



Processing Fieldwork Tasks Worksheet

Name _____

Date _____

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

<p style="text-align: center;">Archivist</p> <p>_____ Ensure that the tapes, forms, fieldnotes, illustrations, maps, and photographs are properly labeled, filed and stored in the group's Archive Folder.</p> <p>_____ Write a thank-you note to Interviewee, and ask each group member to sign it.</p> <p>_____ Mail the thank-you note to the Interviewee within one week of the interview.</p>	<p style="text-align: center;">Transcriber</p> <p>_____ If the Tape Log has not been completed, do so now.</p> <p>_____ Choose an important element of the tape and transcribe for TEN MINUTES only.</p> <p>_____ Indicate whether you will include all the "uhs" and "ahs."</p> <p>_____ Use standard English orthography.</p> <p>_____ Record the index numbers on the tape recorder for this excerpt.</p>
<p style="text-align: center;">Photo Manager</p> <p>_____ Complete your Photo or Slide Log</p> <p>_____ If using a digital camera, download your images and save them onto a CD or a folder on the hard drive.</p> <p>_____ Print a Contact Sheet (a page of thumbnail images) of all digital photos.</p> <p>_____ Number and name the photos.</p> <p>_____ File the log in the Archive Folder.</p> <p>_____ If using a film camera, have the film developed.</p> <p>_____ Label photographs - write lightly with a #2 pencil on the back of the photo.</p> <p>_____ Number each photo, and complete the Log</p> <p>_____ For a PowerPoint presentation, scan the photos and save them onto a CD or a folder on the hard drive.</p> <p>_____ Select the five photos that are most significant to use in your presentation.</p>	<p style="text-align: center;">Cultural Interpreter</p> <p>_____ Brainstorm so that you arrive at the "heart" of the interview.</p> <p>_____ What new knowledge did you gain from the person you interviewed?</p> <p>_____ What struck you as most important?</p> <p>_____ What do you think other people would find most interesting?</p> <p>_____ 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.</p> <p>_____ File the essay in the Archive Folder.</p>