

Collaboration Roles for Class Members

Day of Interview Roles:

*Interviewer (2-3 people)

- Interview the veteran
- Learn background from survey, develop interview questions from survey, KNOW your veteran
- Good listener; listening for every appropriate follow up question
- Do not respond verbally to answers except to ask for clarification. (This is not a conversation; it is an interview.)
- Leave wait time between question and answer. (Allow pauses for any responses that may seem emotional or difficult.)

*Interview Recorder (2-3 people)

- Sit near the interviewer and the veteran
- Use your iPad to record the sound for the interview.
- Make sure you are seated in a place where the veteran can be easily heard.
- Test the sound before the interview
- Load your sound as an mp4 in your group's Drive

*Videographer (2 people)

- Use your iPad to record video and sound for the interview.
- Make sure you are seated in a place where the veteran is visible on the screen and can be easily heard.
- Test the sound before the interview
- Download interview footage (video and sound) to your group's Drive

*Photographer (1-2 people)

- Use your iPad to take photos.
- Be sure to take pictures of the veteran during the interview and possibly with artifacts and/or students from several different angles
- Load all photos into your group's Drive folder

*Caption Writer (1 person)

- View all photos in the Drive taken by the photographer
- Discuss what the photos are about
- Write captions that include Who, What, Where, When, Why, How
- Include the captions with the photos in the CREW Drive folder

*Artifact Specialist (1 person)

- Take photos of any artifacts the veteran brought.
- Scan documents or photos and download the memorabilia to your group's folder in Drive
- Ask questions/take note of what each item is

*Interview Transcriber (2 people)

- Listen to the sound recording and/or the video to type the interview word for word
- After it is typed, listen to the recording again to make sure it is accurate
- Spellcheck your work

*Hospitality (2 people)

- Communicate logistics of the interview (where to meet, time),
- Set up the interview site prior to the interview

- Greet veteran (Offer coffee, water) and make them feel comfortable.
- Escort your veteran to the interview location and introduce your team.
- Explain the interview process to the veteran.
- Explain that the interviewer is not mic-ed, so we will need the veteran to answer in complete sentences. Practice answering in complete sentences with the veteran. (I: What did you have for breakfast? V: For breakfast I had, ...)
- Tell the veteran that if you ask a question they are not comfortable answering, they don't have to answer. Also tell the veteran that you can stop or pause the interview at any time. (Make sure they are comfortable!)
- Write a thank you note after the interview.

Production Roles:

*Story Writer (Biographer) (2 people)

- Use the veteran interview to create his/her story that has a nice flow.
- Review interview and decide which and how the interview responses will fit into the story.
- Use direct quotes as well as imagery to portray an accurate description of the veteran's military story.
- Write a strong hook to draw in the reader.
- Select a specific story/moment during the interview and turn that moment into a written "expanded moment."
- Build background knowledge for your reader by combining research as well as information from the interview.
- Keep track of sources and use in-text citations for any research used.

*Story/Caption Editor (1 person)

- Read the story (biography) and captions to edit
- Look for:
 - Capitalization
 - Punctuation
 - Hook
 - Flow of story
 - Do both explain Who, What, Where, Why, How?
 - Spellcheck

*Researcher (for Feature Stories) (3-4 people)

- Research background for your feature story.
- Find photos to accompany your research
- Record citations in an organized way for each piece of information (paraphrases and direct quotes) and photos.
- Place your research in your group's Drive

*Feature Story Writer (2 people)

- Use the research collected in your group's Drive for your feature story
- Use direct quotes as well as imagery to portray an accurate description of the feature topic
- Write a strong hook to draw in the reader.

- Build background knowledge for your reader by combining research as well as information from the interview.
- Keep track of sources and use in-text citations for any research used.

*Feature Story Editor (1 person)

- Read the story (biography) and captions to edit
- Look for:
 - Capitalization
 - Punctuation
 - Hook
 - Flow of story
 - Do both explain Who, What, Where, Why, How?
 - Spellcheck

*Spread/Design Editor (1 person)

- Place all copy and photos into the spread
- Make sure work is beautiful and high quality
- Use color and easy to read font
- Create headlines for the stories
- Save your work in your group's Drive folder

*Slide Producer (2-3 people)

- Create a slide that will be featured at the celebration about your veteran

*Tech Manager (2 people)

- Create a folder in Drive for your Veteran Spread
- Inside the folder, create the following folders for information/photos to be stored:
 - Photos
 - Artifacts
 - Research
 - Feature Story
 - Biography
 - Slide
 - Interview
 - Spread

Share this folder with EVERYONE in your group

As each role is completed, be sure to monitor Drive to make sure all work is consistently being turned in the appropriate folders.