# Processing Fieldwork Tasks Worksheet

Name _____ Date _____

Complete each task for your assigned role. Check each item as it is completed.

## Archivist

___ Ensure that the audio files, forms, fieldnotes, illustrations, maps, and photographs are properly labeled, filed, and stored in the group's **Archive Folder**.

___ Write a thank-you note to Interviewee, and ask each group member to sign it.

___ Mail the thank-you note to the Interviewee within one week of the interview.

## Transcriber

___ If the **Audio Log** has not been completed, do so now.

___ Choose an important element of the audio file and transcribe for TEN MINUTES only.

___ Indicate whether you will include all the "uhs" and "ahs."

___ Use standard English orthography.

___ Record the index numbers on the audio recorder for this excerpt.

## Photo Manager

___ Complete your **Photo or Slide Log**

___ If using a digital camera, download your images and save them onto a CD or a folder on the hard drive.

___ Print a Contact Sheet (a page of thumbnail images) of all digital photos.

___ Number and name the photos.

___ File the log in the **Archive Folder**.

___ If using a film camera, have the film developed.

___ Label photographs - write lightly with a #2 pencil on the back of the photo.

___ Number each photo, and complete the **Log**

___ For a PowerPoint presentation, scan the images on film and save them onto a CD or a folder on the hard drive.

___ Select the five photos that are most significant to use in your presentation.

## Cultural Interpreter

___ Brainstorm so that you arrive at the "heart" of the interview.

___ What new knowledge did you gain from the person you interviewed?

___ What struck you as most important?

___ What do you think other people would find most interesting?

___ Write 250-500 words to explain the importance of the fieldwork. Imagine that you are writing to someone who doesn't know anything about the interview.

___ File the essay in the **Archive Folder**.