



The Robert Frederick Smith Fund

## Robert Frederick Smith Summer 2020 Internships

### Offsite at Bethune-Cookman University

#### 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**Position Description:** Transcribe unpublished, primary research materials and interviews from the BCU Oral History Collection (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:

- As a team, create or engage in the preparation of field notes, transcriptions, and archival materials related to digitizing 5 ongoing oral history projects
- Interview individuals with long associations with Mary McLeod Bethune, Bethune Cookman University, and the local African American Community according to best practices of the Oral History Association
- Use NVivo, Excel, and SPSS software to analyze key themes, concepts, and relationships in oral histories
- Edit images and sounds to create multimedia digital archives, prepare brief biographies and further develop web pages and databases
- Review historical data and do research necessary to corroborate or disprove spoken memories
- Create an interactive pre-Urban Renewal era digital map of Historic Second Avenue (now known as Dr. Mary McLeod Bethune Boulevard) in Daytona Beach, Florida
- Create a database for Family History Portfolio selected topic quotations using Excel, NVivo, and SPSS (over 1,200 FHPs exist from 2001 to the present, and, as part of their portfolio, students in African American History classes each highlight 5 salient things their family elder interviewees said on a wide variety of topics. These topics will be analyzed, and the “quotes” placed into a database for the public on our web pages.)
- Archive oral history projects using established finding forms (Dublin core)

**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):** May 26, 2020 – August 14, 2020

**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.

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