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### Covid Archive Term Assignment

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## Covid-19 Archive Assignment

**Recall that the basic requirements for this aspect of the course is that you have a set of well-selected items** uploaded to the [Archive of Covid-19](#), **that relate to the specific theme(s) of your group.**

- Each item should have the required metadata carefully and accurately completed
- Each item should be carefully reviewed by me and at least one group member before it is made public
- Each group will determine the number of items they wish to collect for the archive; group proposals related to the nature and number of items will need my approval by the second week of term.

**Week One:** During this first week of term, we will get our feet under us in regard to this project, as you familiarize yourself with the website's platform, choose a theme, "meet" your group members, and complete a short set of readings on best practices in public history. Specifically:

- Read through the handouts and tutorials on omeka. These are supplied on the course moodle site.
- Choose one of the themes I have listed (Carleton and Covid; Minnesota and Covid; Covid-19 in a World of Social Inequalities; Generational Disparities and Covid-19) or propose one of your own and get my permission. You will have to move quickly on this; note that the due date for selecting a theme is Midnight this Thursday.
- Send an e-mail to your group members, and, if possible, arrange for a group chat (via whatever platform works for all of you) to take place before next Wednesday's class meeting time.

**Week Two:** This is a week of serious prep work for your project; you will be doing background reading, developing strategies with your other group members, identifying particular absences and noting plentiful representations on the Covid-19 archive site, and "playing" with our local omeka archive to gain experience.

- Before 8:00 AM CST Respond to the moodle forum question on the assigned readings (AHA, NCPH and Inclusive Historians guides) so that we can have a full online class discussion on best practices via the moodle forum.
- By the end of the week (Friday at 5:00 PM CST) , your group log should include a proposed project plan of c. 1 full page with:
  - a clear statement of intent – spell out your theme, identify your core values/purpose
  - Specifications of the item types that you will collect – will you focus on images? Formal statements from government agencies? Newspapers? What and why?
  - An explicit statement of the parameters of your project: what dates will you cover? Whose voices and experiences are you prioritizing? Explain why.
- By the end of the week (Friday at 5), upload at least one item on our local omeka site, including appropriate metadata.

**Weeks Three through Five:** Throughout this mid-section of the term, you will be contributing regularly to the Covid-19 omeka archive, while keeping up on your blog posts for the course.

Your individual journals should include reflections on the different skills you are developing with WordPress and omeka, as well as tracking your contributions to the archive.

- Post individual journals by 9:00 PM CST on Tuesdays
- Update your group logs by the same time
- Participate in the moodle forum during class time on Wednesdays (or make up for the time within 24 hours, if you need to participate asynchronously), and complete all reading assignments before participating
- Remember to keep up on the blog assignments (see separate assignment guide)

**Week Six:** In addition to the regular weekly tasks for the course, **by Friday at 5:00 PM CST, submit your revised group plan**, in which you will revisit all of the questions posed in the original proposal (submitted Week Two), and sketch out a specific plan for completing your project.

**Weeks Seven through Eight:**

- Post individual journals by 9:00 PM CST on Tuesdays
- Update your group logs by the same time
- Participate in the moodle forum during class time on Wednesdays (or make up for the time within 24 hours, if you need to participate asynchronously), and complete all reading assignments before participating
- Remember to keep up on the blog assignments (see separate assignment guide)

**Weeks Nine and Ten:** The final aspect of your work this term will be to pull together the items you have collected in order to make an effective **omeka exhibit**. You may choose to do this as a group, or individually.

- Read the guidelines and follow the tutorials on the course moodle site to ensure that you understand how to make an omeka exhibit.
- You have complete freedom of design and content options on our local omeka.net site, BUT you will have to **justify these decisions in your final journal**, and you will have to **get my approval** before the exhibit goes public in week 10.