

University of California, Los Angeles
M.A. Program in Moving Image Archive Studies

Practicum Guidelines

MIAS 498 (Directed: Practicum) is designed to provide students with a wide range of opportunities to apply their knowledge and skills in a structured professional environment. Practica provide the student with hands-on experience at the entry professional level in an archive, library, information center or media laboratory that is supervised by an archivist or other appropriately qualified professional.

MIAS 498 may only be taken after the student has successfully completed the first year of required MIAS courses. Students may select from established lists of approved sites for their Practica.

Site and Supervision Requirements

New sites for MIAS 498 must be approved by the Committee to Administer the Interdepartmental Program in Moving Image Archive Studies (CAIDP). Any ladder faculty member of either the Department of Film, Television, and Digital Media or the Department of Information Studies may propose an internship site or serve as instructor of record for MIAS 498. The CAIDP will take the following questions into consideration in site evaluations: does the site have sufficiently advanced staff to provide expected levels of expertise? Does the site provide adequate time to accommodate the work needs of the student? Is the area of focus directly relevant to the major topics of the MIAS program? Are MIAS students sufficiently prepared to take advantage of the specific learning opportunities offered at the site?

Units/Hours

Although MIAS 498 may be taken for two to eight units, the norm is four units. Each four-unit course represents approximately 120 hours of work in a single quarter.

Student Practicum Proposal

Before enrolling in MIAS 498, the student must provide a brief, written proposal to the instructor. The proposal should describe the learning goals for the course and should be developed with the advice of both the instructor of record and the specific site supervisor (see “Learning Agreement” at the end of these guidelines).

The proposal should include the minimum number of meetings with the site supervisor, the location where work will be conducted, and a specific list of moving image archive competencies that will be addressed during the ten-week course. The normal work product of MIAS 498 will be a final report written by the student. Any other form of report must be stated in the proposal and agreed to by the instructor of record in advance.

Evaluation

The final grade for MIAS 498 is given by the instructor of record, based on the goals stated in the original proposal and the assessment of the site supervisor as reported in the MIAS Practicum Performance Evaluation form (see attached form). Evaluation forms are kept on file in the MIAS Student Affairs Office.

A successful Practicum experience will:

- 1) Provide the student the opportunity to apply the theory of core courses to practice.
- 2) Help the student shape a specialization within moving image archiving, in their area of interest.
- 3) Improve the student's qualifications for professional practice.
- 4) Provide an environment for research, experimentation, datacollection and analysis related to the student's specialization projects.

Procedures

Prior to enrolling in MIAS 498, students must:

- Consult with their MIAS advisor, Director or Coordinator to identify appropriate sites and site supervisors.
- Consult with the prospective site supervisor to determine the availability of practicum experiences and to discuss goals and learning objectives.
- Submit a written Practicum proposal for approval by instructor of record
- File the approved proposal with the MIAS Student Affairs Office.

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Student Learning Agreement

The purpose of this learning agreement is to help you identify your learning goals for this internship or service learning experience. The signatures of the site supervisor and faculty instructor of record indicate their agreement to its content and goals. Please return the original form to the MIAS Student Affairs Office.

Student Information:

Name: _____ Major: _____

Student ID Number: _____

Address: _____

Phone: _____ Email: _____

Internship Supervisor:

Name of Site: _____

Supervisor Title: _____

Phone: _____

Address: _____

Email: _____

Faculty Sponsor Information:

Name: _____

Department: _____

Phone: _____ Email: _____

Course Title: _____

Number of units for this course: _____ Quarter enrolled: _____

Weekly schedule: _____

Total Hours of Service: _____

Learning Objectives for Practicum Experiences

What do you hope to learn from this practicum or service learning experience? Consider the following: what do you want to learn about the archive, agency or clients you are serving? In what ways would you like to grow personally and professionally from this experience? What ideas and skills have you learned at UCLA or another academic institution that you can apply to your off-campus experience?

Describe the activities and duties you will be performing during your practicum. It is important to discuss your goals and expectations with your on-site supervisor before you complete this section. Consider what kinds of experiences you would like to have at the practicum site and if they are possible to achieve.

What specific tasks and methodologies will be employed to meet the learning objectives? Describe, as specifically as you can, the tasks and responsibilities which are central to your project. What is the specific form of the practicum report: paper, journals, exit interviews, work product? This must be agreed to by the student, the site supervisor and the supervising faculty member.

Student Signature:

Date:

Faculty Supervisor:

Date

Site Supervisor:

Date