination or prohibited harassment to report the conduct. MIAP students may make such reports to MIAP Director Juana Suárez ([juana@nyu.edu](mailto:juana@nyu.edu)) and/or Program Manager ([tisch.preservation@nyu.edu](mailto:tisch.preservation@nyu.edu)), or directly to Marc Wais, Senior Vice President for Student Affairs. Students should refer to the University's [Non-Discrimination and Anti-Harassment Policy and Complaint Procedures](https://nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/non-discrimination-and-anti-harassment-policy-and-complaint-proc.html) (nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/non-discrimination-and-anti-harassment-policy-and-complaint-proc.html) for detailed information about on-campus and community support services, resources, and reporting procedures.

### ***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](http://library.nyu.edu); Ask A Librarian: [library.nyu.edu/ask](http://library.nyu.edu/ask)  
70 Washington Square S, New York, NY 10012

Staff at NYU Libraries has prepared a guide (<http://guides.nyu.edu/c.php?g=276579&p=1844806>) 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 work spaces, and media rooms at Bobst, the library's main branch.

### ***The Writing Center***

[nyu.mywconline.com](http://nyu.mywconline.com)  
411 Lafayette, 4th Floor, 212-998-8860, [writingcenter@nyu.edu](mailto: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 online. Students for whom English is a second language can get additional help with their writing through a monthly workshop series scheduled by the Writing Center ([cas.nyu.edu/content/nyu-as/cas/ewp/writing-resources/rise-workshops.html](http://cas.nyu.edu/content/nyu-as/cas/ewp/writing-resources/rise-workshops.html)).

### ***The University Learning Center (ULC)***

[nyu.edu/ulc](http://nyu.edu/ulc); Academic Resource Center (18 Washington Pl, 212-998-8085) or University Hall (110 East 14th St, 212-998-9047)

*Peer Writing Support:* All students may request peer support on their writing during drop-in tutoring hours for "Writing the Essay / General Writing" at the University Learning Center (ULC), which has two locations noted above. Students for whom English is a second language may wish to utilize drop-in tutoring geared towards international student writers (see schedule for "International Writing Workshop").

*Academic Skills Workshops:* The ULC's Lunchtime Learning Series: Academic Skills Workshops focus on building general skills to help students succeed at NYU. Skills covered can help with work in a variety of courses. Workshops are kept small and discuss topics include proofreading, close reading to develop a thesis, study strategies, and more. All Lunchtime Learning Series workshops are run by Peer Academic Coaches.

### ***Moses Center for Students with Disabilities***

[nyu.edu/students/communities-and-groups/students-with-disabilities.html](http://nyu.edu/students/communities-and-groups/students-with-disabilities.html)  
726 Broadway, 3rd Floor, 212-998-4980, [mosescsd@nyu.edu](mailto:mosescsd@nyu.edu)

All students who may require an academic accommodation due to a qualified disability, physical or mental, are encouraged to register with the Moses Center. The Moses Center's mission is to facilitate equal access to programs and services for students with disabilities and to foster independent decision-making skills necessary for personal and academic success. The Moses Center determines qualified disability status and assists students in obtaining appropriate

accommodations and services. To obtain a reasonable accommodation, students must register with the Moses Center (visit the Moses Center website for instructions)

### Calendar

All readings should be done **before** class.

There might be additional readings unfolding from students' concerns, important news in the profession and other needs. They will be announced in class and via email, and students will be provided plenty of time to prepare them. Students are encouraged to suggest readings, podcasts, videos and further materials that enrich class discussion, thesis planning, and preparation for professional life after graduate school.

Date	Topics and Activities	Due
09/04	Introduction Syllabus Thinking the thesis project Suggestion on topics to include in class	Please bring suggestions for topics you would like to see included in this class.
09/11	Thesis project proposals: <ul style="list-style-type: none"> <li>• Academic paper</li> <li>• Portfolio outline and content</li> <li>• Preservation project: description, timeline, workflow, budget, copyright clearance</li> </ul> Writing the abstract/description Locating sources, conducting preliminary research, identifying priorities and doable scope of work	Prepare a list of three prospective topics for your thesis, keep in mind the three possible formats of NYU MIAP thesis  Readings: <a href="https://is.gseis.ucla.edu/bodycams/">https://is.gseis.ucla.edu/bodycams/</a>
09/18	Establishing communication with your advisor, preparing for the project, timeline MIAP/Tisch/University Resources	Upload copy of your current résumé, shareable with classmates NYU Classes  <b>By September 21</b> you need to discuss your thesis idea with your academic advisor and other faculty as needed.

