

Daily Job Chart

Site: _____

Section: _____

Quadrant: _____

Captain: _____

Day	Investigators	Recorders/ Reporters
1		
2		
3		
4		

The captain:

- * Checks the assignment (dig rules, procedure, & safety rules)
- * Gives instructions to the group
- * Ask questions on behalf of the group
- * Provides a daily update for the teacher

The investigator:

- * Checks the inventory of all materials & equipment (start/finish)
- * Primary excavator of the site
- * Cleans & tags all finds

The reporter/recorder:

- * Makes daily journal entries
- * Keeps an inventory list of all finds (using the chart on the journal page)
- * Creates a detailed site map showing location and relative size of all finds

NOTE: All group members are responsible for cleaning their area at the end of each class period!