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Guide to Using the Living Archives of Poetic Justice Canvas Page

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About this Page

Welcome to the Canvas page for the Living Archives of Poetic Justice! This project is a collaboration between the University of California Irvine (UCI) Libraries, Social Ecology, and African American Studies that builds upon multiple initiatives, including Community-Centered Archives Practice (C-CAP), the Pandemic Histories Archive project, and the Black Thriving Initiative's three-year Faculty Cluster Hiring Initiative on Poetic Justice. The aims of this project are to record and publicize stories of Black thriving in the face of extremism in Orange County and expand the therapeutic benefits of community-centered archival work. If you have any questions about the Living Archives of Poetic Justice, please contact Dr. Krystal Tribett (ktribbet@uci.edu), Curator for Orange County Regional History, or Dr. Susan Bibler Coutin (scoutin@uci.edu), Professor and Associate Dean for Academic Programs, School of Social Ecology.

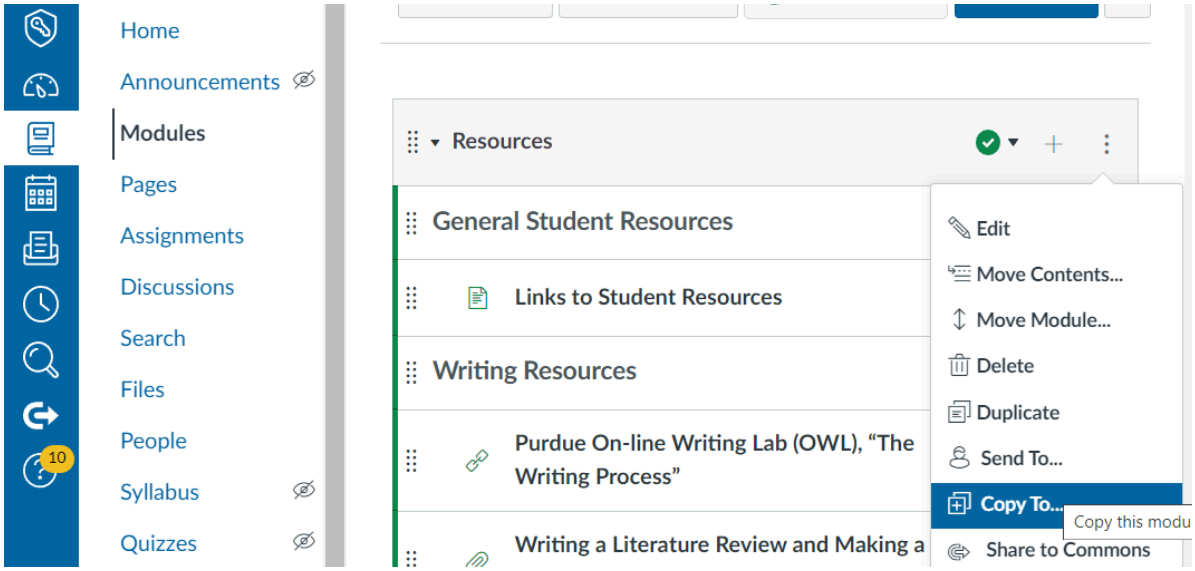
Faculty/instructors may use this page to develop a course centered on community archiving. Within the Modules section, you'll find a collection of student resources, readings, videos, sample assignments, and other materials. Modules are organized as follows:

- Resources
- Introduction to Community-Centered Archives
- Exploring Community-Centered Archives
- Archives and Social Justice Resource
- Narratives and Resilience
- Creating and Collecting Materials
- Sample Forms and Instructions
- Sample Syllabi, Assignments, Handouts, and Rubrics
- Wellness Activities
- Examples of Archive Materials
- Additional Resources

Please read this guide to learn more about the different sections. Thank you to UCI Libraries, the Orange County & Southeast Asian Archive Center, and the Pandemic Histories Archive Project for contributing materials!

Moving Resources to Your Own Canvas Page/Using Canvas Commons

If you have your own Canvas page, you can simply copy Modules or individual items. Click on the 3 vertical dots on the right-hand side of the Module or individual item you would like to copy, then click the option to copy to your course.



Canvas Commons is a repository for educators to find, import, and share resources. You can read more about Canvas Commons here: https://community.canvaslms.com/t5/Canvas-Commons/What-is-Canvas-Commons/ta-p/1788.

If you would like to import all materials (the entire Canvas course), you may do so here: https://lor.instructure.com/resources/de1ffad48184451d95df020b82688e55?shared.

General resources for students, including writing resources, are also available on Canvas Commons:

https://lor.instructure.com/resources/17a080df9efa4a44b1c5ea0f79ee0047?shared.

Resources

General Student Resources

These are a collection of resources for students, including links for public assistance, the UCI Basic Needs Center, and campus centers that support student wellness and safety.

