

NYU MIAP

CINE-GT [Cine-GT 3490] Advanced Topics in Preservation Studies

20f Syllabus. v1-- as of September 4/2020

Professor Juana Suárez

665 Broadway, Room 643

Monday/5:00 to 7:00 PM – ONLINE

Class Dates: September 9 (Wednesday, university runs on Monday schedule), 14, 21, 28; October 5, 12, 19, 26; November 2, 9, 23, 30; December 7.

Contact information

juana@nyu.edu -- 212-992 8458

Office hours: Monday 9:00–12:00; or by appointment. Zoom or google meet

Course Description

Through small-group study, the seminar will address advanced and/or special topics related to the profession as media archivist, focusing on successful and timely completion of student thesis projects. 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.

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
- understand job protocols in the archival world and compile a professional portfolio that help you navigate different aspects of the profession such as fundraising, consulting, publishing and active participation in professional forum
- demonstrate an understanding of the role of an archivist operating in a diverse and global world.
- outline a thesis proposal and define scope, timeline, table of content and preliminary bibliography for thesis project
- compile first and secondary sources/necessary materials for thesis project
- contribute to discussions on current/general issues related to the profession of moving image/media archivist

Attendance and engagement

You are expected to attend all the sessions of class. In case of illness or unforeseen circumstances, please communicate timely with me via email and we will make arrangements (a 5–page summary of materials covered in class will be requested). Unless there is a different agreement considering the current context, you can't receive credit for this class if you miss more than one session. I encourage you to keep your Zoom video active during class session for presence and engagement.

Class exercises and conversations in AT rely on good communication, mutual respect and support, ability to provide and accept collective suggestions for improvement. In general, it is a call for professionalism and collegiality so let's work together in these areas, be supportive of each other, enthusiastic about achievements and assets and supportive of those areas where we all need to grow as professionals. No question is a silly question and all the concerns, and topics relevant to class and the profession are welcome.

Assignments

There are two portfolios you will prepare for this portion of the course: a–A Professional Portfolio and B–a Thesis Preparation one. These two portfolios are 30% of the final grade. You will work on a self-evaluation at the end of the semester.

Your thesis document is 70% of the grade, and the grade will be provided by your thesis director. Everyone will receive an Incomplete in this class, and there will be a change of grade once you submit your thesis in spring.

Please keep the following number of assignments, regardless of the deadline. This will make it easier to organize your portfolios.

1. Thesis preparation folder

- a1 Summary and analysis of at least two theses by former MIAP students (2–3 pages each).
- a2 Thesis paragraph
- a3 Thesis proposal and outline
- a4 Annotated list of preliminary and secondary sources for your project (minimum 12 adding books, articles, podcasts, videos, and any other technical/scholarly resource)
- a5 Thesis timeline: outline weekly goals that represent your action plan for making steady progress on your thesis during this fall 2020 and spring 2021.

2. Professional Portfolio

- a6 Two–page résumé
- a7 Two–page 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.
- a8 Two–page proposal for a freelance job based on a collection you have worked with, budget included
- a9 Letter of inquiry for funding based on the collection you worked with in CM class or any other relevant project. (One page)
- a10 Description of proposed workshop/webinar/public event participation based on your strongest skills/profile: include target audience, technical/digital needs, summary of workflow, expected outcomes, schedule (one to two pages).
- a11 Moderation plan for a class session

I am understanding of the need for time accommodations for deadlines. However, we face hard deadlines in our profession when applying for grants, jobs, proposals or completing projects. We will be developing skills to meet deadlines; as a practice, let's commit to keep deadlines to improve time management skills. In general, no late assignments are accepted but let's keep the channels of communication open, and work on this together.

Please turn in reports, letters, and documents in an editable document (preferred WORD). Some assignments will be submitted via google forms or similar, be mindful of deadlines. Proofreading, editing, professional, and timely presentation of your work are important components of your grade.

DRAFTS are the most complete, and professional version of an assignment (footnotes, endnotes, works cited in alphabetical order), not a work in a very preliminary stage.

3– Final revised folders

You will receive feedback on all your assignments. You need to turn in the two portfolios by the end of the semester with your self-evaluation (Dates on calendar).

Final grades 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: *20f3490_Smith_a1.pdf*.

For multiple authors, the two initials of each author will be used, separated from each other by underscores: *20f3490_JS_PZ_a1.pdf*

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: *20f3490_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.

