



Graphic Design Team

2019-2020 Interns

Welcome

- Congratulations on starting your internship with the U.S. Department of Veterans Affairs Graphic Design 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 slideshow, watch any videos associated with your channel/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 there, 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 Graphic Design team! The purpose of this channel is to create visually appealing and informative graphics for a variety of purposes. Typically, our main focus is Veteran of the Day posts (VODs), but we have also helped with A Veterans Story posts (AVS), Instagram images, and VAntage Point web design.
- Basically, we create the graphics for whomever is in need and work with other departments in order to make that happen.

Rules

- Interns should focus on the “In Progress” column on Trello to complete your 10 hours.
- Each card has unique challenges: some may have few usable images or poor quality photos.
- You claim a card in Trello by commenting “graphic designer”, adding yourself to the card, and selecting the “graphic designer assigned” label. Then, proceed to create a graphic using the photos provided on the card. Upload the card to Trello including two versions, one with and without medals.
- Avoid claiming more cards than you can handle, or cards that have yet to be approved on Trello. On average, you should complete three per week.
- Make sure that the basic template is followed and that nothing deviates too much from what is submitted.

I Put in My 10 Hours, Now What?

- Every Thursday 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 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
- Jennifer Moreno – 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

- How to use Slack
 - <https://youtu.be/fuK5wnK71KI>
- How to use Trello
 - <https://www.youtube.com/watch?v=Cz582G7-TDo>