

# Race & Oral History Project

## Course Instructions for Current Students

Spring 2021

### **Step 1: Getting Started with Knit**

- 1.1 Sign up for Knit
- 1.2 Edit your Knit profile
- 1.3 Using Knit

### **Step 2: Before the Interview**

- 2.1 Conduct preliminary research
  - Use a KWL chart to take notes.
- 2.2 Prepare interview questions
  - Interview Proposal Questions
- 2.3 Make initial contact
  - Letter of Introduction
- 2.4 Test all equipment
  - How to Record in Zoom

\*The day before the interview, confirm the time and place/link with the interviewee.

### **Step 3: On the interview day**

- 3.1 Complete the release form
- 3.2 Conduct the interview

\*Begin the recording with the opening statement, and end with an expression of appreciation.

- 3.3 Write the Interview Synopsis

\*It is recommended the oral history interview be completed by week 7.

### **Step 4: After the interview**

- 4.1 Make a copy of the interview

\*Check to make sure the file plays properly.

\*Rename each file in this format:

**LastnameFirstname\_Date(4-digit year, 2-digit month, 2-digit day)\_Interview#\_File#**  
(for interviews with more than one part)  
For example: **FloresSylvia\_2020-04-29\_01.mp4**

- 4.2 Transcribe the interview
- 4.3 Verify the facts and spellings
- 4.4 Thank & Get the transcript approved by the interviewee
- 4.5 Redact or edit the interview, if needed

\*Transcription should be completed by the end of week 9.

### **Step 5: Wrapping Up** - You're almost there!

- 5.1 Create your blog post in KNIT
- 5.2 Add the featured image and category tags to your post
- 5.3 Check your blog post
- 5.4 Submit files to your TA

Thank you for being a part of the project!

<https://knit.ucsd.edu/rohp/>