Writing Resources

A list of resources to assist students with the writing process, creating a literature review, and citing in APA format.

Introduction to Community-Centered Archives

Journal articles about the history and impact of archiving.

Exploring Community-Centered Archives

A collection of community-centered archives from UCI Libraries and some external digital archive projects. This is a great place for students to explore examples and begin brainstorming ideas.

Archives and Social Justice Resources

Links to readings and recording related to social justice and equality.

Narratives and Resilience

Journal articles and news features related to the importance of narratives, particularly during the COVID-19 pandemic.

Creating and Collecting Materials

Material to Read/Explore

Examples from the Pandemic Histories Archive Project, including a list of possible material types (e.g. oral histories, field notes, photographs) and appraisal checklist for assessing whether materials are appropriate to submit to UCI Libraries Special Collections & Archives. This section also includes a book excerpt with guidance on writing ethnographic fieldnotes, and a link to the UCI DocuSign page. DocuSign can be used for signing documents, such as consent forms, electronically. Please note that while there is no cost for UCI users to use DocuSign, you may need to contact DocuSign@uci.edu if you intend for students to send electronic forms. Only UCI employees have full access to DocuSign's features.

Preparing an Oral History

This section provides resources for conducting oral history interviews. If you intend for students to conduct interviews, we highly recommend exploring the UCI Libraries oral history toolkit,

which provides a plethora of information on what oral histories are, how to design them, how to prepare and conduct an interview, and what to do after the interview.

Sample Forms and Instructions

Forms

Samples of an interview consent form, photograph consent form, and narrator biographical survey. Narrator biographical surveys can include biographies of anyone involved in the archive, such as the students creating materials and their interviewees.

Supplemental Materials for Oral Histories

Additional samples of supplemental materials for the interview, including an abstract, time log, and field notes.

Submitting to an Archive

Examples of how materials can potentially be submitted to UCI Libraries, by having students sign a gift waiver and following specific folder and file naming conventions.
Community-centered archives do not need to be submitted to a library, but if you'd like to learn more about preserving materials, you may schedule an appointment with UCI librarians here: https://oralhistory.lib.uci.edu/contact-us.

Sample Syllabi, Assignments, Handouts, and Rubrics

Examples of the syllabus and assignments created for SE 104W: Community Archiving in Social Ecology.

Wellness Activities

The Pandemic Histories Archive Project, launched in Fall 2020, dedicated Week #5 to Reflection, Rest, and Respite. You may choose to implement a similar week or day for your own class. This section includes activities related to meditation, coping, and movement.

Examples of Archive Materials

Examples of field notes, an interview plan, interview supplemental materials, and a photograph and caption that Dr. Susan Coutin created for the Pandemic Histories Archive Project.

Additional Resources

Links to Julia Gelfand's library guide, and informational videos and readings related to writing a field diary, filming video/recording audio, conducting an interview, capturing photos, creating art, collecting documents, and designing a zine.

Collapse All

Resources

- Guide to Using the Living Archives of Poetic Justice Canvas Page.docx

General Student Resources

- Links to Student Resources

Writing Resources

- Purdue On-line Writing Lab (OWL), “The Writing Process”
- Writing a Literature Review and Making a Using Matrix.pdf
- Preparing to Write Literature Review.docx
- APA citation format-1.pptx
- Writing Critique.docx

Introduction to Community-Centered Archives

MATERIAL TO READ/EXPLORE

- JOURNAL ARTICLE: Punzalan and Caswell on Social Justice & Archives.pdf
- JOURNAL ARTICLE: Alexandra Walsham, "Social History of the Archive"
- Clyde, The (Unexpected) Emotional Impact of Archiving

Exploring Community-Centered Archives

UCI Libraries Community-Centered Archives

- Stories from the Sea: Meaningful stories connected to the sea (https://sites.uci.edu/storiesfromthesea/)
- Sharing Comfort and Care: Intergenerational and intercultural sharing of stories related to migration, health care, and food (https://sites.google.com/uci.edu/sharingcomfortandcare/home?authuser=0)
- Calisphere School of Social Ecology Pandemic Histories Archive collection
- Pandemic Histories Blog (https://sites.uci.edu/archive/)
- School of Social Ecology Pandemic Histories Archive collection (https://oac.cdlib.org/findaid/ark:/13030/c8m90gzj/)

External Sites

- Digital Archive of the 1918-1919 Influenza Epidemic
- Pandemic Journaling Project created by University of Connecticut (https://pandemic-journaling-project.chip.uconn.edu/)
- This Pandemic Campus Diaries – a collection of 8 audio diaries posted on the Chronicle of Higher Education's The Edge
- Jazz Hands: A blog from UCI Drama Students (https://sites.uci.edu/jazzhands/)
- COVID-19 at CUNY: A collection of quotes, audio, video, and images from Law & Society seniors at City University of New York (https://johnjay.digication.com/covid19-at-cuny/home-1)