NYU COVID page

All the information related to how NYU is operating during this pandemic time is [here](#). If you have questions or need resources, please let me know. As we mentioned in orientation, there are changes every day, new protocols, and new advice. We will check often and make sure we keep flexible to demands and adjustments.

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://www.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) and/or Associate Director 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://www.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) and/or Program Manager at 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) and/or Program Manager (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://www.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; Ask A Librarian: 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 workspaces, and media rooms at Bobst, the library's main branch.

The Writing Center

nyu.mywconline.com

411 Lafayette, 4th Floor, 212-998-8860, 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).

The University Learning Center (ULC)

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

726 Broadway, 3rd Floor, 212-998-4980, 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

- 1- Advanced topics in the profession
- 2- Preparing a professional portfolio: (Cover letter vs. resume; online presence; designing a webinar, a workshop, freelancing, etc.)
- 3- Preparing for thesis work

Wed. September 9

(University meets on Monday Calendar)

Before class:

- o Send Juana your updated résumé
- o You own this class! Be ready to provide input on other subjects you want cover in AT. Some suggestions:
 - Tools/Services like Preservica, ArchiveSpace, Archivematica, Aviary, Twarc, Bitcurator (depending on what will be taught in other classes this year, what you learned in the internship, trends in the profession)
 - 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 -- Advice for independent contractors (how to protect yourself; expectations)
Wages, salaries, trends, problems
Continuing education strategies
Personal Digital Archiving, Web archiving of social movements, Digital Privacy, Copyright, Free Culture
Conflict resolution at the workplace

A new version of the syllabus will be available after the second week of class with changes reflecting students' input on topics, speakers, and readings.

In class:

- Introduction
- Class logistics
- Conversation on topics to expand and explore/Guest speakers
- Major changes in the profession/2020 events

Next Week

[I/V/A/V: Informal Virtual Audio Visual Summit](#)

September 14

Before class:

- Upload a document with 3 prospective topics for thesis. If you have decided on a topic, prepare a pitch paragraph and 2 alternative ideas.
- a1 -- Upload summary analysis of two thesis (3 pages max)

The institutionalization of the profession

- Synopthique
- Gilliland Ann, *Conceptualizing 21st-Century Archives*
- Discussion on thesis topics (Be ready to share with class peers your topics and be ready to provide feedback and support to everyone).

September 21

The value of Community Archiving Workshops

- <https://communityarchiving.org/>
- Planning a community workshop

Cataloguing and Cross-institutional Metadata

- [GLAS](#)
- [Archival Accessing webinar](#) (Rachel Searcy's portion)
- Guest speaker: Anna McCormick on Archival Description: group-level cataloging, Finding Aids, EAD, DACS.

September 28

- a2 Upload thesis paragraph (AT purposes)

Current challenges for cultural heritage institutions (Museums)

- <https://imaafuss.com/Reading-Group>
- <https://gothamist.com/arts-entertainment/whitney-museum-cancels-exhibit-highlighting-work-around-blm-and-covid-19-after-predatory-acquisition-process>
- <https://www.aam-us.org/2020/07/07/reinventing-museums-pandemic-disruption-as-an-opportunity-for-change/>
- <https://www.vulture.com/2020/07/change-the-museum-instagram.html>
- <https://www.nytimes.com/2019/05/09/arts/design/museums-ethics.html?login=email&auth=login-email>

New digital platforms

- Partin, "Bit by (Twitch) Bit: "Platform Capture" and the Evolution of Digital Platforms"

October 5

Before class:

- Locate/Share links or upload at least 3 résumés of colleagues in the profession and analyze content and organization. We are looking, in particular, for good, creative, effective ideas to organize our data.

Grant writing, funding in the profession, preparing individual quotes.

- a9- a10 upload drafts or preliminary version of a9 and a 10

Résumé vs CV

- Résumé clinic and online presence
- Workshop on online presence for the profession

- Improving the thesis paragraph
- Choosing a thesis advisor: expertise, availability, mentorship, etc.

By Monday, October 12: Discuss your thesis idea with your academic advisor and other faculty as needed. Your advisor will request that you send a preliminary paragraph proposing a thesis topic, and the form it will take. For the meeting, be ready to discuss prospective thesis advisors.

