

Hello & Welcome to the HLVC Project!

<https://ngn.artsci.utoronto.ca/HLVC/>

1. Please download and install (updated versions of):

ELAN, Audacity and Microsoft Excel (or freeware that can open .xlsx files).

You'll also use [Zoom](#) and [Cleanfeed](#) if you record speakers.

[FileZilla](#) will be helpful for transferring files.

Except for the Microsoft product, these are freeware. Download & info links at:

http://ngn.artsci.utoronto.ca/HLVC/2_2_linguists.php.

Save this URL – lots of info you need for the HLVC project is there.

2. Communication

Email anytime, but I'm *not* online 24/7 naomi.nagy@utoronto.ca or call (416) 978-1767

HLVC Payroll Manager: TBA

3. Project steps

1. **Recruiting** participants: word of mouth (start with your friends and family) & posters (e.g., PORT recruit card region.pdf). We need more **interviews** – see **catalogs** for each language.

Participant Criteria:

- a. Family from the selected city/region for each language (Seoul, Hong Kong, Calabria, Leiria, Lviv area, Manila, Moscow or St. Petersburg, Faeto or Celle, western Poland)
 - b. comfortable speaking the HL for an hour
 - c. ok with being recorded (online)
 - d. "**First generation**": arrived in the GTA after the age of 18 and has been in Toronto for at least 20 years. They must have immigrated directly from the appropriate home country.
 - e. "**Second generation**:" children of the 1st generation (at least one parent), born in the GTA or arrived before the age of 5, directly from the home country.
 - f. "**Third generation**:" at least one parent is 2nd generation (So people who immigrated between the ages of 5 and 18 will not be included, nor will adults who have been in Toronto <20 years.)
2. **Recording** participants: Each participant is asked to complete 3 tasks.
 - a. First, they are informed about the general nature (talking about their experiences as a member of a particular cultural/linguistic group, being recorded, part of a University research project) and time commitment for their participation (1-2 hours, follow-up possible if interested). If they agree:
 - b. They participate in a Labovian-style **sociolinguistic interview**, conducted in the Heritage Language by a fellow Heritage Language speaker (or Homeland interviewer

- with Homeland speaker). This lasts about 1 hour and is meant to elicit connected, spontaneous, relaxed speech, ideally including some extended narratives.
- c. They are asked the questions in the **Ethnic Orientation Questionnaire**.
 - d. They describe a series of pictures in a children's book called "100 **First Words**."
 - e. They are asked to complete a detailed **consent form** which defines how their data may be used. Consent forms are available in English and each heritage language (except Faetar, which is not written).
 - f. The interviewer immediately records information about the speaker and interview in the **interview catalog** on the appropriate HLVC server and uploads the recording to the server, saving it with the proper filename: **SPEAKERCODE_all.wav**.
3. We will select the "best" interviews for a balanced **sample** of 40 speakers per language. For this we need notes in the catalog (**HLVC_IV_catalog_LANGUAGE_DATE.xls**) about bad sound quality and missing parts (FW, EOQ, IV). If a Speaker seems particularly stiff, formal, uninterested, or untalkative (or the opposite!), make a note. Then we can choose the best speaker for each cell.
4. **Transcription & File-naming conventions**

Detailed instructions for segmenting the file into the 3 parts (IV, EOQ, FW) and then transcribing are in:

http://ngn.artsci.utoronto.ca/pdf/HLVC/HLVC_Transcribing_Guidelines.pdf

These files are stored on the lab iMacs.

- a. If you find that an interview .wav (or set of .wavs) is missing a part, such as FW or EOQ, please write "Missing" in the appropriate NOTES cell of the interview_catalog.xls.
- b. Be sure to put the speaker code and your initials in Tier attributes, for each tier, in each .eaf file you work on. Also identify yourself in the catalog for each file you work on.
- c. **IV = Long questionnaire:** Conversational question & answer needs to be transcribed, and especially any stories or particularly lively sections of the interview. Transcribe this in **SPEAKERCODE_IV.eaf**. Transcribe Speaker's speech completely. Transcribe interviewers' speech when it diverges from the Questionnaire script (See [long_questionnaire_English.pdf](#)). Type "Q#" or "A#" at the start of each annotation which is a new question or answer. *The numbers correspond to the interview questionnaire.*
- d. **EOQ = short questionnaire:** Ethnic Orientation Questionnaire- don't transcribe, just enter answers in the EOQ columns of the catalog. See [EOQ_coding.pdf](#) for coding schema. Feel free to add notes of any other interesting info. Use the Comments function.

