



## 2019 Graham Civic Scholars Program – Affordable Housing

A research opportunity open to all residential, undergraduate UF students

The Bob Graham Center is looking for 50 students to explore the critical challenges facing Florida counties in providing citizens affordable housing.

As a Graham Civic Scholar, you will explore the challenges counties face in providing access to affordable housing by researching the issues and your county, interviewing

stakeholders, and writing a report. Interviews must be conducted in person in your county. Upon satisfactory completion of all requirements, you will receive a \$500 stipend.\* The application deadline will be Friday, January 18, and the research and reports must be completed by Friday, April 12. Students from all majors and backgrounds encouraged to apply.

### Important Dates

Applications Due	Jan. 18
Notifications Made	Jan. 25
Orientation*	Feb. 4
Lecture 1*	Feb. 11
Lecture 2*	Feb. 18
Roundtable*	March 25
Reports Due	April 12

\*mandatory events are Monday evenings, plan accordingly. These are mandatory for a reason.

Upon completion of the program, each student will receive **\$500**

\*If you receive needs-based financial aid or student loans, please check with the UF Office of Student Financial Affairs ([www.sfa.ufl.edu](http://www.sfa.ufl.edu)) to determine the impact of this stipend on your financial aid package. If you receive loans, the stipend will likely be applied directly toward your repayment. The stipend will be distributed directly through Student Financial Affairs, you will not receive a check.

## Step-by-step program guide for all Graham Civic Scholars

1. Attend the Orientation on Monday, February 4 from 6:00 to 8:00 p.m. in the Pugh Hall Ocora.
2. Attend both Lectures on Monday, Feb. 11 and Monday Feb. 18, both in the Pugh Hall Ocora from 6:00 to 8:00 p.m. This will include meeting with and checking in with your GCS Mentor.
3. View and read background material related to affordable housing in the United States and Florida. There is a massive amount of research available online.
4. Research your county's situation and status as it relates to affordable housing and all related programs. Examine the sociodemographic data of your county. Who are the populations in need? What programs are currently being administered at the local level in conjunction with the state or federal government?
5. Conduct *in-person* interviews with **two to three** county-level officials whose work is directly related to housing in your county.\* Be sure to collect a business card or other artifact (pictures/selfies/emails) documenting your visit, which you must scan and submit with your final report.
6. Attend the Roundtable on Monday, March 25 from 6:00 to 8:00 p.m. in the Pugh Hall Ocora.
7. Based on your interviews and your research, write a report on your county. The required format of the report is described below and a rubric is provided on the last page of this memo. In order to receive the full stipend, you must "meet expectations" for each criterion listed in the rubric.
8. Email your report and scanned images of business cards or evidence that you actually conducted your interviews in person to Dr. Kevin Baron at [kbaron76@ufl.edu](mailto:kbaron76@ufl.edu) by Friday, April 12 by 11:55 p.m.
9. Complete online Evaluation.

\*Students must cover their own travel expenses to and from their assigned county or counties. Your stipend will help defer any costs incurred during the program.

Format of your report:

Name and UF ID number  
Title (must include the name of your county)  
Abstract  
Introduction that introduces your county and the topic  
Critical issue No. 1  
Critical issue No. 2  
Critical issue No. 3  
Potential solutions  
Concluding paragraph  
Bibliography

*As with all academic papers, you must use and cite legitimate sources of information and provide a bibliography. Your paper must include at least three (3) references beyond your interviews. The bibliography must include all of your information sources (print and digital) as well as the interviews. Please use APA style. We recommend the following guide: <https://owl.english.purdue.edu/owl/section/2/10/>*

Technical specifications for the Report: All reports must be submitted in a Microsoft Word document, minimum 7-pages, typed in 12-point Times New Roman font, double spaced, with one-inch margins all around. There is no need for a title page. Please label your document file as follows: County name\_Your Name.doc (example: Orange\_Jane Smith.doc)

Any questions or comments on the project can be directed to Dr. Kevin Baron at [kbaron76@ufl.edu](mailto:kbaron76@ufl.edu).



