

HPRI Summer Fellows Program

Self-Directed Activity Planning and Progress Tracker

Mentor documentation tool | Summer 2026

By Week Two, each fellow should have selected a Self-Directed Activity, named a focused topic or site of inquiry, identified a feasible deliverable, and created a realistic plan for completing the work before the capstone presentation. Mentors should use this document to record their decision, clarify scope, track progress, and connect the activity to the fellow's final capstone.

How to use this tool. Complete Sections 1–4 during Week Two. Use Sections 5–7 for weekly check-ins, milestone tracking, and capstone readiness. Keep the plan specific within the six-week fellowship timeline.

1. Fellow and Mentor Information

Fellow Name	
Week Two Meeting Date	
Primary Mentor	
Secondary Mentor	
Preferred Meeting / Communication Rhythm	
Fellow's General Interest Area	
Notes on supervision needs, boundaries, or accommodations	

2. Self-Directed Activity Decision Record

Use this section to confirm the specific activity category and define the fellow's manageable scope. The activity should connect to one of the approved categories below and should produce a concrete deliverable that can feed into the capstone.

Select	Activity Category	Best Fit For Fellows Interested In	Typical Deliverable
☐	1. Homelessness, Hunger, and Community Meal Service: Union Station Homeless Services Adopt-a-Meal Project	Direct service, food insecurity, volunteer coordination, nonprofit work, community care, mutual aid, dignity, and service delivery	Meal planning packet, shopping/supply list, team role plan, service reflection, or hunger systems analysis

☐	2. Community Space Planning and Youth Engagement: Young People to the Front HQ	Youth homelessness, community space design, trauma-informed environments, arts and culture, youth engagement, and participatory planning	Community space planning memo, needs-and-interests survey, workshop concept list, or meeting reflection
☐	3. Housing Challenges and Approaches in Another Country: A Comparative Homelessness and Housing Policy Project	International policy, culture, social welfare systems, housing models, human rights, migration, inequality, and urban planning	Comparative policy memo, country profile, comparison chart, slide deck, infographic, policy brief, or case study
☐	4. Community Asset Mapping	Mapping, neighborhood research, community resources, local service systems, public infrastructure, transportation access, and service navigation	Digital map plus 1-2 page access analysis
☐	5. Los Angeles Policy-in-Action Tracking	Public policy, local government, civic decision-making, implementation, public meetings, accountability, and policy-practice gaps	2-page Policy vs. Practice memo, policy timeline, or implementation analysis
☐	6. Lived Experience Narrative Analysis	Storytelling, qualitative research, lived experience, ethics, advocacy, systems barriers, and challenging stereotypes	Thematic analysis memo, coding table, and ethical listening reflection
☐	7. Homelessness and Health: Access, Barriers, and Systems Response in Los Angeles	Public health, medicine, mental health, substance use treatment, harm reduction, disability, health equity, and street medicine	Health access memo, health access map, resource inventory, or health system journey map
☐	8. Ethical Field Observation and Reflexivity Log	Research ethics, observation, social science methods, positionality, power dynamics, confidentiality, and responsible field learning	2-3 structured field observation/reflexivity log entries
☐	9. Rapid Mini-Survey Project	Survey research, data collection, question design, community feedback, applied research methods, and responsible interpretation	Survey instrument, pilot notes, findings summary, and limitations section

☐	10. Los Angeles Media and Narrative Audit	Journalism, media studies, public opinion, storytelling, framing, stigma, political communication, and public debate	Media comparison table, narrative analysis memo, and rewritten excerpt
☐	11. Systems Stakeholder Mapping	Systems thinking, local government, nonprofit networks, public agencies, community power, advocacy, and service coordination	Stakeholder map, power/interest grid, relationship diagram, and 1-2 page analysis
☐	12. Intervention Deep Dive	Evidence-based practice, program models, housing interventions, social services, implementation challenges, and policy evaluation	Short intervention case study, model summary box, strengths/limitations chart, and source list
☐	13. Incentivizing Research Participation and Providing Comfort: Demographic Survey Donation Planning	Field research, participant dignity, community care, research ethics, survey logistics, donation planning, regional needs assessment, and practical support	Donation source plan, needs summary, regional comparison, donation drive plan, or participant comfort support memo

Confirmed Activity Plan

Selected activity category and number	
Working project title	
Main research / inquiry question	
Selected geography, site, policy, population, intervention, or narrative source	
Why this topic is appropriate for this fellow	
Final self-directed deliverable format	
How the deliverable will connect to the capstone presentation	
mentor approval / adjustments needed	

3. Category-Specific Planning Prompts

Mentors should complete only the prompts that match the selected activity. These prompts are designed to keep the project focused and achievable.

