THE CATHOLIC UNIVERSITY OF AMERICA
SCHOOL OF LIBRARY AND INFORMATION SCIENCE

LSC 643, Section 01
Oral History
Spring 2011

Preliminary Syllabus – December 30, 2010
3 Credit Hours

Meetings 9:30 a.m. – 12:30 p.m., Saturdays, Jan. 15, Jan. 22, Feb. 5, Feb. 19, March 5, March 19, April 9, April 30
Room: Marist Hall, Room 213

NOTE: This Syllabus is Subject to Change

Instructor: Renate Chancellor, Ph.D.
E-mail: chancellor@cua.edu
Phone: 202-319-6272
Office: 248 Marist Hall
Office Hours: Mondays, 1:00pm-3:00pm
Please email or call for an appointment

COURSE DESCRIPTION

This course introduces students to the philosophy, ethics, and practice of oral history with specific emphasis on interview and transcription techniques and the use of oral history in historical research and analysis. This course will also include instruction on the archival collection, preservation, description, and digitization of oral history interviews.

Course Methodology
This is a blended course with face-to-face and online sessions. Students are required to participate in class discussion for both formats. Online discussions and course materials will be available through Blackboard at: http://bb8.cua.edu. This course uses a variety of instructional methods and activities that include:
Lecture and discussion based on the readings
Small group discussions
In class exercises
Group projects
Student presentations
Collaborative learning
Feedback to and from the instructor
Logistics

This is an asynchronous blended course. Each week course materials provided in “Course Documents” section on Blackboard will be uploaded prior to face-to-face meetings and the night before (Mondays by midnight) the online sessions. This will often include a video clip and PowerPoint slides, when needed to accompany the lecture.

Students will submit a reading response and participate in the discussion pertaining to the week’s topic. Online sessions ends on Sundays at midnight. Students will be expected to regularly monitor Blackboard for class announcements. Students will receive email announcement that course materials for the week are available.

All assignments are due at the beginning of class or by Midnight on stated due dates. Assignments are to be submitted via Blackboard. They are NOT to be emailed to the instructors unless in the case of technical failures.

Course Goals and Objectives:

The course goals are:

- Understand how to process, and provide access to oral history sources in a library or archival institution.
- Familiarize students with analytical and organizational skills necessary for completing an oral history project.
- Evaluate, analyze, and critique existing theoretical debates among practitioners of oral history.
- Understand the technologies associated with oral history.
- Show logical, critical and objective thinking in assessing major historical issues.

By the end of the semester, students will be able to:

- Demonstrate an understanding of the methodology and theoretical underpinnings of oral history.
- Master the techniques required to plan and implement an oral history project.
- Articulate an overall understanding of oral history in an archival context.
- Exhibit practical experience in oral history interviewing and related aspects of oral history such as archiving, transcribing, editing, and publishing oral histories.
- Establish a fundamental understanding of the technologies of recording, preservation, and publication of oral history interviews.
Required Textbooks:


Other Readings


**ONLINE RESOURCES**


H-Oralhist listserv: [http://www.h-net.org/%7Eoralhist/](http://www.h-net.org/%7Eoralhist/)


Brooklyn Historical Society Podcast: Free from iTunes Store

Minnesota Historical Society: [http://www.mnhls.org/index.htm](http://www.mnhls.org/index.htm)


Alan Lomax's Association for Cultural Equity [http://www.culturalequity.org](http://www.culturalequity.org)

American Life Histories, Federal Writers’ Project 1936 - 1940 [http://lcweb2.loc.gov/wpaintro/wpahome.html](http://lcweb2.loc.gov/wpaintro/wpahome.html)

Baylor University Institute for Oral History: [http://www.baylor.edu/oral_history/](http://www.baylor.edu/oral_history/)

Listening to Women: Documenting Women’s Lives through Oral History
Syllabus 2010, Sady Sullivan ssullivan (at) brooklynhistory.org

Denso: The Japanese American Legacy Project
http://densho.org/archive/

Pittsburgh and Beyond: The Experience of the Jewish Community:
http://digital.library.pitt.edu/n/ncjw/

City of Memory: http://www.cityofmemory.org

Working Class Public History (Concordia University):
http://storytelling.concordia.ca/workingclass/index.html

Stories Matter and Center for Oral History and Digital Storytelling at Concordia University, Montreal:
http://storytelling.concordia.ca/oralhistory/index.html

Tibet Oral History Project: http://www.tibetoralhistory.org/


Project Jukebox (University of Alaska, Fairbanks): http://jukebox.uaf.edu/

Cold Spring Harbor Laboratory Oral History Collection:
http://oralhistory.cshl.edu/mainMovie.html

Illinois State Museum Audio-Video Barn: http://avbarn.museum.state.il.us/welcome

The Judah L. Magnes Museum: http://www.magnes.org/

Vermont Folklife Center http://www.vermontfolklifecenter.org

Required Technologies

Capabilities Required for Course Delivery and Student Participation: Blackboard; standard CUA software; CUA library and information system accounts; ability to use ALADIN digital library resources. Every student should have daily access to a computer and high speed internet access.