Archives and Social Justice Resources

MATERIAL TO READ/EXPLORE

- "Documenting the Now" white paper: Ethical Considerations for Archiving Social Media Content Generated by Contemporary Social Movements: Challenges, Opportunities, and Recommendations

RECORDINGS TO WATCH

- PBS. What's Behind America's Inequality Problem—and How to Fix it (14 min)
- Megan Ming Francis, Let's Get to the Roots of Racial Injustice (19 min)
- Richard Wilkinson. How Economic Inequality Harm Societies (17 min)

TED Talk by Dominique Luster: "Archives Have the Power to Boost Marginalized Voices" (8 min)

Narratives and Resilience

JOURNAL ARTICLE: Telling the Tale: The Role of Narratives in Helping People Respond to Crises

JOURNAL ARTICLE: Collective Sense-Making Around COVID-19: Experiences, Concerns, and Agendas for our Rapidly Changing Organizational Lives

"The Primal Scream," feature on working moms during the pandemic by The New York Times (https://www.nytimes.com/interactive/2021/02/04/parenting/working-moms-coronavirus.html)

"Three American Mothers, on the Brink" (https://www.nytimes.com/interactive/2021/02/04/parenting/covid-pandemic-mothers-primal-scream.html)

"Life in the Quarantine Dorms," The Chronicle of Higher Education

"What I Learned about Myself from this Pandemic," opinion piece from Inside Higher Ed

"Pandemic," a radio play on racism against Asian Americans written by Katie Lu, 16 year old (https://www.inquirer.com/entertainment/pandemic-katie-lu-philadelphia-young-playwrights-20210218.html)

Creating and Collecting Materials

MATERIAL TO READ/EXPLORE

Example of Possible Formats for Archival Materials created for Pandemic Histories Archive Project.pdf

Example of Appraisal Checklist from Pandemic Histories Archive Project.pdf

Excerpt of Writing Ethnographic Fieldnotes by Emerson et al.pdf

Link to UCI DocuSign page

PREPARING AN ORAL HISTORY

Oral History Toolkit by UCI Libraries (https://oralhistory.lib.uci.edu/)

Three Ps of an Oral History Interview.docx

Final Checklist for Submitting Oral History Interview.docx

Transcribing-Guidelines.pdf

Ethical Considerations for Conducting Your Interview.pptx

Sample Forms and Instructions

FORMS

Sample Interview Consent Form

Sample Narrator Biographical Survey

Sample Photo Consent Form

SUPPLEMENTAL MATERIALS FOR ORAL HISTORIES

Sample Interview Abstract and Tips

Sample Interview Time Log

Sample Interview Field Notes

Sample Final Checklist for Submitting Oral History Interview.docx

SUBMITTING TO AN ARCHIVE

Sample Gift Agreement, License and Waiver Form for Student Materials

Example of Instructions for Submitting Archive Materials to Pandemic Histories Archive Project

Example of Instructions for Folder and File Naming Conventions for Pandemic Histories Archive Project

Sample Syllabi, Assignments, Handouts, and Rubrics

SYLLABI

- SE 104W Syllabus Fall 2022 - final.doc
- SE 104W Weekly Course Plan.docx

ASSIGNMENTS

- Create a Google Folder Link to Upload Archive Materials
- Plan for Conducting Your Interview
- Fieldnotes
- Narrator Biography for your Fieldnotes
- Narrator Biography for your Practice Interview
- Fieldnotes for Practice Interview
- Plan to Prepare Materials
- Social Justice Reflection

HANDOUTS

- Sample Form for Students to Record Weekly Hours
- PROJECT MANAGEMENT HANDOUT.docx
- Exploring the self.docx
- Example_EmailCorrespondence.pdf
- Incorporating Primary Sources Exercise SE 104W.docx
- Resume critique checklist.docx
- Cover letter critique checklist.docx

RUBRICS

- Rubric for Grading Pandemic Histories Archive Portfolio.docx

Wellness Activities

Meditation, Relaxation, Breathing, and Movement Exercises

- WATCH: "Leaves on a Stream Mindfulness Meditation" (6 min)
- WATCH: Sleep Relaxation Mindfulness Meditation (7 min)
- WATCH: Roger Walsh Breath Relaxation Technique (9 min)
- WATCH: Strength of Movement: Feel Free in Your Body (7 min.)