- e. **FW**: The First 100 Words task is to be transcribed verbatim. 1 annotation per word for the listing task. ~1 annotation/sentence in description task. Transcribe FW in a file that you name **SPEAKERCODE_FW.eaf**.

These documents are in the iMac servers (you may need to search around & on the HLVC website): http://ngn.artsci.utoronto.ca/HLVC/2_2_linguists.php

5. Once transcribed, these files are used for many types of **analysis**. You can see a sample of the research produced at: http://ngn.artsci.utoronto.ca/HLVC/1_5_publications.php

4. New people TO DO:

1. Offer **letters signed** and returned to me ASAP (also returnees)
 - a. HR paperwork, available at <https://www.linguistics.utoronto.ca/employment-opportunities/personnel-forms>
 - b. [New Employee Personnel Form](#)
 - c. [Direct Deposit Authorization Form](#)
 - d. [Personal Tax Credit Return Form \(TD1\) - Federal](#)
 - e. [Personal Tax Credit Return Form \(TD1ON\) - Provincial](#)
 - f. sample payroll timesheet (fill in top and save copies)
 - i. Timesheets to Tim

Here are a few things to double check before submitting:

 - your timesheet is signed
 - you include a work log listing what you did each day that has work listed on your timesheet (if you are work-study, there is space for this on your timesheet so there's no need for a separate log)
 - your log (or timesheet, if work-study) refers to specific filenames and which iMac they are on, so we know where to find your work
 - your timesheet and work log have the same number of hours
 - all calculated totals match the number of hours listed elsewhere on the sheet

To make things easier for our business officer, Mary Hsu, who enters all of the hours into the payroll system:

 - please use relatively round numbers (1 hour, 1.5 hours, etc. are fine, but not 1.12 hours)
 - if you only work 1-2 hours a day in a given week, collapse all the hours onto one day (e.g., 1 hour Monday, 1 hour Tuesday, 0.5 hours Wednesday, can all be entered as 2.5 hours on Monday) — but make sure they are listed on the actual days you worked in your work log
 - ii. See deadlines on HVC site, Calendar; usually Tim sends email reminder.
2. If you will be accessing any data or using tools (computers, recorders, etc.) in the lab, sign and send me a copy of the **HLVC Lab Agreement**:
http://ngn.artsci.utoronto.ca/pdf/HLVC_lab_agreement.pdf
3. If you will be doing research you plan to present/publish, sign and send me a copy of the **Corpus Use Form**
http://ngn.artsci.utoronto.ca/pdf/Corpus_Release_Form.pdf
4. Send me a short **bio blurb & photo** for site (returnees may update). See

http://ngn.artsci.utoronto.ca/HLVC/3_2_active_ra.php

5. Provide Gmail (if you have it) for Google Calendar, then set up repeating appointments to show your work schedule.

5. Getting going

- Find a buddy to work with for first couple weeks.
- Use these experiential learning modules as your planning/motivation, to maximize what you get out of the job (all RAs welcome to visit):
 - <https://experientialmodules.utoronto.ca/work-study/>
 - Discuss these w/ your work-buddy.
 - We can discuss when you are ready, and will review toward end.
- Schedule yourself in the Google calendar w/ repeat appointments.
- Basic Occupational Health & Safety Awareness Training Program provided by the Office of Environmental Health & Safety available at <https://ehs.utoronto.ca/training/my-ehs-training/>
- U of T AODA Online Training, provided by the Accessibility for Ontarians with Disabilities Act (AODA) Office, available at <http://aoda.hrandequity.utoronto.ca/>.
(doesn't seem relevant for this summer, working at home in isolation; doesn't get checked)

