

## Oral History Assignment—Standards

An acceptable oral history has a series of physical components and meets a minimum standard of quality.

Students will receive a perfect grade if the “oral history” follows the following protocol, in terms of physical tasks and qualitative evaluation. If the oral history does not meet these requirements, students will receive 0 points.

### Physical requirements

- 1 Materials received on or before due dates; extensions must be negotiated/discussed more than one week in advance.
- 2 The team must label the tape and tape case according to course protocol (described elsewhere).
- 3 The labeled tape must be “dumped” into Adobe Audition in the Department of History’s computer that has been reserved for this purpose. Students should seek assistance from Professors Tebeau and/or Souther for this. There will also be a set of printed instructions.
- 4 Once “dumped,” the “team” must complete a .WAV file and “rip” that file to CD-ROM for use in transcription. There will also be a separate set of instructions for doing this.
- 5 The “team” must then create a verbatim transcript from the CD-ROM file. There should be time markers every 3 minutes. The document should be formatted in MSWORD (.doc) and emailed to Souther or Tebeau (with reply confirming receipt)
- 6 Accompanying the tape must be a signed permission form.

### Quality evaluation

- 1 Does the audio quality meet a minimum standard for use in professionally-developed radio program? We mean—is the subject’s voice clear and are the levels within the appropriate range; is ambient sound minimal?
- 2 Do the questions and/or format of the interview follow the instructions/guidelines given to students during class? (Are the questions open-ended; does the interview flow well; does the interviewer elicit good stories?)