



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,  
\_\_note taker, \_\_tape operator, \_\_videographer, \_\_photographer,  
\_\_illustrator, \_\_sound engineer, \_\_tape 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 this fieldwork project. Add new tasks that are needed in the blanks below.
- In the third column, write the date that the task should be completed.
- In the fourth column, write the actual date the task was 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 informants.			
	Revisit scope of project to define fieldwork, stay on task.			
	Consider potential final products and adjust work plan and budget.			
	Begin documentation, using appropriate permission and survey forms.			
	Obtain permission from school administrators to conduct interviews and, if applicable, to leave campus for interviews.			
	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 informants and others involved in the project.			
	Evaluate project.			
	Store fieldwork results appropriately (class archive, student portfolio, local historical society, for example).			