6. Accessing computers

- Save, save, save. Also back-up on another disk at least daily at home (if you work there).
- On the lab computer where you are working, make a folder w/ your name inside HLVC>Documents. Save all your in-progress files in it. Use correct naming conventions.
- When you complete segmentation, transcription, or proofreading of a file, move it out of your personal folder and into the appropriate folder for that language.
- Working at home, please make a file called "HLVC" and keep everything for the project in it. **You may only work on this project outside the lab if you keep the HLVC files on a secure computer and make sure they are not shared with ANYONE who has not signed a [Corpus Release Form](#).**
- Please don't store any non-HLVC stuff on the lab computers.
- When you finish, logout but don't turn off the lab computer. We leave the computers turned on all the time, for automatic backup and remote access.
- You need to log in and out to iMac1, iMac2 and iMac3. (If you work as "Guest," your files won't be saved!) These computers are dedicated to the HLVC project.
- IP addresses for these computers:

	IP ADDRESS	USERNAME	LANGUAGES
iMac1	128.100.214.80	hlvc	Heritage HUN, KOR, POL, PRT, RUS, TAG UKR (& French)
iMac2	128.100.214.81	hlvc	Homeland CAN, FAE, ITA, KOR, MAN, RUS, TAG
iMac3	128.100.214.88	hlvc	Heritage CAN, FAE, ITA, (& English)
iMac4	128.100.214.87	hlvc	Homeland POL, PRT, UKR

Use **FileZilla** to transfer files from one computer to another, by SFTP. Instructions for this are at:

http://ngn.artsci.utoronto.ca/pdf/HLVC/remote_connect.pdf

7. Record-keeping (work progress)

- Use the newest version of the interview catalog – copy the header rows and your language's row from the HLVC_IV_catalog_ALL_DATE.xls file to a new Excel file and save as HLVC_IV_catalog_LAN_DATE.xls. Please do not change the formatting, though you can certainly adjust the view.
- Each Friday, you must update the **IV_catalog.xls** showing what you have done that week. Put the new versions in your language's folder. Your work must be shown here in order to get paid. (Volunteers, you also need to do this to keep me sane – thanks.)
- At the end of each work day (if you work in the lab), and at least once a week (if you work at home), be sure that all files have been copied to the appropriate folder on the appropriate iMac.

8. Record keeping (getting paid)

- **Paid RAs (including workstudy):** Check the project website for payroll dates and make sure you have filled out a time-sheet in time for me to sign and submit to the lab manager *before* each monthly deadline. **Tim Gadanidis, the Lab Manager is in charge of this.**
- Instructional documents are on the servers & on our website: <http://ngn.artsci.utoronto.ca/HLVC>.
- Data (transcriptions and recordings) are stored on the servers and available to UofT students via Corpora in the Classroom.
- In addition to the payroll sheet, each month RAs must submit a **log sheet**, like this:

Speaker	Task	Date	# hours
F1F29A	Interview I2F28A	2/20/2020	3
F1F29A	Segment I2F28A	2/22/2020	2
F1F29A	transcribe I2F28A_FW (start)	2/24/2020	3
F1F29A	transcribe I2F28A_FW (finish)	2/24/2020	2

- Make sure the hours in it add up to the same total as the payroll sheet.
- **Workstudy students:** Biweekly (or in some cases, monthly) payroll sheets are provided by the workstudy office (in HR paperwork). You should fill one in during the first (and third) week of each month to report all the work you did the previous month (or two weeks). Indicate what task(s) you worked on each day. (Workstudy students don't need a separate log sheet.)

9. How to make this experience more useful to you

Think about what you hope to get out of it. Let me know.

What can it prepare you for? How?

<https://experientialmodules.utoronto.ca/work-study/>

Read some our (34!) papers: http://ngn.artsci.utoronto.ca/HLVC/1_5_publications.php

I'm always happy to talk about research ideas! The data is here if you want to use it for research.