## Interview Need-to-Know

### Get the Interview

- Identify who in your county you need to speak with
- Research this person
- Contact – email and call (do both), and follow-up. Be persistent.
- Be flexible

### Prepare for the Interview

- Read and research the topic and issues
- Research your county – socioeconomic demographics
- Prepare questions

### Conduct the Interview

- Be professional and respectful
- Ask about recording/taking notes
- Listen to answers and ask follow-up questions, improvise, be flexible

### Get evidence of your interview

- Business cards, pictures/selfies, etc.

## Interview Tips

**Prepare, prepare, prepare!** Preparation is key. The best way to prepare is to read, anticipate responses, and craft probing questions. Your questions should be open-ended, and ask follow-up questions. Be flexible with your questioning and prepared to go where the conversation takes you.

**Set goals for the interview.** Know what questions you are going to ask and why you are going to ask them. Heading to an interview with a sense of what you want to get out of it is critical to conducting a successful interview.

**Write down your questions.** Be sure and bring prepared questions with you. Go into an interview with more questions than you expect to ask. Having prepared questions will help you feel more confident as you enter the interview.

**Be persistent.** Do not be afraid to relentlessly revisit a question or topic that you feel the interviewee has not properly addressed. Sometimes people need time to warm up to you or a topic, or will respond better if your question is worded differently. Understand who you are talking to and the situation, so you can assess as you go.

**Endure awkward silences.** Our instinct is to keep chatting and asking questions to keep people feeling comfortable, but sometimes, especially when you are dealing with sensitive subjects, you need to stop talking and wait. Ask your question, let them give you the rehearsed and generic answer, then sit quietly and see what comes next.

## Important Note

It is expected that you will prepare for interviews by researching your county and its agencies whose work relates to this topic, in addition to drafting supplemental interview questions that are specific to your county. You must be prepared prior to the interview, otherwise you will not know what needs to be asked in order to assess issues within your county on the topic.

<b>Criterion</b>	<b>Does not meet expectations</b>	<b>Meets expectations</b>	<b>Exceeds expectations</b>
<b>Orientation</b> (\$60.00)	Student did not attend the orientation.	Student attended the orientation.	
<b>Lecture One</b> (\$60.00)	Student did not attend the lecture.	Student attended the lecture.	
<b>Lecture Two</b> (\$60.00)	Student did not attend the lecture.	Student attended the lecture.	
<b>Interviews</b> (\$60.00)	Student did not conduct the interviews in-person, or provide documentation that interviews were done.	Student conducted two to three interviews in-person and provided proper documentation.	Student conducted additional interviews beyond the two or three mandated and provided documentation.
<b>Paper</b> (\$150.00)	Student submitted a weak paper in which some required elements are missing <b>and/or</b> so poorly developed that the reader fails to grasp the issues relevant to the specified county. Paper does not include the proper amount of sources. The paper demonstrates the student did not prepare or conduct the proper research.	Student submitted a well written paper that includes all required elements, communicates basic understanding of the causes and consequences of the issues impacting their county, offers reasoned solutions and analysis. The paper includes the appropriate sources.	Student submitted a high-quality paper that meets expectations and also presents advanced reflection and analysis of the issues impacting their county, and offers cogent policy solutions. The student utilizes more sources than required and provided additional interviews.
<b>Roundtable</b> (\$60.00)	Student does not attend, or has failed to conduct any research or interviews, therefore have nothing of value to offer their colleagues during the discussion.	Student attends the Roundtable, having done research and conducted at least 1 interview, identifying issues at play within their county and have ideas for policy solutions.	Student attends the Roundtable having completed all the research and interviews, leads group discussions on issues and solutions.
<b>Quality Assurance</b> (\$25.00)	Student submitted a report that was sloppily prepared with more than a few grammatical and spelling errors <b>and/or</b> technical specifications were not followed.	Student submitted a report that reflects adherence to proper grammar, syntax, and spelling. Report is clear and easy to read and all technical specifications were followed.	
<b>Evaluation</b> (\$25.00)	Evaluation not submitted.	Full evaluation submitted by deadline.	