



Robert Frederick Smith Summer 2019 Internships

Offsite at Bethune-Cookman University

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 related to African American history. 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Position Description: Transcribe unpublished, primary research materials and interviews from the BCU Oral History Collection (<https://www.cookman.edu/history/>) 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.

Sample of Intern Duties:

- Schedule and conduct interviews
- As a team, create or engage in the preparation of field notes, transcriptions, and debriefing materials
- Use NVivo and other software to facilitate linking of key concepts and relationships
- Create topical time indexes, prepare brief biographies, and still images for dissemination
- Edit images and sounds to create multimedia digital archives and further develop web pages and databases
- Consult with faculty in public history to build upon ongoing research
- Train to compile transcriptions, including appropriate coding and filing protocols
- Proofread existing transcripts for accuracy
- Code and file transcripts in archival boxes
- Use audio and video equipment and NVivo to develop web pages and databases
- Transcribe BCU Oral History Collections interviews and portfolios, ensuring release forms are in place according to best practices of the Oral History Association
- Label, organize, and shelf transcribed interviews
- Review historical data and do research necessary to corroborate or disprove spoken memories
- Reflect and make observations regarding oral history project analysis, suggesting key themes

Learning Outcomes:

- 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): Proposed May 20 – August 2, 2019

Work Culture: The work culture for BCU Oral History Collections interns is both collaborative and independent. The successful candidate should be resilient, able to handle sensitive information, be communicative, diligent, tolerant of uncertainty, curious, and possess good people skills. Digitizing and publishing multimedia on the oral history collection website is fast-paced and goal oriented.

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