



Unit II Classroom Applications of Fieldwork Basics
Lesson 3 and 4

Individual Roles in the Field LEAD INTERVIEWER and NOTE TAKER

Interviewer _____ Date _____

Interviewee _____

TASKS

- At the interview, introduce yourself and the group.
- Before you begin the interview, read the Oral Release Form into the audio recorder.
- Coordinate with the audio operator to perform a “sound test.”
- You will ask most of the questions, but be courteous and allow others to ask questions also.
- At the end of the interview, ask Interviewee to sign the Written Release Form.
- During the interview, take notes on keywords and ideas.
- After the interview, thank the interviewee.

CHECKLIST: Did you:

- ___ Organize your materials in advance?
- ___ Introduce yourself and all the members of the group to the Interviewee?
- ___ Begin the interview by reading the Oral Release Form into the tape recorder?
- ___ Stop the interview so that the audio operator could test the audio recorder, making sure that the Interviewee could be heard and that the equipment is working properly?
- ___ Lead the interview by asking most of the questions, but allowing all group members to participate?
- ___ Take notes by writing down key words and phrases, making sure that you spelled special terms and names correctly?
- ___ Have the Interviewee sign the Written Release Form at the end of the interview?
- ___ Thank the Interviewee for his/her time?
- ___ Conduct the interview in an ethical, courteous, and respectful manner?
- ___ File every piece of paper from this Interview in the Archive Folder?
- ___ Write and send the Interviewee a thank-you note?

MATERIALS AND EQUIPMENT

- ___ Journal paper and clipboard, Notetaking Forms, or laptop computer
- ___ Pens and pencils
- ___ The list of questions generated by your group
- ___ Folklife Interview Form, Written Release Form, Oral Release Form
- ___ Stationery for thank-you note

Grade _____



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Individual Roles in the Field AUDIO OPERATOR and LOGGER

Interviewer _____ Date _____

Interviewee _____

TASKS

- Set the index marker to ZERO.
- Check the audio recorder. If possible, use an external microphone and headphones.
- Position the microphone near the Interviewee for the best sound.
- Pause to check the sound level and the equipment at least once.
- Label the audio files with names, date, and setting.
- Observe the battery power.
- During the interview and while the audio recording is running, fill out a Audio Log.

CHECKLIST: Did you:

- ____ Bring extra batteries?
- ____ Place FRESH batteries in the tape recorder?
- ____ Test the machine in advance to ensure that it is working properly?
- ____ Place the microphone close to the Interviewee? (If possible, use a microphone that plugs into the machine, rather than a built-in one.)
- ____ Set the counter to ZERO?
- ____ Pause the audio recorder to test the recorder after the Oral Release Form was read, ensuring that you can hear the Interviewee and that the equipment is working properly?
- ____ If headphones are available, did you listen to the entire interview through headphones so that you could continually check the sound?
- ____ Fill out an Audio Log, listing key subjects, and match the subjects with the counter?
- ____ Monitor the tape so that you can change it when it is finished?
- ____ Monitor the battery power?
- ____ Label the audio file with names, date, and setting of the interview? See the sample below?

Community Guest's Name. Nov. 23, 2007. Greenfields Middle School, Greenfields, Louisiana

MATERIALS AND EQUIPMENT

- ____ Audio recorder(s) or video camera(s)
- ____ Microphones
- ____ Headphones
- ____ Extra batteries

Grade _____



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Individual Roles in the Field PHOTOGRAPHER

Interviewer _____ Date _____

Interviewee _____

TASKS

- Your purpose is to document information, not necessarily to express your artistic sensibilities.
- Take a variety of shots. Begin with “wide-angle” shots that document as much of the setting as possible.
- Take a series of close-ups of people, if appropriate.
- Take extreme close-ups of objects.
- When shooting outdoors, remember to have the sun at your back.

