Oral History Pre-Interview Checklist

_____ My interviewee meets all the criteria listed for this assignment and he/she is not doing an interview with another person in either Block 2 or Block 3.

_____ I will have a picture taken of myself with the interviewee either just before or after the interview. If I am doing this via Skype, etc., then I will have a picture taken of me sitting at the computer with Skype on and the person visible in Skype on the computer screen

_____ I shot some video of my interviewee and me talking in a conversational manner (1-2 minutes). I will save this video in case Mr. or Mrs. Davis ask me for it.

_____ My interviewee is okay sharing some photos of themselves with me. (I will need at least five photos of them -- scans of old photos from your interviewee when they were younger, pictures of their workplace(s), images of them today.)

_____ My interviewee is okay with me making a private Wiki page of the interview transcript with photos that are only visible and shared with my teachers (Mr. and Mrs. Davis). They understand that you will delete the page, should they wish, once we have evaluated your work.

_____ I have a means to record the interview. I have practiced using the recording device and I know that I can share / save this audio file for use outside of the device (i.e., my phone, for example). I have tested recording with the device to make sure that both of us can be heard well.

_____ I have set up a time to interview my person, they are award of this time, and we have a quiet place where we can do this interview, free of interruptions.

_____ I have the list of questions for this assignment, I know which topics I must cover during the interview, and I will make sure to ask follow-up questions during the interview.

_____ I know that the interview should be about 30 minutes long.

Final Project Checklist

_____ Student List page is updated with active, functioning [Oral History] link. If you created a new Wiki because you forgot your password (and Mr. Davis had to create for you a new account), make sure that you shared your new Wiki by inviting new members (ckdavis1 and jenforddavis).

_____ Oral history page has a fitting title at the top.

_____ Functioning audio file is embedded (not requiring the opening of a new page or link) near the top of the page and is easily accessible. If more than one file, the files are in order. If the file is a private YouTube (or other file format) video or audio file, it is made accessible for us to listen to.

_____ Introductory writing is between 450-500 words.

_____ Introductory text is written as multiple paragraphs and not just one long paragraph.

_____ Introductory writing creates an interesting introduction to your Q/A and follows the project directions. This writing should show some historical knowledge about the countries involved and the time period. May be in first-person or in third-person point of view.

_____ At least one image is shown near the top of the page (most appropriate would be a picture of you and your interviewee)

_____ All images are text-wrapped, not stretched, a decent size, and have captions that don't extend past the image. Images are spread throughout the oral history Wiki page in logical locations.

_____ Excess space between lines is removed.

_____ Oral history writing is 1500-1750 words (or just _a bit_ over).

_____ Portions of the Q/A that are not typed are concisely and accurately summarized [in brackets] so that the text flows as a well-told story of one's immigration experience.

_____ Interview text is formatted as a dialogue with clear distinction between interviewer and interviewee (**bold** and non-bold, for example)

_____ Text is in a font choice / size / color that is easy to read.

_____ At least six images relevant to your interviewee and topic (one of these six images must be of you talking to your interviewee; the others must be original images, not from the Internet, that your interviewee provided to you or that you took of your interviewee or of some object related to their story).