

Giving Voice

Student

Client Visit Work-Flow Protocol

Overview

Before your Interview:

- ◆ contact Kip alaskakip@yahoo.com or 766-2606

You will need three things before getting started:

- 1) a **Student Syllabus** – details every step to completing your interview
- 2) a **password** (get a password from Kip, see above contact)
- 3) a **public library card** – get this at the library, to checkout the Acquisition Kits

- ◆ Go to <http://hospiceofhaines.org>, select, “Giving Voice” in the upper right hand corner. “Login” at the top right of the page.
- ◆ Click on “Giving Voice” on the top right of the page to enter the site.
- ◆ Under “Students”, have a look at “**Create a new visit report**”; fill out one of these following each interview and “save”. A paper copy will be in your Syllabus.

Locating a client of interest to you, by Occupation, Location or Experiences:

- ◆ Scroll down to “**Occupations**” and locate an Occupation that interests you and select “Apply”. You can select the client’s name and reveal their contact information.
- ◆ Also, look at the world map below, is there a “**Location**” of interest where one of our clients has visited or worked? If so, click on the pin and discover who they are and their contact information.
- ◆ If you hover over “Giving Voice” upper right on home page, you’ll see the “**Experiences**” drop down appear, select it as an alternative way to search for “What I Did”, by year, and view their profile and contact information.
- ◆ Scroll down to the **calendar to confirm equipment availability** for the day and time you wish to conduct your interview; if you don’t see either kit listed on the calendar on the day and time that you would like to conduct your interview, they will be available.

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- ◆ Confirm with your assistant, if you have one, that they are available
- ◆ Request desired client visit date & a window of time, such as: “Saturdays 9a.m. to 2p.m.” by emailing an administrator listed above.
- ◆ Confirm the client’s address
- ◆ Check out one of the two “Acquisition Kits” at the public library

When you meet your client:

1. request they sign an “**On Camera Release**” form
2. ask how your client would like to be identified for the project, and note that on the “**Student Confidentiality Agreement**” form, **not the “Volunteer Confidentiality Agreement” form**
3. be sure all crew members sign the “**Student Confidentiality Agreement**” form
4. attach the iPad to the mic stand; consider lighting, framing of the subject and any distracting ambient noises , e.g., noisy fans, TV, radio, etc. and request that they be turned off so that they don’t interfere your client’s voice.
5. attach the lavalier mic to the lapel of your client’s shirt, sweater or dress
6. **CRITICAL!** conduct a sound check - confirm that you have a good audio signal visually on the iPad, AND in the head phones!
7. conduct your interview

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Following the Interview:

- ◆ Return to the library and “check-in*” the “Archival Kit” (Mac Book Pro, DVD burner (“Super Drive”), External Hard Drive, DVD’s, DVD sleeves, Permanent Marker). * **THIS KIT MUST NOT LEAVE THE LIBRARY UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH EITHER KIP, OR ANOTHER ADMINISTRATOR**

Please plug the iPad and the Laptop in so that they are charged as a courtesy to the next student

- ◆ **Important!** Go to the “Giving Voice” web site, log in and **complete a “Visit Report”** before proceeding
- ◆ Copy your interview onto the external hard drive, burn two disks of your interview, one for you to work with, and one for hospice. Label the electronic copy and both disks with your name, your assistant’s name (if any), the clients name, initials (or however they chose to be referred to on the confidentiality form), and the date
- ◆ **Deposit the hospice DVD copy of your interview to the Hospice DVD Case** at the library before departing
- ◆ Transcribe your interview and send an electronic copy to alaskakip@yahoo.com

Begin work on your project!

Finale

Once a year Hospice will host an annual community forum where all of the participating students and their clients will share their projects with the community