

Contact Date & Time: _____ Completed by: _____

STEM INTERVENTION PROGRAMS: INTERVIEW SCRIPT AND QUESTIONS

Participant Code _____

Site Code _____

Consent Form
Received _____

Contact History
Log _____

We are traveling to several large, public, research universities this semester in an attempt to better understand how STEM intervention programs are designed, how they operate, and why these programs are successful. In this interview, we would to ask you some questions about how the STEM intervention programs that you are involved with operates on your campus and how you view its effectiveness. May we proceed? May we record this interview?

I previously sent you a voluntary consent form by email. Did you have a chance to review it? Do you have any questions regarding this form before you sign it? (COLLECT SIGNED CONSENT FORM) If you have any concerns after the interview, you may contact me to request that the interview be erased or removed from the data collection. In the event that this happens, we will of course honor your request and remove your interview from the data collection.

Allow me to begin with a brief preview of what the interview will cover. We will be discussing STEM intervention programs and their design, implementation, impact on students, and their benefits. We are particularly interested in how these programs operate at large, public, research universities such as this one. We will use this information, along with data on the program interventions, to ultimately illustrate how such programs are designed, implemented, change over time, and impact underrepresented students in the STEM fields. If at any time, you feel that these questions could be answered by any reports or evaluations you have conducted on the program, please feel free to refer us to those documents.

Please remember that your participation in this interview is completely voluntary and that any information you provide will be confidential. As a reminder, this conversation is being recorded and following the transcription of our conversation, the digital file will be destroyed. All identifying information will be kept confidential. Do you have any questions before we begin?

[Start recording]

BACKGROUND INFORMATION:

We'll begin with a few introductory questions.

1. How long have you worked at this institution? How long have you been in this position?
2. How long have you been involved with _____ [name of the program]? What are your specific duties in your current position? Have you worked with any other STEM programs at this institution or any other institutions? If so, which ones?
3. I'd like to ask you a few questions about your background and expertise:
 - a. What is your educational history? Do you have a background in STEM?
 - b. What was your work experience prior to your current position?
 - c. What made you choose to enter this type of work (in your current position)?
 - d. How do you keep current with the research that addresses the work you do in this program?

HISTORY AND GOALS OF THE PROGRAM:

I'm now going to ask you a number of questions regarding the history and goals of the program.

4. Can you tell us a little bit about the program? For example...
 - a. When did the program begin?
 - b. Why was the program developed? What prompted the program's creation?
 - c. What is the mission or primary goals of the program?
 - d. How is the program structured?
 - e. What specific services does the program provide? (*Possible probe:* For example, does the program offer academic or mentoring services?)
 - f. What ideas guided the design and implementation of the services offered in the program? (*Possible probe:* Did you see that students needed better opportunities for mentoring, a need to improve the climate in order to improve persistence, etc.?)
 - g. Has the goal or the mission of the program changed since its inception, and if so, what precipitated the change?

I'm now going to ask you a number of questions specifically about the students the program serves.

5. What population of students do you serve or target?
 - a. How do you recruit prospective students to participate in the program?
 - b. How do you determine eligibility?
 - c. How do you advertise the program?
 - d. What types of students are most likely to take advantage of the resources offered by the program?

STRUCTURE AND SUPPORT OF THE PROGRAM:

I'm now going to ask you a series of questions regarding the organizational structure and support of the program.

6. Where in the administrative structure of the college or campus is the program located? Has it always been located there?
7. How might the organization of the department or college impact service delivery?

8. How is the program staffed? (*Possible probe*: If the program staff includes student workers: Are the student workers enrolled in STEM majors? What is the diversity of the student workers in terms of gender, race, ethnicity, and economic background?)

I have a few questions on how the program is supported, both the financial support of the program and other expressed forms of commitment.

9. How is the program funded? Does the source of funding impact delivery? If so, how?
10. What is the level of funding from the college, campus, and external sources? (*Possible probes*: Approximately what percent of support for this program is offered by the university? What are the additional sources of support and what do they cover? Over the last five years, has the level of support changed and in what direction?) How does the program benefit its internal and external sponsors?
11. Can you describe the type and level of support of the program from the college dean? Upper-level administrators? Faculty members?
12. What are the forms of collaboration with other units and/or faculty members on campus that the program benefits from? (*Possible probe*: Are there units with which you share resources, staff, courses, etc.?)

OUTCOMES OF THE PROGRAM:

The following questions are related to outcomes of the program. We are interested in determining how well the design of the program meets its stated goals and the needs of the students.

13. Does the program meet its mission and stated goals?
14. How successful is the program at achieving its stated goal(s)? By what criteria is success determined? To what do you attribute its success or lack of it?
15. Has the program been formally evaluated (i.e., internally or externally)? What was the focus of the evaluation and what were the results? Would you be willing to share a copy of the evaluation(s) with us?
16. What do you see as the immediate and long term impacts of this program on students? (*Possible probes*: Why do you feel that this program is beneficial to students? How do you feel that this occurs? How do you measure the impacts?)
17. What component(s) appear to be most beneficial and useful to students? Why?
18. Do you follow-up with program participants after receiving services? For how long and how frequently?
19. Have there been any modifications or adjustments to the program? If so, how has the program changed? What informed these changes? (*Possible probes*: Did you collect and analyze data, conduct focus group interviews, or gather any other data that informed your decisions? In other words, were these modifications based on research?)
20. Is there is an area of the program you would like to expand or improve upon? If so, what would it be?

WRAP UP

Thank you very much for your time. At this point...

21. What else is important for us to understand about the operation and impact of your intervention program on your campus?
22. Is there anything else that you would like to add regarding your intervention programs?

Thank you for sharing your time and perspective. Please feel free to contact us if you have any further questions (*give participant business card*). We appreciate all of the information and insight you've provided and know that your answers will be very helpful in our research project.

[Stop Recording]

INTERVIEWER COMMENTS / IMPRESSIONS / SYNTHESIS