Appendix A
Information Sheet for Cases

The purpose of collecting the case write-ups is to give you the opportunity to share the story of the project/program in your own words and to provide others with information for the purposes of replication. Please use the following to guide the writing of your case study. You do not need to write in this particular order. Please use this as a guide, keeping in mind your own writing style and the flow of the document. In general, I am looking for write-ups to tell a comprehensive story of your program/project where readers will gain a better understanding of the program/project, it's context, and outcomes. If you have any questions or would like to talk through these components, don't hesitate to contact me. The deadline for submission is: June 1, 2015. Once a draft is submitted each case study will be edited and you may be contacted to provide further information or to make additional edits.

Questions for Case Study Write-Up

1. What is the context in which this project/program is situated?
   1. Type of institution
   2. History of institution's involvement in the neighborhood(s)
   3. Characteristics of the city and/or characteristics of the neighborhood(s)

2. Overview/Description of the project.
   1. What are you doing within this project/program? What are the goals and activities? What are you trying to accomplish?
   2. Who is involved from the institution and the community?
   3. Does it have a particular structure?
   4. What supports are in place from the institution and community?

3. What is the history of the Project/Program?
   1. How did it get started?
   2. What was the impetus?
   3. What were the beginning steps?
   4. What is the status of the program now? How far have you come?

4. What outcomes have been achieved?
    1. For the institution
    2. For the students (if applicable)
    3. For faculty and staff (if applicable)
    4. For the community

5. What have been your challenges/barriers when developing and implementing this project/program? How have you overcome them? These may be challenges stemming from the institution, the community, or any combination of the two.

6. What have been your lessons learned from this project/program?

7. Where do you go from here? What are your next steps in this program?

8. Feel free to provide any supplemental documentation (e.g., photos, guides, websites, etc.)