

# Transcription Assistant Contract

Student transcribers employed by Baylor University Institute for Oral History (BUIOH) agree to do the following:

## **1. Complete designated hours during the workweek.**

- Provide BUIOH with a tentative schedule of when you will be working at the start of each semester.
- Let BUIOH know about any new work conflicts. If needed, BUIOH can adjust your hours.
- If you are unable to work during the week, notify the office manager of your unavailability.

## **2. Correct automated transcripts with accuracy.**

- Follow procedures outlined during training, as well as those in the *BUIOH Style Guide*.
- Use the word list if one is provided in the narrator's folder.
- Research and verify spellings of all proper nouns and unfamiliar terms.
- Listen through the audio twice for each transcript.

## **3. Keep the lab area clean.**

- Eating a snack at your workstation is okay. If eating a meal, please do so in the break room.

## **4. Help us maintain a professional environment.**

- Keep non-work-related talking to a minimum while on duty.
- Speak softly. Do not disturb other people working in the office.
- Do not share the content of any restricted interviews we ask you to transcribe. (Remember, you represent Baylor and the BUIOH.)

## **5. Be accountable with time and productivity.**

- Start your time card at the beginning of each pay period, and complete it on time.
- Record all work in your work log. At the end of each pay period, send an electronic copy to the office manager, editor, and senior editor.

I understand the above stated policies and agree to abide by them. I am aware that this list contains policy highlights but that this is not a complete list of all possible examples. I understand that a failure to adhere to any policy can result in a verbal warning, a written warning, or termination based on the severity of the offense. (Student workers are hired on a semester-to-semester basis, and BUIOH reserves the right to renew or not renew their employment.)

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Signature

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Date