Tools and Technologies Taught: This course presents the concept of technological innovation as a major factor in librarianship and information professions. It does not teach the use of specific technologies.

Supplementary Resource:
OWL at PURDUE is a useful website for general Chicago Manual Style Guidelines:
Style Manual

*The Chicago Manual of Style.* Chicago: University of Chicago, 16th Edition should be used for all assignments for this class. It is not necessary for your papers to have a title page, but your assignments must be typed in 12 point font Times New Roman, paginated and stapled.

Expectations and policies

**Academic honesty:** Academic honesty is expected of all CUA students. Faculty is required to initiate the imposition of sanctions when they find violations of academic honesty, such as plagiarism, improper use of a student’s own work, cheating, and fabrication. The following sanctions are presented in the University procedures related to Student Academic Dishonesty (from [http://policies.cua.edu/academicundergrad/integrityprocedures.cfm](http://policies.cua.edu/academicundergrad/integrityprocedures.cfm)):

“The presumed sanction for undergraduate students for academic dishonesty will be failure for the course. There may be circumstances, however, where, perhaps because of an undergraduate student’s past record, a more serious sanction, such as suspension or expulsion, would be appropriate. In the context of graduate studies, the expectations for academic honesty are greater, and therefore the presumed sanction for dishonesty is likely to be more severe, e.g., expulsion. ...In the more unusual case, mitigating circumstances may exist that would warrant a lesser sanction than the presumed sanction.”

Please review the complete texts of the University policy and procedures regarding Student Academic Dishonesty, including requirements for appeals, at [http://policies.cua.edu/academicundergrad/integrity.cfm](http://policies.cua.edu/academicundergrad/integrity.cfm).

Assignments

Detailed information of assignments and projects will be distributed in class or available on Blackboard ([http://bb8.cua.edu](http://bb8.cua.edu)).

Participation & Classroom Etiquette:

In keeping with university policy, attendance is mandatory. You are expected to arrive on time for each class and be fully engaged in the face-to-face and online discussions. It is your responsibility to get lecture notes and materials if you miss class. No make work will be allowed. Students are expected to behave respectfully while in class and on Blackboard. **NOTE:** Mobile phones must be silenced during class. Telephone calls and texting are NOT permitted during class!

Important University Resources:

CUA Network:
All students should know their NT (CUA network) account information and be able to log on to the CUA network. Contact the Center for Planning and Information Technology at 202-319-4357 for assistance.

CUA Libraries:
All students should be able to use the CUA library resources, including the ALADIN online system. Visit the CUA Library homepage at http://libraries.cua.edu for assistance and directions. See also the Mullen Library welcome page at http://libraries.cua.edu/welcome.html, or phone (202) 319-5070.

CUA Center for Academic Success:
See http://success.cua.edu
Pryzbyla Center
Phone: (202) 319-5655

CUA Counseling Center:
See http://counseling.cua.edu/services/

127 O’Boyle Hall
Phone: (202) 319-5765

Accommodations for students with disabilities: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact Disability Support Services (at 202 319-5211, room 207 Pryzbyla Center) to coordinate reasonable accommodations for students with documented disabilities. To read about the services and policies, please visit the website: http://disabilitysupport.cua.edu

Assessment (Guidelines – May be Adjusted by Instructor)

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<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Attendance &amp; Class Participation</td>
<td>20</td>
<td>Weekly</td>
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<tr>
<td>Interview Analysis</td>
<td>15</td>
<td>February 13</td>
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<tr>
<td>Methodology Analysis (2x10)</td>
<td>20</td>
<td>See course outline</td>
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<td>Media Analysis</td>
<td>15</td>
<td>April 9</td>
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<tr>
<td>Oral History Paper/Project and Presentation</td>
<td>30</td>
<td>April 30</td>
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GRADING:
Assignments should be submitted directly to the instructor and due at the beginning of class on the specified date. Assignments submitted after that time are considered late and will be penalized accordingly. Unless prior permission is obtained, grades for late assignments will be reduced by 5 points (out of 100) per day and 2 points for each day thereafter. Assignments more than a week late will NOT be accepted.

