

Collaboration Roles for CREW Members

<u>Roles</u>	<u>Checklist</u>	<u>Students assigned</u>	<u>Due Date</u>
Story Writer	<ul style="list-style-type: none"> <input type="checkbox"/> Use the veteran interview to create his/her story that has a nice flow. <input type="checkbox"/> Review interview and decide which and how the interview responses will fit into the story. <input type="checkbox"/> Use direct quotes as well as imagery to portray an accurate description of the veteran's military story. <input type="checkbox"/> Write a strong hook to draw in the reader. <input type="checkbox"/> Select a specific story/moment during the interview and turn that moment into a written "expanded moment." <input type="checkbox"/> Build background knowledge for your reader by combining research as well as information from the interview. <input type="checkbox"/> Keep track of sources and use in-text citations for any research used. 		
Story/Caption Editor	<ul style="list-style-type: none"> <input type="checkbox"/> Read the story (biography) and captions to edit <input type="checkbox"/> Look for: <ul style="list-style-type: none"> <input type="checkbox"/> Capitalization <input type="checkbox"/> Punctuation <input type="checkbox"/> Hook <input type="checkbox"/> Flow of story <input type="checkbox"/> Do both explain Who, What, Where, Why, How? <input type="checkbox"/> Spellcheck 		
Researcher (for Feature Stories)	<ul style="list-style-type: none"> <input type="checkbox"/> Research background for your CREW's feature story. <input type="checkbox"/> Find photos to accompany your research <input type="checkbox"/> Record citations in an organized way for each piece of information (paraphrases and direct quotes) and photos. <input type="checkbox"/> Place your research in your group's Drive 		
Feature Story Writer	<ul style="list-style-type: none"> <input type="checkbox"/> Use the research collected in your group's Drive for your feature story <input type="checkbox"/> Use direct quotes as well as imagery to portray an accurate description of the feature topic <input type="checkbox"/> Write a strong hook to draw in the reader. 		

	<ul style="list-style-type: none"> <input type="checkbox"/> Build background knowledge for your reader by combining research as well as information from the interview. <input type="checkbox"/> Keep track of sources and use in-text citations for any research used. 		
Feature Story Editor	<ul style="list-style-type: none"> <input type="checkbox"/> Read the story (biography) and captions to edit <input type="checkbox"/> Look for: <ul style="list-style-type: none"> <input type="checkbox"/> Capitalization <input type="checkbox"/> Punctuation <input type="checkbox"/> Hook <input type="checkbox"/> Flow of story <input type="checkbox"/> Do both explain Who, What, Where, Why, How? <input type="checkbox"/> Spellcheck 		
Spread/Design Editor	<ul style="list-style-type: none"> <input type="checkbox"/> Place all copy and photos into the spread <input type="checkbox"/> Make sure work is beautiful and high quality <input type="checkbox"/> Use color and easy to read font <input type="checkbox"/> Create headlines for the stories <input type="checkbox"/> Save your work in your group's Drive folder 		
Slide Producer	<ul style="list-style-type: none"> <input type="checkbox"/> Create a slide that will be featured at the celebration about your CREW's veteran <input type="checkbox"/> Can include a sound byte (30 seconds or less), a video (30 seconds or less) or something else that showcases the veteran's story 		
Tech Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Create a folder in Drive for your CREW's Veteran Spread <input type="checkbox"/> Inside the folder, create the following folders for information/photos to be stored: <ul style="list-style-type: none"> <input type="checkbox"/> Photos <input type="checkbox"/> Artifacts <input type="checkbox"/> Research <input type="checkbox"/> Feature Story <input type="checkbox"/> Biography <input type="checkbox"/> Slide <input type="checkbox"/> Interview <input type="checkbox"/> Spread <input type="checkbox"/> Share this CREW folder with EVERYONE in your CREW <input type="checkbox"/> As each role is completed, be sure to monitor Drive to make sure all work is consistently being turned in the appropriate folders 		