

Project 4

Capture and Transcription of a Video Recording

Goals of the project

- The goals of project 4 are to give you experience making a video recording of ongoing activity and transcribing the video recording. Making a transcript will bring you into contact with the phenomena of human activity in new ways. You will need to attend closely to the details of action, relations of body to world, and if there is speech, the relations of utterance elements to action.
- This transcript will become the data for your project 5 analysis of video.

Source Materials

- The primary source materials are the course lectures and readings.
- The readings by Goodwin, Williams, Alac & Hutchins, Hutchins & Palen, Hutchins & Nomura, Heath & Luff, and Haviland all include examples of video transcription. These papers give you an idea of the range of possible formats for an acceptable transcript.

Instructions

- Remember that you cannot collect any video data until you have **obtained informed consent**. Remember to write your name at the top of your signed consent form and turn it in at lecture or in section on or before the project due date.
- **Make observations:** You may already have observed, photographed, and interviewed some members of the community. In this project you should conduct a more systematic study of the ways that people make meaning in everyday activity. Talk to the people and observe them in the activity. Take notes on their activities, describe the setting and the activities. this will provide you with background for interpreting the activity.
- **Videotape** a person, or preferably persons, interacting with their environment or with one another. **Collect at least 15 minutes of video.**

Instructions (continued)

- **Create an index** and select clips for analysis: Using the methods introduced in project 3, create an index for your video.
- Select clips totaling **at least 30 seconds** duration for transcription.
- **Transcribe clips (at least 30 seconds)**: Make a detailed transcription of the activity in your selected clips. Use the assigned readings and the examples provided in lecture by Professor Hutchins for models of ways to transcribe non-verbal aspects of on-going activity. If you like, you can use the provided sample transcript as a model. Alternatively, if the focus of your transcription demands some other format, be creative and create a format that makes visible the phenomena you care about.

Tips for doing a good job

- Be sure the index is detailed enough so that the reader can get a sense of the scale, scope and organization of the recorded activity.
- Indicate in the index which portions of the video recording were transcribed.
- Choose segments to transcribe that provide examples of people making meaning through activity.
- Make the transcript as detailed as you can. Include bodily orientation, gesture, gaze and speech as relevant.

More Tips

- Include still images in your transcript to illustrate your descriptions of the setting or activity. If you have a video processing application that allows you to export frames, you are all set. Don't have such an application? Not to worry. You can find instructions for doing this and other useful tips via the documents tab on our course website. Be sure that your transcript represents the details of the temporal relations of the various elements of activity.
- As always, proofread your materials before submitting.

What to submit

- Write a brief paragraph (**between 50 and 250 words**) to introduce your transcript.
- With this introductory paragraph you prepare your reader to understand your transcript. Be sure that your documents (introductory paragraph, index and transcript) do not identify either you or the participants in your video by name.
- The paragraph should include the following components:
 - A description of the setting in which the video was captured.
 - A description of the sort of activity that was captured on video.
 - Which aspects of the activity are the focus of the transcript.
 - A link to your index & transcript document. (Upload your transcript as a .pdf file to the course share point just as you did for project 3).

Video recording makes possible

