

Student Task List - *Bridging the Gap*

DO THIS BEFORE THE FIRST MEETING:

COMMUNICATION

- Pick up your \$18.25 food stipend, your client's gift card, and your client's info sheet from Trina Boedeker. Purchase treats to share during your meeting. Return the receipts and change to her as soon as possible.
- Write or gather the interview questions.
- Call your client day-of to confirm their availability.

MUSIC TECH

- Bring the recording equipment to the interview. Be prepared to use it.

Meeting One – Recording the Interview

- For your first three clients, the first meeting will be scheduled for you. Be present at least five minutes before the listed time.
- Introduce yourselves. Use the icebreaker note cards, "Life Interview Questions," or questions you've written on your own to help start conversation. Remember, our goal is to get stories that center around life lessons.
 - You could ask, "What's the most valuable lesson you've learned?"
- Record approximately one hour of interview material.
- Before the end of this meeting, schedule a meeting to share the podcast with your client.

DO THIS BEFORE YOUR SECOND MEETING:

BOTH

- Meet with your partner one-on-one to edit your 30-minute podcast.
- Remember to go to Cougar Life (sf.presence.io) to fill out the "Meeting One – Recording the Podcast" reflection form.

MUSIC TECH

- Upload this edit into the shared drive in your personal folder. Email Larissa (WhitakerLN@cougars.sf.edu) to let her know it's ready, and she will give you notes to consider for the 10- and 5-minute edits.
- Burn the 30-minute podcast onto a CD to give your client at your last meeting.

COMMUNICATION

- Be sure you contacted the living facility's point person to let them know when you are meeting with your client next. Also, be sure that you returned your change and receipts to Trina.
- Call your client the day of your next meeting to confirm your appointment.

Meeting Two – Sharing the Podcast

- Share the podcast recording with your client and give them their CD copy.
- Have a conversation about what you all learned during this experience.
- Give your client their gift card and thank them for their participation in this project.

BOTH

- Give your partner a high five for work well-done!
- Go to the *Bridging the Gap* page on Cougar Life (sf.presence.io) and fill out the "Meeting Two – Sharing the Podcast" reflection form.

MUSIC TECH

- After Larissa has given you feedback on your 30-min. edit, you have one week to complete the 10- and 5-min. versions. After you've completed them, update Larissa via email.