October 12

- Applying to Jobs
- Guest speakers: Library of Congress? Art institutions?
[BitCurator Forum](#)

- Becoming an independent contractor: guest speaker
- From the thesis paragraph to the thesis proposal
- Complying with human subject requirements/research
- a3 Upload thesis proposal. (AT purposes)

By Thursday, October 23: E-mail your thesis proposal (ca. 500 words) as an editable text file (.docx, .doc, .rtf, etc.) to Juana Suárez (juana@nyu.edu) and Jess Cayer (jess.cayer@nyu.edu). Name the file *20f_thesis_[Your Last Name]_proposal*. Include: a working title, a developed focus (not just a general topic), a proposed method for accomplishing the work, and an annotated bibliography of at least five sources, and define the form your thesis will take (i.e., research paper, preservation project, or portfolio).

- 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 and/or MIAP faculty may choose to circulate your proposal to Cinema Studies faculty, adjunct MIAP instructors, and/or others who could potentially provide thesis advice. You will receive written and/or verbal feedback on your thesis proposal from the instructor of CINE-GT 3490 Advanced Topics in Preservation (Juana Suárez), your academic advisor, and others as needed.

At this time, you will also submit your thesis advisor choices (up to three suggested names, one must be a professor at NYU).

October 26

- Annotated list of works cited: footnotes, endnotes, charts, graphics, appendix
- Using the CMS
- a6 upload improved résumé--2 pages

Understanding job listings in the archival field

- Before class upload a sample job listing of your interest for us to review
- 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, tailoring the résumé, resume vs. CV, preparing the cover letter.
- Recommendations letters/ideal recommenders
- Handling online portfolio services

Working in cultural heritage institutions (I):

The MIAP graduate student experience: fellows, residents, administrators, workers

By Monday, November 2: A thesis advisor will be assigned to you via an email from Jess. Once your thesis advisor is assigned, you are approved to move forward by contacting your thesis advisor and sharing your proposed topic. At this time, you will ask if they are available to advise your thesis, meet with them if necessary, and share a freshly edited version of your thesis proposal.

November 2

- o a5 upload the annotated list of works cited with at least 7 entries

Working in cultural heritage institutions (II)

- o Guest speaker: Milo Thiesen on DAM Systems at Met Museum
- o Shira Peltzman/UCLA

By Monday, November 9: By this date, you should receive written confirmation that your chosen advisor has agreed to work with you. Please ask them to email you, Juana and Jess to confirm their acceptance as your thesis advisor. The program maintains a policy on thesis advisor honorarium related to this work. Jess will contact them separately, should this be the case. Thesis advisor honorariums should not be included in your discussions with your thesis advisor, at any time during your work.

At this time, your thesis advisor may then request further revisions to your proposal. A general planning meeting should be held with the advisor in fall 2019 term; this will help you develop a schedule for meetings, intermediary drafts, and other expectations for spring semester. Meetings should be held every other week during the spring semester. At the advisor's discretion, consultation via electronic communication may be used instead of an in-person meeting.

November 9

Finalizing the thesis proposal: balancing the load, deciding on chapters, methodology (surveys, research, visits, interviews), setting the time frame

- o a4 By November 15, upload preliminary version of thesis proposal + time outline
- o Bastian, Sniffin, Webber, "Convergences and Divergences" in *Archives in Libraries*

November 23

Reporting on AMIA panels, workshops, lectures

Becoming entrepreneurial

- o a7 upload summary of archival projects
- o a8 upload two-page proposal for freelance job
- o a9 letter of inquiry (we worked on this in CM, you are welcome to improve the same letter you prepared or work on a new project)

- a10 description of proposed workshop/webinar/etc.

By Monday, November 30: By this date, email your schedule of advisor meetings and work submission deadlines as an editable text file (.docx, .doc, .rtf, etc.) to Juana and Jess, with your thesis advisor copied. Name the file *20f_thesis_[Your Last Name]_schedule*.

November 30

Archiving Controversial Materials

- Archiving controversial materials
- Affirmative action and the workplace: salaries, gender, diversity, inclusivity.
- Mock interviews (out of class schedule)

December 7

- Reflecting on mock interviews
- Setting thesis goals for winter term
- Moving forward to completing MIAP

December 11

Portfolios and self-evaluation due. 5:00 PM

Useful Resources:

[MIAP Thesis Guidelines](#)

