EMERITI INTERVIEW GUIDELINES AND INSTRUCTIONS
INTERVIEW LOCATION: Mrak Hall Room 65

Interviewee: _________________________________________
Interviewee Title: _________________________________________
Interviewer: ____________________________________________
Interviewer Title: _________________________________________
Scheduled Date and Time: ________________________________

OVERVIEW
An emeritus or emerita interview provides a record of the high points of their faculty career especially as it relates to the history of the UC Davis campus. It is important as both a personal record for posterity and as a part of the history of the Davis campus and your department. It is of value to the interviewee’s family, friends and colleagues and serves as a resource for historians.

In most cases, it is presented as a conversation between two colleagues reflecting on the interviewee’s career. Normally, the interviewee picks his/her interviewer and they should meet prior to the interview and mutually agree on an outline of the questions to be asked. The interviewer is an active participant in the conversation, keeping the interview on track, asking for expansion where necessary, and keeping track of time. He or she should also try to ensure that key dates for important events are mentioned as well as the names of any organizations are elaborated. For example: the college of L & S, if mentioned should be elaborated as “that is Letter’s and Sciences”.

For technical reasons, the interviews cannot exceed 61 minutes. If the interview is running too long, the interviewer needs to move things along, perhaps skipping some less important aspects. If the interview is approaching the end faster than expected, it is useful for the interviewer to add additional questions. To make interviews a valuable historical resource, it is important that the interviewee and interviewer cite the dates of particular events.

Although it is generally best to choose a colleague who is familiar with your background and career as your interviewer, there are cases where that may not be possible. In such cases, we do have several experienced interviewers we can suggest. If you do want us to arrange an interviewer, email a reply requesting that we do so.

The recorded interview will be edited and saved to DVD. A copy of the DVD will be provided to the both the interviewee and the interviewer. Additional DVD copies for the participants can be requested (a suggested donation of $10 per copy to the UC Davis Emeriti Association). Copies will be archived at the UC Davis Library Special Collection and in the UCDEA studio. Your interview will be played on Davis Community Television (DCTV, Channel 15 on Comcast). These broadcasts are currently shown Several times a week and you may find it useful to view...
a broadcast to see how a typical interview goes. There is a link where you can view archived interviews online, http://dctv.davismedia.org/ucd-emeriti. You can also find this link on the Retiree Center Website.

**SUGGESTED INTERVIEW TOPICS – INTERVIEW DURATION – UP TO 60 MINUTES**

The following is a list of some of the topics that you may want to discuss. **Please try to mention dates for key events and clearly indicate names of people, places and organizations you are discussing (Avoid acronyms), so that viewers can identify such things in context.**

1. Brief personal biography: Hometown, spouse, children, etc.
2. How did the interviewee become a professor, including education, persons and events important to that course of events?
3. What were the events leading to the interviewee’s appointment to the Davis Campus? What was the **date** of arrival?
4. What was the Campus and community like when you came?
5. What undergraduate instruction did the interviewee offer? Advising assignments? Committee participation - Academic Senate and Administration?
6. Graduate courses Taught, Major and Student Advising. Graduate students achieving noted accomplishment in research and employment.
7. Fields of scholarly and research work with details of the accomplishments, including specific works and papers.
8. Specifics on public service and professional society activities. Noteworthy contributions should be discussed.
9. Describe and elaborate on Awards and Honors received. mentioned. Mention dates of major awards.
10. Noteworthy committee and/or administrative assignments. Mention dates of administrative service or committee work, if you think viewers will be interested in knowing when.
11. Ideas, notions about future education, scholarly work and research in the interviewee’s field.
12. Interviewee’s thoughts about UC Davis now, when she/he came and during the intervening years as well as views of the future.
13. What interviewee is doing since retiring. Date of retirement.
Miscellaneous
Please wear comfortable solid color clothing. Plaids, stripes, or check pattern can create annoying visual effects on camera. Because of studio lighting, the temperature in the studio may be somewhat higher than normal. The planned length of the interview should be 50 to 60 minutes to meet television broadcast restraints. We **insert an introduction at the beginning of each interview. You will not need to introduce yourselves during the interview. We will include a few of the more important milestones in your career in that introduction.** Please e-mail us, the week before your interview, a list of descriptive titles and dates, such as: year of appointment, year of retirement, beginning year and ending year for administrative assignments, etc.

You will be asked to sign a standard copyright agreement permitting broadcast and Web posting.

**PARKING INFORMATION**
1. **Retiree (RT) Parking Permit:** The nearest readily available parking spaces are in the Mondavi Center Parking Structure or the adjacent open surface parking spaces East of the Parking Structure.
2. **Handicapped Parking:** There are a number of handicapped spaces in the parking lot immediately West of Mrak Hall. Use of the handicapped parking areas requires display of both a valid disabled placard and a current UC Davis/RT parking permit.
3. **Public transportation:** Unitrans and Yolo bus service is available to the campus terminal north of the Memorial Union, three blocks walk to Mrak Hall. Depending on the line, Unitrans service is also available to the Silo terminal.
4. **Taxi service:** if needed, we will reimburse for taxi service to and from Mrak Hall. Please provide a receipt for one-way service to be reimbursed. (We’ll double it and send you on your way!)
5. **Studio Phone:** (530) 752-1670

**QUESTIONS**
If you have questions or requests concerning your interview or schedule, please call or email John Fetzer (530-753-5304), jffetzer@ucdavis.edu or Bill Breidenbach (530-756-6287), nwbreidenbach@ucdavis.edu or Marjorie Ahl, Program Assistant, UC Davis Retiree Center, (530) 752-5182 mahl@ucdavis.edu.