Building Coping Skills

- WATCH: Coping with Being At Home (4 min.)
- READ: Deepen Your Journaling Practice

Additional Resources

General

- Library guide for SE195 and SE195W by Julia Gelfand (https://guides.lib.uci.edu/SE195_Fall_2020)

Field Diary

- Tips for observing and observation template, adapted from Miles & Huberman, 1994
- Instructions on how to make a nature journal (https://www.wikihow.com/Make-a-Nature-Journal)
- Instructions on how to make a field journal, with examples (http://cemarin.ucanr.edu/files/220523.pdf)
- Guide for writing field notes (USC Libraries) (https://libguides.usc.edu/writingguide/fieldnotes)
- How to record field notes by Susan Coutin (13 min)
- An anthropologist's field notes (5 min) (https://www.youtube.com/watch?v=_YbpVGGhKHw&ab_channel=ProfTeak)

Field diary: On the job in UNICEF Haiti (6 min) (https://www.youtube.com/watch?v=FCMTi2pgGHY&ab_channel=UnitedNations)

Filming & Recording Tips

PDF: Filming Guide by Han Parker

Tips for recording audio and video (https://support.exordo.com/article/906-tips-for-recording-audio-and-video#:~:text=Getting%20the%20audio%20right%20is%20key%20to%20a,much%20better%20audio%20quality%20than%20a%20built-in%20mic.)

Record Better Audio on a LOW BUDGET Using an iPhone (3 min) (https://www.youtube.com/watch?v=FnfjbNQhjaY&ab_channel=Nate%27sFilmTutorials)

5 tips for recording audio (8 min) (https://www.youtube.com/watch?v=ELTcnYQTOxk&ab_channel=MattiHaapoja)

Interviews

Instructions for recording a video with audio transcription on Zoom (these settings are on https://uci.zoom.us/) (https://support.zoom.us/hc/en-us/articles/115004794983-Using-audio-transcription-for-cloud-recordings-)

How to use Google Docs voice typing for interview transcription (https://support.google.com/docs/answer/4492226?hl=en)

Otter.ai Transcription Services (https://otter.ai/)

How to conduct an interview with community members (University of Kansas Community Toolbox) (https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/conduct-interviews/main#:~:text=How%20should%20you%20conduct%20interviews%3F%201%20Interview%20structure%3A,4%20Conduct%20the%20interview.%20...%20More%20items...%20)

Oral History at Home- Five Easy Steps (2 min) (https://www.youtube.com/watch?v=pxrkkhLExxw&ab_channel=SmithsonianInstitutionArchives)

TED Talk: How to interview "almost" anyone (11 min) (https://www.youtube.com/watch?v=WDOQBPYEaNs&ab_channel=TEDxTalks)

Photograph Collection

Global Photos: How Lockdown Has Changed My Life (https://www.npr.org/sections/goatsandsoda/2020/06/14/870221574/global-photos-how-lockdown-has-changed-my-life)

50 Essential Photography Tips (https://www.cnet.com/how-to/50-essential-photography-tips/)

Tips for photography beginners (https://photographylife.com/photography-tips-for-beginners)

- Photojournalism interview with Joanne DeCaro (43 min) (https://uci.zoom.us/rec/share/2DwO0JapuyFsxwWgktu1OJ4qo9ov9XlQW7YTVG4krelsdFvmq_sXHdyVEXQkGhc3.q2nKiQahBgJJCtXg)
- 15 photography tips in under 10 minutes (10 min) (https://www.youtube.com/watch?v=NDeRifZMRkk)

Artwork

- COVID-19 Art Exhibit from Myanmar (https://www.mmtimes.com/news/fear-covid-19-art.html)
- How to get rid of art block (https://paintingdreamscapes.com/overcome-artists-block/)
- Bob Ross YouTube Channel- inspiration for painting/landscapes/color (https://www.youtube.com/user/BobRossInc)
- Color Theory Beginner Guide (9 min) (https://www.youtube.com/watch?v=AvgCkHrcj90&ab_channel=FlowGraphics)

Document Collection

- The Smithsonian's archive collections, including field notes, photographs, and more! (https://siarchives.si.edu/collections)
- Reading: Principles of archiving photos and documents (https://archivehistory.jeksite.org/chapters/chapter1.htm)
- Instructions for creating a collection of documents on archive.org (https://help.archive.org/hc/en-us/articles/360016399952-Collections-A-Basic-Guide-)
- Instructions on how to archive documents (https://www.wikihow.com/Archive-Documents)

Zines

- How to make a zine (Vice) (https://www.vice.com/en_us/article/d3jxyj/how-to-make-a-zine-vgtl)
- UCI Special Collection of Zines (click request items, then make an Aeon account to receive scanned copies!) (http://www.oac.cdlib.org/findaid/ark:/13030/c80v8k23/)
- Art by Washington Post readers during the pandemic (log in to UCI account via Gmail for access) (https://www.washingtonpost.com/arts-entertainment/2020/07/06/art-pandemic-readers/?arc404=true)
- Zine History and DIY Zine Making .pptx
- How to make a zine from a single sheet of paper (2 min) (https://www.youtube.com/watch?v=ab4O9SWNl9g&ab_channel=AustinKleon)