



# Fact Checking Team

2019-2020 Interns



# Welcome



- Congratulations on starting your internship with the U.S. Department of Veterans Affairs Fact Checking team! As an intern, your job will be to assist with creating content to be posted on different platforms on our social media channels. Our hope is to bring awareness to Veterans and Veteran 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 documents in 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?



- The department is divided into two main tasks: fact-checking and researching.
- **Fact checking** is needed to verify all the information in the write-up section of a VOD's before they are published. Fact checkers help ensure the quality of our posts by proofreading write-ups and checking the sources of graphics. Fact checkers must confirm every post is factually accurate with the appropriate language and military terminology, as well as confirm that the graphics are correct.
- Using open source resource, the fact checkers **research** the information in the write-ups to ensure it is accurate and correct. Sometimes this will mean extracting ongoing research topics and events to help build more detailed stories. Researching will take the longest because the intern will have to compare sources and finding the most accurate information.



# What do I do?



- The majority of the work comes from completing Veteran of the Day (VOD) cards on Trello. We recommend that interns work first on any card with the “Priority” label. We also recommend checking the following boards: Ready for Editor Review, Waiting For Graphics and Review/Edits Needed.
- Interns choose their own VOD cards. They are responsible for verifying the information and graphics before labeling the cards as complete.
- Interns are also tasked with different projects such as “Veterans Stories” and “Operation Song” throughout the year. Using Slack as our primary communication channel, we post new project opportunities in the #factchecking channel.

# + Rules

- We recommend each intern to work on the cards one by one rather than claiming a two or three at a time. Each VOD card requires a different research process—some cards will only need one or two hours of research, but others can take some five to six hours of research.
- We also emphasize quality rather than quantity. We prefer the interns to not rush through the cards without thoroughly checking the information. Our top priority is for each card to be as factually accurate as they can be.
- We do not have a set template. Fact Checkers should read through write-ups and edits seeking any possible mistakes. For graphics, we ask for the top 3 highest ranking medals to be included.



# I put in my 10 hours, now what?



- A weekly report is due every Thursday. 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 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:
- Dominique Ramirez- [Dominique.Ramirez@va.gov](mailto:Dominique.Ramirez@va.gov)
- Jennifer Moreno – [Jennifer.Moreno419@gmail.com](mailto:Jennifer.Moreno419@gmail.com)





# Weekly Report Template



- **Dear (Department Head, OX, AOX, Dominique, etc),**
  - **A) Questions/Concerns**
  - **B) Approximation of Hours:**
  - **C) What I Did For The Week**
    - Please add headlines, Card Names, etc.
  - **D) What I Hope To Do For The Next Week...**



# Useful Links



- <https://youtu.be/fuK5wnK7lKI> (How to use Slack)
- <https://youtu.be/Cz582G7-TDo> (How to use Trello)