Archive Folder

Directions:

- Prepare a six-pocket folder for each student in the class. Label them "Archive Folder for ________" and add students' names.

- Some lessons require extra folders for teams.

- Label the pockets as shown below.

- Students will archive the materials they have accumulated during the interview in the appropriate pockets.

I. Audio Pocket

Audio recording, clearly labeled with name, date, and place
Audio log
Transcripts

II. Photo Pocket

Photo files
Photo Log <http://www.louisianavoices.org/Unit2/edu_unit2_photolog.html>
or Labeled Contact Sheet

III. Forms Pocket

Signed permission forms
Folklife Interview Form
<http://www.louisianavoices.org/Unit2/edu_unit2_interview_form.html>

IV. Interview Fieldnotes Pocket

Insider / Outsider Worksheet
<http://www.louisianavoices.org/Unit2/edu_unit2_insider Outsider.html>
Illustrator’s drawings from fieldsite
Lead Interviewer’s notes from fieldsite
List of questions prepared in advance

V. **Processing Fieldnotes Pocket**

Fieldnotes on three fieldwork questions
Freewriting and journal notes

VI. **Final Product Pocket**

*Archive List of Contents:*
<http://www.louisianavoices.org/Unit2/edu_unit2_archive_list_of_contents.html>