Unit II Fieldwork Basics

Fieldwork Checklist

Title/Topic _____   Date _____

Group Members

_____   _____   _____
_____   _____   _____
_____   _____   _____

Directions:

1. Assign roles to group members. Choose these or make new ones.

__research, __developing appropriate forms, __interviewer,

__notetaker, ___audio operator , ___videographer, __photographer,

__illustrator, __sound engineer, __audio logger, __mapping,

__artifact collector, __equipment manager, __project designer,

__editor, __transcriber, __photo manager, ___cultural interpreter,

__layout person, __archivist, __curator, __publicity manager

2. Use this list to plan your fieldwork.

- In the first column, check the tasks that should be included in <u>this</u> fieldwork project. Add new tasks that are needed in the blanks below.
- In the third column, write the date that the task <u>should</u> be completed.
- In the fourth column, write the actual date the task <u>was</u> completed.
- In the last column, your teacher will check the tasks that were completed satisfactorily.

Tasks to Use		Complete On	Date Task Completed	Teacher
	Decide date that each job should be completed.			
	Design scope of fieldwork project.			
	Create a work plan.			
	Determine equipment and material needs.			
	Determine budget needs.			
	Organize teams and assign jobs.			
	Begin research of existing resources (local newspaper, school and local library, historical society, museums, Internet, Louisiana Folklife Program).			
	Identify new resources, potential interviewees.			
	Revisit scope of project to define fieldwork, stay on task.			
	Consider potential final products and adjust work plan and budget.			
	Obtain permission from school administrators to conduct interviews and, if applicable, to leave campus for interviews.			
	Begin documentation, using appropriate permission and survey forms.			
	Process documentation through transcription, checking notes, developing photos.			

	Conduct the interview.			
	Return for more interviews and fieldwork if necessary.			
	Develop final product.			
	Publicize final product if appropriate.			
	Thank interviewees and others involved in the project.			
	Evaluate project.			
	Store fieldwork results appropriately (class archive, student portfolio, local historical society, for example).			
	Other Tasks. (list)			