

# Podcast Team

{ 2019-2020 Interns

# Welcome

- ⌘ Congratulations on starting your internship with the U.S. Department of Veterans Affairs Podcast team! As a VA intern, your job will be 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 on the left side on 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 Podcast team! The purpose of this department is to manage the VA's podcast and assist the host, Timothy Lawson, with activities associated with the podcast.
- ⌘ The majority of the team's work is to transcribe episodes, review the transcript to ensure they are consistent with the audio and remediate the transcripts to make them 508 compliant. In the past, Timothy has also requested information on Veteran Service Organizations (VSO's), demographics of podcast guests, and lists of veteran-owned businesses. The podcast is operated more independently than other internship teams.

# Rules

- ⌘ The time taken to transcribe podcast episodes will depend upon each individual intern. If you have fast typing abilities or previous transcript experience, you may require less time than others to complete a task.
- ⌘ An intern should be able to finish an entire transcript in no more than a month. If an intern is assigned to remediate a transcript, the project manager expects it to be completed in no more than 1-2 weeks.
- ⌘ The general expectation is held that interns regularly communicate with your department head(s) and send in your Weekly Reports.

# Rules

- ⌘ Your department head(s) will relay work from Tanner Iskra to the interns. Any work that needs to be completed will therefore be posted in the podcast channel through your department head(s).
- ⌘ If you are struggling with certain commitments, please communicate with your department head(s) directly.
- ⌘ In the near future, there may be a transcript template for interns to adhere to when transcribing the podcasts. Please attempt consistency when transcribing and adhere to the template when it is completed.

# I put in my 10 hours, now what?

⌘ A weekly report is due each 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, XO (Executive Officer), AXO (Assistant Executive Officer), 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...

# Helpful Links

🔗 How to create accessible documents:

🔗 <https://www.section508.gov/create/documents>

🔗 Guide to 508 standards:

🔗 <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/guide-to-the-section-508-standards/web-based-intranet-and-internet-information-and-applications-1194-22>

🔗 How to make your word documents disability accessible:

🔗 <https://support.office.com/en-us/article/make-your-word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>

🔗 NASA Podcasts:

🔗 [https://www.nasa.gov/multimedia/podcasting/twan\\_podcast\\_features.html](https://www.nasa.gov/multimedia/podcasting/twan_podcast_features.html)

🔗 How to use Slack: <https://youtu.be/fuK5wnK71KI>

🔗 How to use Trello: <https://youtu.be/Cz582G7-TDo>