		Please report on these conversations via email or office hours.
09/25	Résumé, CV, bio, web presence Social media presence and job applications	<p>Read your classmates' résumé, and be ready to provide/take constructive suggestions on how to improve résumés. Mark formats and ways to present content that positively catch your attention.</p> <p>Bring a printed copy of your current résumé to class.</p> <p><b>Due September 28:</b> paragraph proposing thesis topics (check <a href="#">2018-2019 Thesis Guidelines</a>) Copy Kim Tarr, Marina Hassapapoulou, and Program Manager (KT, MH, PM henceforth)</p>
10/02	Professional Associations, proactive networking, professional initiatives Service to the profession: membership vs. active participation The AMIA Member Listserv, handling professional relationships, listserv etiquette, appropriate topics for member listserv, moderated vs. unmoderated listservs, appropriate venues for Board Candidate discussions.	<p>Working with a classmate, interview a former MIAP who is serving/ has served in an association or who has started an initiative of impact in the profession, track his/her path, and impact in the profession; be ready to provide an 8 minute debrief of your findings.</p> <p>Readings: <a href="#">Edmonson, Frick and Olgado in Synoptique Vol 6, #1</a></p>
10/16	Funding: letters of inquiry, grant writing (individual and team projects), cultivating donors.	<p><b>Draft due: letter of inquiry</b> for the project you forwarded in Collection Management (one page).</p> <p><b>Due October 18,</b> thesis proposal (check <a href="#">2018-2019 Thesis Guidelines</a>) Copy KT, MH, and PM</p>



10/23	<p>What job is good for you?          Preparing a job application: requested materials, professionalism, the interview.          Recommendation letter vs. reference letters.</p> <p>Mike Mashon and Andrea Leigh (Library of Congress): preparing for Federal Jobs</p>	<p>Ask your internship supervisor 3 questions that the institution always include in interviews and add them to the shareable document provided.</p> <p>Upload a sample job listing of your preference          Readings:  <a href="#">Gilliland, Anne, <i>Conceptualizing 21st Century Archives</i>, Chapter 1 and 2.</a></p> <p>By October 26, e-mail me list of five prospective advisors. At least two names have to be NYU faculty members (please consider MIAP, CS or any related program). (Copy KT, MH, and PM)—by Nov 9 you will have an advisor assigned.</p>
10/30	<p>Sharing knowledge: designing a workshop on basic MIAP skills: Film, Video preservation, digital preservation, handling complex media, community archiving, cataloguing, personal digital archiving) or your area of expertise.</p>	<p>Draft due: Two-page outline workshop, including description, target audience, time of instruction, requirements, instructional needs (equipment, tools, software, etc.) and budget.</p>
11/06	<p>Ethics and the profession:          Affirmative Action          Gender, Technology and the Profession          The multicultural setting.</p>	<p>Draft due: résumé + sample cover letter/introductory email (one page)</p> <p>Readings:  <a href="#">FIAF and AMIA Code of Ethics</a>  <a href="#">Hefberger, Vizner &amp; Suarez, <i>Bachman in Synoptique</i>, Vol 6, #1</a></p>
11/13	<p>Preparing to work as an independent consultant.          Guest speaker Mona Jiménez.</p>	
11/20	<p>Scholarship in the archival field:          Deciding what to publish: reviews, scholarly articles, peer reviewed journals.          Unexplored fields in archival scholarship.          How to gain a scholarly voice; from a thesis to a book. Why?</p>	<p>Draft due: two-page proposal based on your CM assignment offering further service (preliminary, and list of deliverables budget are a must. Please include any other relevant information suggested by Mona Jiménez</p>
11/27	<p>The future of the profession</p>	<p>The future of libraries</p>

		Richard David Lanke -Next Library Conference, 2018 <a href="https://vimeo.com/291066206">https://vimeo.com/291066206</a>
12/4	Topics suggested by students	Turn in approved written version of your thesis schedule and outline
12/11	Topics suggested by students	Turn in two-page report on AMIA participation and networking  Fill out incomplete for this course by December 14

This document has been created by adding materials and adapting from earlier versions of Advanced Topics in Preservation syllabi available at the [NYU MIAP Courses Curriculum Archive](#).