

Introduction for Contributors:

These sections are designed to be concise while providing clear instructions and maintaining a professional tone throughout. Adjustments can be made based on specific preferences or additional details you may want to emphasize.

Guidelines for Interviewing Faculty

Remember:

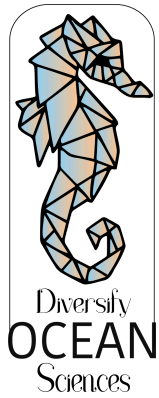
- Treat them with the same respect as your own professors.
- Always remind them that the interview is being recorded.
- Show them the video for approval before submission; honor their requests for edits.

Steps to Begin:

1. **Contacting Your Interviewee:** Use the provided email template to introduce yourself and explain the purpose of the interview for the Diversify Ocean Sciences initiative.
2. **Faculty Introduction Template:** If necessary, seek an introduction from your professor to facilitate contact with the interviewee.
3. **Scheduling the Interview:** Once confirmed, schedule a 15-30 minute video interview using Zoom or Skype. Ensure your recording setup is tested beforehand.
4. **Conducting the Interview:** Prepare questions in advance and maintain a conversational tone. Capture engaging moments for editing.
5. **Editing and Submission:** Edit your video using recommended software and create a Wikipedia page if desired. Submit both for approval before final posting.

For detailed instructions and further assistance, refer to our resources at [Diversify Ocean Sciences](#).

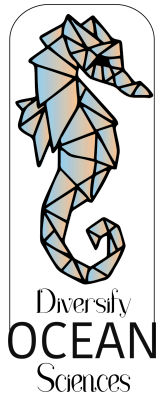
STUDENT TEMPLATE



Hello [Dr./Mr./Ms./Mx., Look at their website or other interviews to find their title], My name is [NAME], and I am a [STUDENT/GRADUATE STUDENT/INTERN/ETC.] at [UNIVERSITY/COMPANY]. As a part of the Diversify Ocean Sciences initiative, I would like to interview you and [CREATE/EDIT] a Wikipedia page for you. Diversify Ocean Sciences (www.diversifyoceansciences.org) was created in Summer 2020 to increase representation of marine scientists from diverse backgrounds. We want to create a space that highlights marine scientists who can serve as models for future generations. We are creating short interviews and posting them on the website so the voices of underrepresented marine scientists can be preserved. The page and video will of course be shown to you prior to posting. Through accessible and easy-to-find information on underrepresented marine scientists, more people can see that marine science is more diverse than what might be seen on the surface!

Alongside the interview, we are happy to create a Wikipedia page for you. By having up-to-date Wikipedia pages, your name can more readily appear in search engines and increase your public representation. However, we also understand if you do not want to be publicized in this way, and only want to share the interview, or vice versa.

Thank you for your consideration and please let me know if you can share your CV and 15-30 minutes of your time for an interview.



FACULTY INTRODUCTION TEMPLATE

Hello [Dr./Mr./Ms./Mx., Look at their website or other interviews to find their title
I hope you're doing well. I would like to introduce my student [STUDENT NAMEHERE.
CAN MENTION IF THIS IS FOR A CLASS OR NOT] who would like to[CREATE/EDIT]
your Wikipedia page and interview you for the Diversify Ocean Sciences initiative.

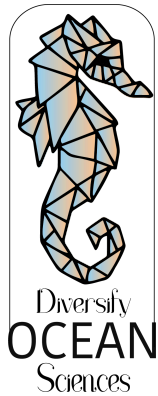
Diversify Ocean Sciences (www.diversifyoceansciences.org) was created in Summer 2020 to increase representation of marine scientists from diverse backgrounds. We want to create a space that highlights marine scientists who can serve as models for future generations. We are creating short interviews and posting them on the website so the voices of underrepresented marine scientists can be preserved. The page and video will of course be shown to you prior to posting. Through accessible and easy-to-find information on underrepresented marine scientists, more people can see that marine science is more diverse than what might be seen on the surface!

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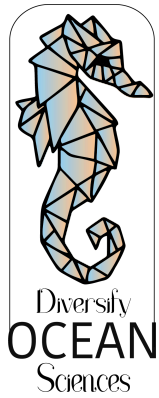
Thank you for your consideration and please let me know if you can share your CV and 15-30 minutes of your time for an interview with [STUDENT NAME].