Grading Scale:
Final grades are calculated on point system according to the following scale:

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<tr>
<th>Points</th>
<th>Grade</th>
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<tr>
<td>95-100</td>
<td>A</td>
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<td>94-92</td>
<td>A-</td>
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<td>91-89</td>
<td>B+</td>
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<td>88-84</td>
<td>B</td>
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<td>83-80</td>
<td>B-</td>
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<tr>
<td>79-70</td>
<td>C</td>
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<td>Below 70</td>
<td>F</td>
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University grades:
The University grading system for graduate students is available at http://policies.cua.edu/academicgrad//gradesfull.cfm#iii
Reports of grades in courses are available at the end of each term on http://cardinalstation.cua.edu.

COURSE SCHEDULE

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
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| Jan. 15 – (Face-to-Face Class) | Course introduction and overview. Introduction to Oral History | **Read:** Begin reading: Robbins  
Visit oral history websites for discussion:  
www.oralhistory.org;  
http://oralhistory.library.ucla.edu/  
http://www.baylor.edu/Oral_History/;  
http://www.columbia.edu/cu/lweb/indiv/oral/;  
http://bancroft.berkeley.edu/ROHO/ |
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<tr>
<th>Date Range</th>
<th>Topic</th>
<th>Read</th>
<th>Due</th>
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<tbody>
<tr>
<td>Jan. 22 – (Face-to-Face Class)</td>
<td>Foundations of Oral History</td>
<td>Read: Ritchie Ch. 1; DeHart; Glassie; Green; Oshinksy</td>
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<td>Jan. 24 – Jan.30 (Online Class)</td>
<td>Ethical and Legal Considerations; IRBs, Human Subjects, and Other Legal Matters</td>
<td>Read: Yow (Ch.5); Oral History Guidelines; Oral History Best Practices</td>
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<td>Have interview subject identified. Contact interviewee and arrange a time for an interview</td>
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<td>Feb. 5 – (Face-to-Face Class)</td>
<td>Interviewing Part I</td>
<td>Read: Ritchie, Ch. 3 and Appendix 2</td>
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<td>Due: IRB Certificate</td>
<td>Prepare 10-15 questions for your interview. Prepare to present and justify them in class discussion.</td>
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<td>Feb. 7-13 (Online Class)</td>
<td>Interviewing Part II/Transcription</td>
<td>Read: Ritchie Ch. 5; Morrissey</td>
<td>Due: Interview Analysis</td>
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<tr>
<td>Feb. 19 – (Face-to-Face Class)</td>
<td>Oral History in Research and Writing</td>
<td>Read: Ritchie Ch.4; Guest Speakers: MaryBeth Wise and Kelly Navies</td>
<td>Due: Methodology Analysis (Robbins)</td>
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<td>Date</td>
<td>Topic</td>
<td>Read/Due</td>
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<td>Feb. 21-27 (Online Class)</td>
<td>Oral History and the Internet</td>
<td>Review Ritchie, “Internet Resources; Lawson</td>
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<td>March 5- (Face-to-Face)</td>
<td>Oral History Programs in Libraries and Archives</td>
<td>Ritchie Chps. 2 &amp; 6; Swain</td>
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<td>March 12</td>
<td>Spring Recess</td>
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<td>March 19 – (Face-to-Face Class)</td>
<td>Oral History in Education and Learning</td>
<td>Ritchie Ch. 7</td>
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<td>Methodology Analysis (Von Eschen)</td>
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<td>March 21-April 3 (Online Class)</td>
<td>Oral History Public Programs</td>
<td>Ritchie Ch. 8</td>
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<td>Begin transcribing interviews</td>
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<td>April 9 – (Face-to-Face Class)</td>
<td>Oral History and Community</td>
<td>Bodner; Richardson</td>
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<td>Web Site Analysis</td>
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<td>April 11-17 (Online Class)</td>
<td>Standards and Professional Practices for Oral History</td>
<td>Ritchie Appendix 1;</td>
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<td>April 23</td>
<td>Easter Recess</td>
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<td>April 30 – (Face-to-Face Class)</td>
<td>Wrap-Up</td>
<td>Class Presentations</td>
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<td>Oral History Projects</td>
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