CHECKLIST: Did you:

- ____ Bring along extra batteries?
- ____ Test the camera in advance to ensure that it is working properly?
- ____ Thoroughly look at the environment to evaluate what should be photographed?
- ____ Photograph the setting of the interview?
- ____ Ask people for permission to take their photograph?
- ____ Make sure that anyone being photographed has signed a Written Release Form?
- ____ Take close-up photographs of the people, if you have permission to do so?
- ____ Take close-up photographs of relevant objects and/or documents?
- ____ Shoot from a variety of angles?
- ____ Keep the sun to your back when outdoors?
- ____ Take many photographs, knowing that some will not turn out well?
- ____ Label photo files, CDs, and memory cards; and identify which log sheets they correspond to?
- ____ Log your photos by number on a Photo Log if using film?
- ____ Print the photos, number them, and record them on a Contact Sheet if using a digital camera?
- ____ Print extra copies of photos to give to the Interviewee as a way of saying thanks?

MATERIALS AND EQUIPMENT

- ____ Digital
- ____ Photo Logs and/or Contact Sheets for digital photos
- ____ Extra batteries
- ____ Written Release Form

Grade _____



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Individual Roles in the Field ILLUSTRATOR

Interviewer _____ Date _____

Interviewee _____

TASKS: Your task is to “map the space.” Answer these questions to help you visualize:

- What and where is this place?
- What is it used for?
- How big is it?
- What grabs your attention?
- How are the streets laid out? What do the houses look like?
- What kinds of things do you see?
- Are there a lot of trees and flowers?
- How do people use the space?
- What does their appearance indicate about the space?
- What activities do you see?
- What do you hear people say?
- Do any overall themes emerge?

Draw a diagram of the space being observed. Sketch rooms, objects, streets, houses, plants and flowers, material culture, people, cars—anything that provides a sense of place.

CHECKLIST: Did you:

- ___ Gather paper, pencils, and pens in advance?
- ___ Thoroughly observe the setting to decide what should be drawn?
- ___ Draw an overall sketch of the space where the interview has taken place: the rooms, objects, streets, houses, foliage, objects, people, cars, bikes, animals, etc.?
- ___ Do drawings that provide an overall “feel” for the place?
- ___ Include the people and their appearance in your drawings?

MATERIALS AND EQUIPMENT

- ___ Sketchpad
- ___ Pencils, color pencils, or charcoals
- ___ Tape measure

Grade _____



Individual Roles in the Field

VIDEOGRAPHER

Interviewer _____ Date _____
Interviewee _____

TASKS

- Your purpose is to document information, not necessarily to express your artistic sensibilities.
- Decide whether you will video alone or with a team.
- Calculate how memory you will require. Make sure you have enough.
- Hold the camera steady. If this is not possible, use a tripod.
- Check the sound for background noise or wind.
- Check for backlighting.
- Take a variety of shots. Begin with “wide-angle” shots that document as much of the setting as possible.
- Take a series of close-ups of people, if appropriate.
- Take extreme close-ups of objects.
- When shooting outdoors, remember to have the sun at your back.

CHECKLIST: Did you:

- ___ Bring along extra batteries?
- ___ Test the camera in advance to ensure that it is working properly?
- ___ Thoroughly look at the environment to evaluate what should be videotaped?
- ___ Videotape the setting of the interview?
- ___ Ask people for permission to videotape them?
- ___ Take close-ups of the people, if you have permission to do so?
- ___ Take close-ups of relevant objects and/or documents?
- ___ Shoot from a variety of angles?
- ___ Make sure that anyone being videoed has signed a Written Release Form?
- ___ Keep the sun to your back when outdoors?
- ___ Label files, CDs, and memory cards; and identify the log sheets they correspond to.
- ___ Complete Video Log(s) and store them with the tapes?
- ___ Ask a media specialist or other expert for help if needed?
- ___ Make sure that anyone being videoed has signed a Written Release Form?

MATERIALS AND EQUIPMENT

- ___ Video camera
- ___ Tripod
- ___ Extra batteries
- ___ Video Log(s)
- ___ Written Release Form

Grade _____