



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 tape recorder.
- Coordinate with the tape 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 tape operator could test the tape 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 _____



Individual Roles in the Field TAPE OPERATOR and LOGGER

Interviewer _____

Date _____

Interviewee _____

TASKS

- Set the index marker to ZERO.
- Check the tape 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.
- Change the tape when it is finished.
- Label the tapes with names, date, and setting.
- Observe the battery power.
- During the interview and while the tape is running, fill out a **Tape Log**.

CHECKLIST: Did you:

- _____ Bring extra batteries and tapes?
- _____ 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 tape 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 a **Tape Log**, listing key subjects, and match the subjects with the tape counter?
- _____ Monitor the tape so that you can change it when it is finished?
- _____ Monitor the battery power?
- _____ Label the tape 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

- _____ Tape recorder(s) or video camera(s)
- _____ Microphones
- _____ Headphones
- _____ Extra batteries
- _____ Extra film

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 and film?
- ___ 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 slides, prints, diskettes, and memory cards; and identify which log sheets they correspond to?
- ___ Log your photos by number on a **Photo or Slide 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 or 35mm camera
- ___ **Photo or Slide Logs** and/or Contact Sheets for digital photos
- ___ Extra batteries
- ___ Extra film
- ___ **Written Release Form**

Grade _____



Lesson 3 and 4

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 _____



Unit II Classroom Applications of Fieldwork Basics
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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 many tapes the project 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 and tapes?
- ___ 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?
- ___ Make sure that anyone being videoed has signed a **Written Release Form**?
- ___ Take close-ups of relevant objects and/or documents?
- ___ Shoot from a variety of angles?
- ___ Keep the sun to your back when outdoors,?
- ___ Label tapes, diskettes, and memory cards; and identify which log sheets they correspond to.
- ___ Complete **Tape Log(s)** and store them with the tapes?
- ___ Ask a media specialist or other expert for help if needed?

MATERIALS AND EQUIPMENT

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

Grade _____