



## Robert Frederick Smith Fund Summer 2018 Internships

The Robert Frederick Smith Fund

### **ORAL HISTORY TRANSCRIPTION (2 POSITIONS)**

#### **Bethune-Cookman University – Daytona Beach, Florida**

The mission of Bethune-Cookman University (BCU) is to develop global leaders committed to service, life-long learning, and diversity by providing a faith-based environment of academic excellence and transformative experiences.

The BCU Oral History Collection documents the history of Mary McLeod Bethune and the school she founded in 1904, through carefully researched, recorded, and transcribed oral histories and interpretative historical materials for the widest possible use. Since its inception in 2001, the BCU Oral History Collection has carried out interviews in a variety of subject areas. Interviews have been used as source material for articles and video documentaries.

**Position Description:** Transcribe unpublished, primary research materials and interviews from the BCU Oral History Collection and format interviews in a digital platform for archiving and dissemination. Train and practice ethical interviewing and engage in the formative process of creating relevant interview questions. Introduce methods of research necessary to corroborate or disprove spoken memories and personal commentaries. There are two openings with BCU, with distinct intern duties.

#### **Sample of Intern Duties – Position 1:**

- Complete ethics training for transcribing interviews
- Engage in training for compiling transcriptions, including appropriate coding and filing protocols
- Transcribe oral history interviews from different BCU Oral History Collections
- Use equipment necessary for transcribing, processing, preserving, and archiving historical materials
- Review historical data and do research necessary to corroborate or disprove spoken memories
- Determine target demographic population for interviews
- Compile Excel spreadsheets of interviews and codify spreadsheets in preparation for trend analysis
- Work collaboratively to plan post-interview analysis

#### **Sample of Intern Duties – Position 2:**

- Complete ethics training for transcribing interviews
- Engage in training for compiling transcriptions, including appropriate coding and filing protocols
- Review primary source documents in oral history archives
- Proofread existing transcripts for accuracy
- Code and file transcripts in archival boxes
- Study historical sources guided by BCU library bibliographic instruction sessions
- Label and organize transcribed interviews

- Reflect and make observations regarding oral history project analysis
- Work collaboratively to plan post-interview analysis
- Edit images and sounds to create multimedia presentations

**Learning Outcomes – Both Positions:**

- Learn to effectively use the BCU library, archives, and oral interviews as resources and understand the relative worth of different types of evidence
- Evaluate and critique different historical perspectives and explanations within a conversational setting
- Listen to and learn from others; to write clearly, economically, imaginatively, and persuasively about historical facts, issues, and interpretations
- Demonstrate command of a body of knowledge in history by reading, interpreting, and discussing historical events and data within an accurate chronological context
- Appreciate, critique, and use material from other fields in the comparison of historical developments/problems across cultural and geographical boundaries
- Employ methods of historical research that emphasize high standards of fidelity to evidence, tolerance of alternative approaches to obtaining, interpreting, and applying historical knowledge, and an appreciation and articulation of the indebtedness historians have to the work of others

**Time Frame (flexible):** Mid May – Early August

**Prerequisites:** Interest and background in African American history and culture studies