Activity Category	Mentor Planning Questions	Notes / Decision
1. Homelessness, Hunger, and Community Meal Service: Union Station Homeless Services Adopt-a-Meal Project	What will the fellow examine about hunger, food access, dignity, or community meal service? What role will the fellow have in the Adopt-a-Meal activity? What site rules, safety expectations, and confidentiality boundaries apply? What can the fellow observe without collecting private or identifying information? What final product will they create, such as a meal planning packet, service reflection, hunger systems map, volunteer log, or meal service analysis?	
2. Community Space Planning and Youth Engagement: Young People to the Front HQ	What youth need, space-planning question, or engagement goal will the fellow focus on? Who is the space intended to serve? What can the fellow learn through approved observation, staff guidance, meeting participation, or public materials? What features will they examine, such as layout, safety, accessibility, signage, privacy, belonging, or resource navigation? What final product will they create, such as a space planning memo, needs-and-interests survey, workshop concept list, meeting reflection, or capstone recommendation?	

3. Housing Challenges and Approaches in Another Country	Which country will the fellow study, and why is it a meaningful comparison? What housing or homelessness definitions, policies, service systems, or social welfare approaches will they compare with the United States? What 2-4 major approaches will they analyze? What credible sources will they use? What lessons, cautions, or further questions will they identify? What final product will they create, such as a comparative policy memo, country profile, chart, slide deck, infographic, policy brief, or capstone-ready case study?	
4. Community Asset Mapping	What neighborhood, SPA, census tract, or service hub will the fellow map? What 10-12 assets will they identify? What comparison layer will they use, such as transit, schools, youth centers, public infrastructure, or encampment-heavy areas? What access barriers will they analyze?	
5. Los Angeles Policy-in-Action Tracking	What policy will the fellow track? What City Council file, public meeting, local reporting, or implementation site will they review? What is the policy supposed to do, and what evidence will they use to assess implementation? Who supports or opposes the policy, and what implementation gaps or tensions appear?	
6. Lived Experience Narrative Analysis	What narrative, panel, speaker, interview, or recorded account will be analyzed? What themes will the fellow code for, such as access barriers, system failures, informal survival strategies, or interactions with health care, shelter, police, or housing systems? How will the fellow avoid overgeneralizing from one person's experience?	

7. Homelessness and Health	What health focus will the fellow examine: primary care, behavioral health, substance use, harm reduction, chronic illness, recuperative care, women's health, youth health, veterans, older adults, or people living in vehicles? What 5-8 LA-based health resources will they inventory? What barriers will they assess, such as transportation, insurance, documentation, trust, language access, or continuity of care?	
8. Ethical Field Observation and Reflexivity Log	What approved setting will the fellow observe? What safety, confidentiality, and minor-supervision boundaries apply? How will the fellow separate objective observation, interpretation, and reflection? What assumptions, power dynamics, or ethical tensions should they reflect on?	
9. Rapid Mini-Survey Project	What 3-5 neutral survey questions will the fellow test? Who can they ethically survey or pilot with? Will the project use Google Forms, Qualtrics, or a simulated dataset? What limitations must be stated, and how will the fellow avoid overclaiming from a small or nonrepresentative sample?	
10. Los Angeles Media and Narrative Audit	What 2-3 articles or clips will the fellow compare? What terms, frames, and voices will they analyze? Is the coverage fact-based, opinion-based, public-safety focused, housing-focused, service-focused, or structurally framed? Which section will they rewrite to center dignity, accuracy, and person-centered language?	

