

## The Class Archivist

The Class Archivist is responsible for maintaining the class archive of notes and papers, the assignment calendar, and setting aside copies of handouts for students who are absent. This is a one-week rotating job. Each archivist receives two “mole points” of extra credit for completing the job.

The archivist’s duties are:

### Binder

The class binder is the “bible” of notes and papers for the class.

1. Distribute any missed work slips and packets to returning students.
2. Put the following into the binder for each day of class
  - A filled-out archivist sheet for each day of class, including
    - the date
    - what we did (a bulleted list is fine)
    - list of handouts
    - list of announcements (test dates, etc.)
  - One archive copy of each handout, packet, worksheet, etc.

### Assignment Calendar

Write down each assignment *on its due date* on the assignment calendar at the back of the room.

### Absent Students

For each student who is absent:

- fill out a missed work slip with the student’s name, the date, and the same information as that day’s archivist sheet.
- If there were handouts (worksheets, packets, *etc.*), staple them together to the missed work sheet.
- Place the slips and packets into the pocket at the front of the binder.

### Job Transition

On the last class day of your archivist week:

1. Remind the following week’s archivist that it’s that person’s turn.
2. Show me your completed archive and collect your two mole points.