DME Accessibility Team

2019-2020 Interns

Welcome

- Congratulations on starting your internship with the U.S. Department of Veterans Affairs Accessibility team! As an intern, your job will be remediating documents posted on different platforms so that it is accessible to anyone with disabilities. Our hope is to bring awareness to Veterans and their issues via social media and technology. Please take the time to read the document below, watch any videos associated with your channel or role and ask questions if you cannot find the answers in the provided materials. Again, congratulations on your internship and your assistance in bringing awareness to those that have served.

Where do I start?

- The first step has already begun. You have been chosen as an intern and received an invitation to a social collaboration app called Slack. *Please see the video "How to use Slack"* Once you are set up and acquainted with Slack, you will be introduced to your team and Department Head(s).

- From here, you will look for the pinned documents on the left side of each channel that will explain your role within the channel. Your Department Head(s) will invite you to the corresponding Trello board. *Please see the video "How to use Trello"*

How do I get credit from my institution for this internship?

You need to ask your institution what its protocol is for receiving credit. College officials may ask that a form or two be completed by your site supervisor. If this is the case, please send the form with an explanation of the required information to your Department Head and they will happily send the information along to the appropriate person.

What do I do?

- You are part of the accessibility team! The purpose of this channel is to ensure the documents used by the VA and on the VAntage Point website are compliant with the standards set by the ADA and Section 508.

- Section 508 is an amendment to the Rehabilitation Act of 1973. This amendment requires all federal agencies to make their digital documents and IT accessible to anyone with disabilities. Often times, documents need to be remediated in order to be compliant with such standards so that there is an improvement of readability. Your job will be to remediate documents in order to ensure that people with disabilities have access to information they need.

Rules

- Documents should not be changed without permission from source owner.
- Due to the nature of these documents, do not take on more work than you can handle at a time.

There is a document to remediate that I want to claim, now what do I do?

- Once you have found a card in the Accessibility board on Trello that you would like to remediate, be sure to claim the card. You can do this by commenting "remediator" and applying the appropriate label.

- Using Word/Microsoft Office and Adobe will help you, as they both have good accessibility checkers.

- After your remediation is complete, attach it to the Trello card and move the card to the review column or contact the owner of the card in order to let them know that it has been updated.

I put in my 10 hours, now what?

- On Thursdays, a weekly report is due. You will write up a summary of what you did for the week, how many hours you worked, address questions or concerns, and ideas of what you will you do for the following week. Below is a template you will need to follow when submitting your weekly report. It is also vital that you write "Weekly Report" in the subject line. You will send your weekly report to your Department Head(s), Dom, and Jennifer. Their email addresses are listed below:

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- Dominique Ramirez- Dominique.Ramirez@va.gov
- Jennifer Moreno – Jennifer.Moreno419@gmail.com

Weekly Report template (Please Copy, Paste, and Fill out)

Dear all,

A) Questions/Concerns:

 B) Approximation of Hours:

C) What I Did For The Week… (Please add headlines.)

D) What I Hope To Do For The Next Week…

Useful Links

- https://youtu.be/fuK5wnK71KI (How to use Slack)

- https://youtu.be/Cz582G7-TDo (How to use Trello)

- https://www.lynda.com/Acrobat-tutorials/Advanced-Accessible-PDFs/372674-2.html?autocompleteMovieId=432053 (Accessibility tutorials on Lynda)

- https://www.youtube.com/watch?v=PJvDoArpZ0g (Section 508 Accessibility information)

- https://www.w3.org/TR/WCAG-TECHS/pdf.html (WCAG 2.0 Techniques and Standards)