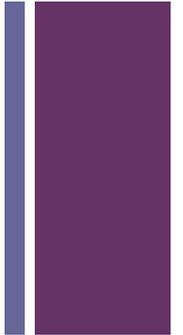


DME Writing Team

2019-2020 Interns



Welcome



- Congratulations on starting your internship with the U.S. Department of Veterans Affairs Writing 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. Congratulations on your internship and your assistance in bringing awareness to those who 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 pinned 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 Writing team! The purpose of this channel is to write documents for Veteran of the Day posts and other special projects such as Operation Song, Veteran Stories, and any other miscellaneous writing projects as needed.
- The expectation for writers is to complete the cards they initiate every week, with the exception of special projects. The writers who work only on VODs have the expectation of writing up as many VODs as they can complete in their 10 weekly hours, usually 4-5 per week on average.
- Writers are expected to work closely with members of other departments in order to get initial rough drafts moved to completion in a timely manner. The writers who participate in special projects are expected to be active in the pursuit of their projects and complete them as soon as possible.



Veteran of the Day (VOD) Posts



- The Library of Congress website maintains the Veterans History Project (VHP), which keeps information, interviews, photographs, etc. of many Veterans. To find a Veteran to write about, visit <http://www.loc.gov/vets/> and select the “Search the Veterans Collections” link. You can then search for a specific Veteran by name, era, branch of service, gender, etc., browse the entire database, or browse by war, branch, state of residence, or ethnicity.
- Next, select a Veteran whose story interests you. You do not have to choose a famous veteran or one with an exceptional story; all Veterans are worthy of recognition. However, make sure there are pictures and an interview with enough information to write the profile. Any Veteran with the “View Digitized Collection” next to their name will likely have an interview on file; click the link to make sure. When browsing the Veterans Collection you can also do “Control F” and search for the word “photo” to highlight Veterans with photos on file.



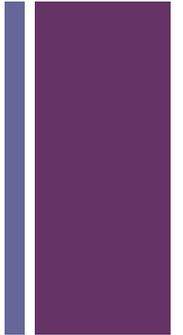
Veteran of the Day Posts (*cont.*)



- After selecting a Veteran, make a card on Trello titled “VOD John Smith” in either the “Inbox” or “In Progress” columns.
- Add yourself to the card, label it as “Writer Assigned” and comment your position (“writer”). Make sure to include the VHP link in the description for the editors and fact checkers. Attach several photographs for the graphic designers as well.
- You will need to watch/listen to the VHP interview and take notes in order to have info for your VOD write-up.



Veteran of the Day Posts (*cont.*)



- Once you finish a draft of your VOD, attach it to the Trello card, label the card as “Document Attached” and move it to the “Ready for Editor Review” column.
- An editing intern will post suggested edits on the card, and once you are both satisfied, the write-up has been fact-checked, and a graphic design is attached, you can move the card to the “Ready for DME Review” column.
- A DME staff member will comment on the card if further edits are needed and will move it to “Scheduled/Completed” when it is finished. The blog and social media posts will then be published in the coming days.



Rules



- Writers can claim cards on Trello and Slack, from the Library of Congress Veterans History Project site, or the Potential Veterans History Project Subjects on a shared Google Sheet that is pinned in the #writing channel.
- Writers can make a card, but should wait to write up a VOD until an Approver has approved the card. You should then follow the template for VOD that is pinned in the #writing channel and follow *APA* guidelines.
- One important tenet of a writer is to work with your Project Managers and interns from other departments. This means accepting feedback professionally and incorporating that into your work.



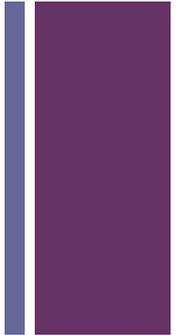
Operation Song



- Operation Song is a non-profit organization that pairs professional songwriters with Veterans, active military members and their families in order to help them express their service experience through music. Operation Song uses
- On the VOD or Special Projects Trello boards, Operation Song cards will intermittently become available. When they do, there will be cards titled “Operation Song” with the title of a song and the Veteran who wrote it. You can claim the card by adding a “writer assigned” label, adding yourself as a member to the card, and commenting “Writer”
- A research intern will reach out to the Veteran to conduct an interview about their service experience and the meaning behind their song. Your job as a writing intern is to listen to the interview and create a blog, Facebook, Instagram, and Twitter post in the same format as a VOD post that summarizes the Veteran’s service, their song, and their experience with Operation Song.
- The rest of the process is identical to the VOD process. Add a “document attached” label and move the card to “Ready for Editor Review.” Once the card is fact-checked and edited by an editing intern, the writing intern corrects the edits and uploads the final version to Trello. The card can then be moved to “Drafts for DME Review.”

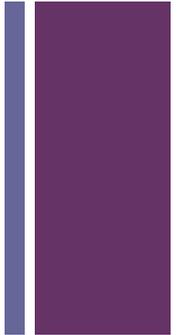


I put in my 10 hours, now what?



- 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. Any special cases can be noted in your report as well, like school or family activities that may take time away from an intern's work. 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



To: Projectmanager1@yahoo.com, executiveofficer123@gmail.com

Subject: <Your Name>'s Weekly Report MM/DD/YY

A) Questions/Concerns:

B) Approximation of Hours:

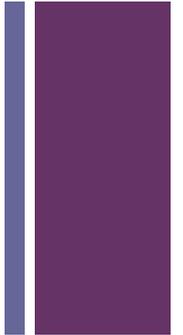
C) What I Did For The Week

- Please add headlines, Card Names, etc.

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



Useful Links



- The Veterans History Project:
 - <https://www.loc.gov/vets/>
- How to use Slack:
 - <https://youtu.be/fuK5wnK7lKI>
- How to use Trello:
 - <https://youtu.be/Cz582G7-TDo>
- Purdue AP Style Guide:
 - https://owl.purdue.edu/owl/subject_specific_writing/journalism_and_journalistic_writing/ap_style.html
- VAntage Point, Veteran of the Day Archives:
 - <https://www.blogs.va.gov/VAntage/category/veteran/>