

Archivists in the Making!

Teacher's Guide

Level: Elementary school grades 2 and 3

Goal: Increase students' awareness about archive heritage

Description of the activity: This activity will take place in two parts

First, using the *Archivists in the Making!* guide and in-class discussion, the teacher will help his or her students understand the importance of archive heritage. What are archives? How are they used? What does an archivist do?

Second, students will try their hands at being archivists by describing photographs of their choosing and preserving them in a class album.

Instruction: Teacher

Total length: Two class periods

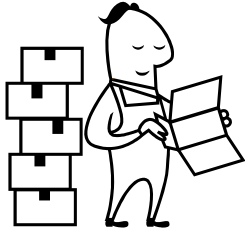
Location: In the classroom

Materials per student:

- A white lab coat or shirt
- A pair of white cotton gloves
- An *Archivists in the Making!* guide
- A transparent plastic sleeve (8 x 11)
- A ring binder
- A pencil
- A ruler

Skills to be developed:

This activity will help students improve linguistic, social and math skills. In addition, if the teacher asks his or her students to visit the virtual exhibit on the Internet, students will also develop their ICT skills.



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First period

Level: Elementary school grades 2 and 3

Instruction: Teacher

Total length: Between 45 and 60 minutes

Location: In the classroom

Materials per student:

- A white lab coat or shirt
- A pair of white cotton gloves
- An *Archivists in the Making!* guide

- 1. Introduction:** To stimulate students' curiosity, the teacher might dress up as an archivist by putting on a lab coat and white gloves.

Start a question/answer discussion with the class by asking students what kind of costume you're wearing. Students will guess various professions: doctor, veterinarian, painter, aesthetician, etc.

Once you tell the students that you're dressed as an archivist, ask them what an archivist does. Again, they will guess various things.

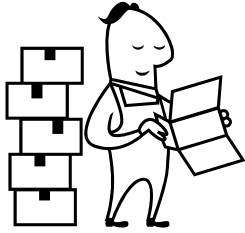
- 2. Reading and answering questions from the *Archivists in the Making!* guide:** The student guide is divided into five sections: 1) What are archives? 2) What are archives used for? 3) What does an archivist do? 4) It's your turn! 5) Your photographic fact sheet.

For the first period, only sections 1-3, which can be found on the first three pages, will be used.

Continue with an individual or group reading, one section at a time. Comments have been inserted in the margin of each page containing additional information to facilitate the presentation.

Once students have assimilated the content, leave them some time to answer the questions at the end of each section. Then, start a discussion using students' answers as a starting point.

- 3. Reviewing what has been learned:** At the end of the first period, quickly review the ideas students have learned.



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Second period

Level: Elementary grades 2 and 3

Instruction: Teacher

Total length: Between 45 and 60 minutes*

Location: In the classroom

Materials per student:

- An *Archivists in the Making!* guide
- A transparent plastic sleeve (8 X 11)
- A ring binder
- A pencil
- A ruler

* An additional period may be necessary.

1. **Introduction:** Page 4 of the student guide "It's your turn!" explains the project several days before it takes place. Students must have their photos ready to be able to start the description. Before beginning the description, read Page 4 attentively with the group to make sure everyone has understood the purpose of the activity.
2. **Group reading of the fact sheet:** Explain all the elements on the fact sheet (pages 5 and 6 of the Student Guide). Comments have been included in the right-hand margin containing additional information to facilitate the presentation.
3. **Describing the image or photograph, students working on their own:** Notice that for preservation reasons, students should write their descriptions in pencil.
4. **Comparing students' fact sheets:** In small groups, students are asked to compare their images and descriptions and flesh them out as needed.
5. **Creating a class album:** Follow the instructions on the cue sheet and assemble the plastic sleeves to make an album. Leave the album in a convenient spot for students to consult later.