

Pentecostal Assemblies of Canada Archives
Oral History Project
Instructions to the Professor

Let me express my thanks for your willingness to encourage your students to be involved in the PAOC Oral History Project. I believe future generations will be grateful that we took the time to preserve our own story in such a personal and accessible manner.

Here are a few things to keep in mind as your students do the project:

1. The project is interesting and very rewarding but it does not involve less work than the average good term paper. Perhaps even more. It is not for those students looking for an easy out on your major course assignment. It is for those interested in something a little different, something that will involve them with people more than with the books in your library and something that will give them a new experience of doing history first-hand and the ground level.
2. I recommending introducing it to them in three stages:
 - **First** mention it in your syllabus as one option for the major project. Here is a suggested paragraph:

Participation in the PAOC Oral History Project (value = x %)
There are four major components to this assignment:

 1. Learning about oral history through selected readings (reader supplied)
 2. Conducting oral history interviews and capturing them on audio or video tape
 3. Transcribing the interviews in the prescribed format
 4. Creating a paper or presentation using the information gained through the interviews
 - **Second**, to those who show interest, give a copy of the “Project Description and Guidelines”.
 - **Third**, for those who want to do the project, give them a copy of the full project kit. You can either reproduce these from the sample provided or request the number of copies you need from the PAOC Archives.
3. Please take a moment to read the “Project Description and Guidelines” in the Student Kit. Take note of the three forms that must be completed. The first one, “Interviewer Contract” must be signed and in your possession before the students start the project. The other two will be turned in with the assignment. It is vital that all of these forms are forwarded to the Archives once you are finished marking the assignments. Please seal the forms, tapes, paper and transcript(s) from each student or group in a separate large envelope and mark your name, the student’s name and your institution on the outside before you send them to the Archives. Please notify me before sending materials (jcraig@paoc.org or 905-542-7400).
4. When you receive the papers, transcripts, tapes and forms, please make a copy of the student’s paper so you can place your comments on the paper and return it to the student. Please preserve the original unmarked to be sent to the Archives along with the other materials.
5. If you have any questions, do not hesitate to contact me.

James D. Craig
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