11. Systems Stakeholder Mapping	Which 6-10 stakeholders will be mapped? How will the fellow assess power, interest, influence, and impact? Who makes decisions, who is most affected by those decisions, where do interests align or conflict, and whose voice may be missing?	
12. Service Learning and Systems Navigation Project	What service system, organization, or access pathway will the fellow study? What question will guide their learning? What approved sources, sites, or observations will they use? What barriers will they document, such as eligibility, referrals, transportation, language access, documentation, phone access, disability access, or waitlists? What final product will they create, such as a navigation guide, journey map, access memo, resource chart, or systems improvement brief?	
13. Incentivizing Research Participation and Providing Comfort: Demographic Survey Donation Planning	What will the fellow examine about participant dignity, comfort, trust, participation, or field-based research logistics? What input will they gather from approved Demographic Survey staff, surveyors, partner sites, or approved survey respondents? How will they compare needs across Los Angeles County regions, including SPA 1 and the Antelope Valley? What feasible donation sources will they identify? What final product will they create, such as a donation source plan, needs summary, regional comparison, donation drive plan, or participant comfort support memo?	

4. Week Two Structure and Work Plan

Complete this section by the end of Week Two. The goal is to leave the Week Two check-in with a clear project scope, source plan, work schedule, deliverable format, and next step.

Week Two Readiness Checklist

- ☐ Fellow has selected one primary self-directed activity category.

- ☐ Fellow can explain why the topic connects to homelessness, housing, health, policy, services, or community response in Los Angeles County.
- ☐ Fellow has a focused research or inquiry question.
- ☐ Fellow has identified a realistic geography, site, policy, population, intervention, narrative source, or data source.
- ☐ Fellow has identified at least three credible starting sources or approved observation/data inputs.
- ☐ Fellow has selected a final deliverable format that matches the activity category.
- ☐ Mentor has confirmed that the scope is feasible, age-appropriate, and does not require unsupervised sensitive fieldwork or identifiable participant data.
- ☐ Fellow understands what specific steps must be completed before the next mentor check-in.

Milestone Plan

Fellowship Week	Target Milestone	Category-Specific Examples	Due Date / Check-in	Status / Notes
Week 2	Decision and structure finalized	Choose category; define question; choose site/policy/population/source; identify deliverable and mentor approvals		
Week 3	Source gathering and early analysis	Plan meal, space, or donation activities; build country profile; map assets; collect policy sources; code narrative; inventory health resources; draft survey questions; collect media articles		
Week 4	Midpoint share-out preparation	Prepare 3-minute update; identify preliminary finding; name one barrier, regional difference, access issue, implementation gap, or systems pattern		
Week 5	Draft deliverable completed	Draft memo, map, tracker, survey summary, stakeholder map, journey map, field log, case study, donation source plan, or partner planning packet		
Week 6	Capstone synthesis and rehearsal	Convert deliverable into capstone findings, recommendations, reflection, limitations, and next question		

5. Evidence, Source, and Ethics Plan

Source / Evidence Type	Specific Source or Site	How Fellow Will Use It	Credibility / Limitation Notes	mentor Approval

Ethics and boundaries check. Mentors should confirm that the plan avoids collecting identifiable sensitive information from people experiencing homelessness unless explicitly approved and supervised. Field observation should be structured, respectful, nonintrusive, and consistent with program rules for minors.

6. Weekly Progress Tracking Log

Check-in Date	Work Completed Since Last Check-in	Category-Specific Progress	Barrier / Risk / Scope Concern	Next Step Before Next Meeting	mentor Notes

7. Capstone Connection and Final Readiness

What issue did the fellow study?	
Why does the issue matter for homelessness policy, practice, health, housing, or community response?	
What evidence did the fellow use?	
What did the fellow find?	
What systems-level barrier or pattern did the fellow identify?	
What recommendation, insight, or next question emerged?	
What product will the fellow submit as the self-directed deliverable?	
What should be included in the capstone presentation and reflection?	

8. Week Two Mentor Sign-Off

Complete this sign-off once the fellow has a clear activity category, plan, timeline, and deliverable. If the project needs revision, note the required changes before approving.

Mentor approval status	☐ Approved ☐ Approved with revisions ☐ Needs rescoping
Required revisions, if any	
Mentor Name	
Signature / Initials	
Date	