Sincerely,

[PROFESSOR NAME]



2. If they declined, be sure to reply and thank them for their time! If they neglected to cc vzs95@psu.edu, please forward their email to this address, or use the Contact Us form on the website to let us know to remove them from the suggested interviewees list.
3. If they said yes, great! Arrange a time to interview them.
4. Be sure you have a video call program downloaded and ready your computer with the ability to record!
 - Zoom. This is preferred. Most universities will allow you to download this for free. (<https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>)
 - Skype. Your interviewee needs to have Skype as well for recording to work! (<https://support.skype.com/en/faq/FA12395/how-do-i-record-my-skype-calls>).
5. Test your video call recording before you interview!!! Make sure you have it properly set up and that your recording will capture the interviewee's face.
 - If using Zoom, the interviewee should be "spotlighted". Before the interview, ask the interviewee to go to Video Settings (^ next to the camera icon) and click "Spotlight my video when speaking".
 - With spotlight video turned on, you need to mute yourself when your interviewee is speaking, otherwise the recording might capture your face while they're talking!
6. Interview your professor/faculty!
 - Try to schedule at least 15-30 minutes for your interview, even though you will only keep 5 minutes of footage.



- Think about your specific questions ahead of time, and then send the questions to your interviewee at least 24 hours ahead of time.
- Be sure to ask them to introduce themselves!
- Ask your questions in a conversation tone. Don't be afraid to ask follow ups and go off script if they raise interesting points! This will allow you to cull the best moments during editing.

Remember:

Be polite

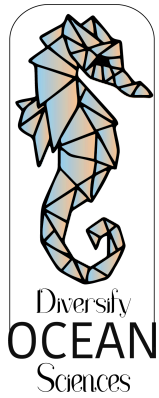
Respect their time

Thank them at the end

Save your videos and edit it

a. Program suggestions:

- Many universities will give you access to Adobe Studio, which includes Adobe Premiere Pro and Adobe Premiere Rush. Both are good video editing software.
- If you have an Apple computer, you can use iMovie.
- If you have a Windows computer with an operating system older than Windows 10, you can use Windows Movie Maker.



- If you have a Windows computer with Windows 10 or newer, you can use the Photos app video editor.

b. Video Editing Instructions:

3-5 minutes long

Cut out your voice/face, only have the interviewee in the video

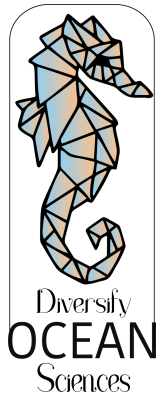
Make sure to have the questions overlaid as text on the screen as your voice will be cut out

Have introduction slide with interviewee name and position

Have ending slide with Diversify Ocean Sciences logo:

You can see an example edited interview video at <http://www.diversifyoceansciences.org/contact>

If you cannot edit the video, please go through the Contact Us page on the website (<http://www.diversifyoceansciences.org/home/contact-us/>).



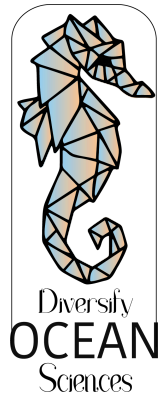
8. Create the Wikipedia Page

- To do this, you will need to become a verified Wikipedia user. This means having an account that is at least 4 days old and making 10 edits to existing Wikipedia articles.
- An illustrated flowchart for creating a Wikipedia page can be found [here](http://www.diversifyoceansciences.org/home/contribute/creating-a-wikipedia-page/) (<http://www.diversifyoceansciences.org/home/contribute/creating-a-wikipedia-page/>)
- Further resources for Wikipedia pages can be found [here](http://www.diversifyoceansciences.org/home/contribute/): (<http://www.diversifyoceansciences.org/home/contribute/>)

9. Send Your Page And Video To Your Interviewee For Approval!

10. Send the following through the contact email in our website

- Confirmation from your interviewee of their approval of the final video and Wikipedia page
- Link to the Wikipedia page
- Edited video link



Conclusion

Thank you for your commitment to highlighting diverse voices in marine sciences through our platform. Your dedication ensures that underrepresented scientists receive the recognition they deserve. If you have any questions or encounter issues during the process, please contact us through our [website](#). Your contributions make a significant impact in promoting diversity within the field of marine sciences.

Sincerely,

The Diversify Ocean Sciences Volunteer Team