

November 1st, 2007

Dear Applicant,

Thank you for your interest in the Chinese Historical Society of Southern California (CHSSC) Oral History Internship program. This program will train volunteer-interns in the basics of oral history interviewing, recording, transcribing, and archiving. In an intensive 10-week quarter, interns will become acquainted with the unique history of Los Angeles's Chinese American community during the 1930s and 1940s. Working closely with community scholars and elders, intern will gain an appreciation for the unique history of our local Chinese American community.

Over the course of the internship, interns will gain an in-depth introduction to public history and video documentary filmmaking. Along the way, students will gain a general understanding in key historical events, dates, and participants in the local Chinese American community in the 1930s and 1940s. Students will learn how to place the life events of seemingly everyday people into their broader local, national, and global contexts. Students who successfully complete the internship will leave having developed a specific set of skills, which it is hoped that they will put to use in preserving community and local history. Among the skills students can expect to master over the quarter are:

- Basic Videography Skills: Camera Work, Lighting and Sound
- Video Editing
- An introduction to Oral History Transcription
- Presentation Skills: How to present history to various audiences

The internship will require students to work a total of eight hours a week, which a **weekly meeting Saturday morning from 9am to 1pm at the historical society in Chinatown**. In the first half of the internship, these weekend dates will be spent learning the basic above-mentioned skills, while in the second half of the quarter these dates will be used to work on the oral history project. Students will also be expected to read primary and secondary source material and write a series of weekly reflections on their experiences.

Students interested in applying should: **(1) submit a resume listing relevant skills, experiences and contact information; and (2) answer the two attached short answer questions in no more than 250 words giving as much detail as possible**. Qualified applicants will be asked to sit for an interview.

We have developed this internship program to be both intensive and rewarding with the hopes that the program will train future scholars and community historians who are willing to carry on the vital work of preserving our community's history. As an intern, your time will not be spent doing busy work. What you will experience is a detailed introduction to oral history as a field and to local Chinese American History as a topic. As a intern, you will have a unique opportunity to work closely with community members and historical society volunteers who are passionate about local history. The time you spend in this internship will help you develop skills that you can use later on in life. If you are considering graduate work in the humanities or social

sciences, this internship will provide you with unique opportunity to work on a research project with experienced experts and other CHSSC volunteers on a critical historical project. Internship positions are unpaid and all interns are considered volunteers of the CHSSC. The CHSSC is a certified 501(c)3 nonprofit which has been operating in the Chinese American community for over 25 years.

We at the CHSSC are committed to helping develop future community scholars, and historians who are willing to help preserve local Chinese American history for future generations. We are happy for your interest and welcome your application. Applications are accepted on an ongoing basis. Please email applications directly to project director William Gow.

Sincerely,

William Gow
Project Manager
wgow@ucla.edu

CHSSC Oral History Internship Application

1. Resume—Applicants should submit a copy of their resume. Resume should list any pertinent oral history experience, journalism or interviewing experience and any knowledge or skill in filmmaking. Please include relevant contact information, so that the CHSSC can contact you to set up an interview.
2. All applicants should include along with their resume a typed response to both of the following questions. There is no minimum, but typed responses should not be longer than 250 words per question.
 - a. *Explain one experience where you taught something to another person or group of people. What did you teach? How did the experience affect you? What did you learn from the experience?*
 - b. *Every community has a few watershed events that permanently affect the way that community defines itself. If you had to choose a single event in Chinese American history that defined the community, which event would you choose? Why?*

All application material should be emailed to project director Will Gow.