

HPRI Summer Fellows Program

Parent and Fellow Rules, Expectations, and Participation Agreement

This document explains the expectations for fellows and families participating in the HPRI Summer Fellows Program. The goal is to support a safe, respectful, organized, and meaningful learning experience for all fellows. Fellows and parents/guardians should review this document together and sign and return to Amy Stein (steinamy@usc.edu) by Tues, June 9.

Participation in the fellowship means that fellows are joining a professional research and policy learning environment. Fellows are expected to act with maturity, curiosity, respect, and reliability while engaging with sensitive topics related to homelessness, housing, health, community systems, and lived experience.

Program Snapshot

Program dates	June 22 - July 30, 2026
Time Commitment	Approximately 10 hours per week, including seminars, mentor meetings, project work, independent assignments, and capstone preparation. Fellows should plan to work at our downtown or USC offices on Wednesdays and attend the lunchtime Fellows Seminar on those days. We are in the office from 10am-3pm. Fellows participating remotely are expected to be engaged during scheduled meetings, seminars, supervisor check-ins, and assigned work times.
Format	Hybrid. Fellows participate in required in-person sessions, Presentations over Zoom, remote work, and self-directed or project-based activities.
Primary Location	HPRI/H3E Downtown office at USC City Center, 1150 S. Olive Street, Suite 1100, Los Angeles, CA 90015, unless another location or format is specified by program staff.
Learning Model	Project-based placement or self-directed field activity, weekly Fellows Seminars, mentor check-ins, skill-building, reflection, and a final capstone presentation.
Supervision	Each fellow will work with a program mentor. Fellows are expected to meet with their mentor once a week and respond to reasonable program communications.

Core Expectations for Fellows

- Arrive on time and participate fully in required sessions, seminars, meetings, and presentations.
- Come prepared for seminars and mentor meetings by completing assigned readings, reflections, project tasks, or make-up work.
- Treat all fellows, staff, guest speakers, community partners, and members of the public with respect.
- Use person-centered, respectful, non-stigmatizing language when discussing homelessness and people experiencing homelessness.
- Protect confidentiality and never share private, identifiable, or sensitive information unless program staff explicitly instruct otherwise.
- Ask questions when confused, communicate early about scheduling conflicts, and take responsibility for missed work.
- Complete all required assignments, reflections, project deliverables, and the final capstone presentation.

Attendance, Absences, and Make-Up Work

Attendance matters because the fellowship is short, project-based, and cumulative. Seminars, mentor meetings, project work, and capstone preparation build on one another.

- Fellows are expected to attend all required orientations, seminars, mentor meetings, project check-ins, share-outs, and capstone-related sessions.
- Families should notify program staff as early as possible if a fellow will miss a required session.
- Fellows must make up all work missed due to an absence. This includes missed seminar assignments, project work, readings, reflections, activities, mentor tasks, or capstone preparation.
- All presentations and Fellows Seminars will be recorded when feasible. Fellows who miss a presentation or seminar must watch the recording and complete the assigned reflection or make-up task.
- Failure to complete make-up work, reflections, assignments, or required project deliverables may affect a fellow's ability to culminate or present at the end of the program.

Seminar and Presentation Expectations

- Fellows Seminars are learning sessions, not optional guest talks. Fellows should listen actively, participate respectfully, and complete any connected activity or reflection.
- Fellows should be prepared to discuss homelessness research, policy, health, service systems, ethics, field learning, civic action, and professional pathways.

- Fellows should not record, photograph, or share seminar content unless program staff explicitly permit it.
- Fellows who miss a seminar or presentation must watch the recording and complete the assigned reflection by the deadline provided by program staff.
- Fellows should use seminar learning to strengthen their self-directed activity, project-based placement, and final capstone presentation.

Mentor Meetings and Project Work

- Each fellow will have a project mentor who helps the fellow define weekly work, select or refine a self-directed activity, and prepare for the final capstone presentation.
- Fellows are expected to meet with their mentor once per week. Meetings may occur in person, by Zoom, or through another approved format.
- By week two (June 30), each fellow should have selected a self-directed activity or project focus and should have a basic plan for completing it.
- Fellows should come to mentor meetings prepared to report progress, ask questions, discuss challenges, and identify next steps.
- Fellows should complete work on time and communicate early if they are stuck, overwhelmed, or unclear about an assignment.

Assignment Submission Expectations

- All assignments must be submitted to the shared Fellows folder or other approved submission location by the deadline provided.
- Assignments should be complete, organized, and labeled clearly with the fellow's name, assignment title, and date when appropriate.
- Fellows must cite sources when using facts, statistics, quotes, public data, websites, news articles, policy documents, or outside research.
- Fellows may use AI and other digital tools as learning and productivity aids when permitted by program staff. Any work submitted must reflect the fellow's own understanding, and fellows should be prepared to explain, discuss, and verify the accuracy of all content they produce.
- Late assignments may affect a fellow's standing in the program and may affect the fellow's ability to culminate.

Self-Directed Activity Expectations

Each fellow will complete a self-directed activity or project-based assignment connected to homelessness, housing, research, policy, services, health, or community response in Los Angeles. The activity should support the fellow's final capstone presentation.

- Projects must focus on systems, policies, services, access barriers, community response, evidence, or lived experience - not on blaming individuals experiencing homelessness.
- Fellows may choose from approved activity categories such as community asset mapping, policy tracking, candidate or policy analysis, lived experience narrative analysis, homelessness and health, ethical field observation, mini-survey design, media narrative audit, stakeholder mapping, intervention deep dive, advocacy action, or service navigation.
- Fellows must use credible sources and follow ethical guidance from program staff.
- Fellows may not conduct unsupervised interviews, collect identifiable personal information, photograph people, enter encampments, approach people experiencing homelessness for research purposes, or represent themselves as service providers unless explicitly approved and supervised.

Respectful Conduct and Community Standards

The fellowship should be a supportive learning environment. Fellows are expected to demonstrate maturity, professionalism, and respect in person, online, and in all program-related communications.

- Be courteous and considerate toward other fellows, staff, speakers, partners, and community members.
- Homelessness is a complex issue. People may disagree about causes, solutions, policies, enforcement, services, housing, public space, and government responsibility.
- Fellows are expected to listen respectfully to different perspectives while also thinking critically. Disagreement is allowed; disrespect is not. Fellows should support their ideas with evidence, examples, and careful reasoning.
- Use appropriate language at all times, including in email, chat, shared documents, texts, and online platforms.
- Respect personal boundaries, differing viewpoints, and the sensitive nature of homelessness-related topics.
- Do not bully, tease, harass, intimidate, mock, dominate, exclude, or use hurtful language toward others.
- Do not use profanity, slurs, insults, sexualized comments, threatening language, or other language that could harm another person.
- Do not engage in sexual harassment, sexualized conduct, or inappropriate verbal, written, digital, or physical behavior.
- Do not possess or use alcohol, tobacco, nicotine products, illegal drugs, weapons, fireworks, or harmful objects during program activities.
- Do not enter restricted, private, unauthorized, or unsupervised spaces.

Technology, Online Conduct, and Privacy

- Fellows may use program-approved technology platforms for Zoom, shared documents, assignments, presentations, and communication.
- For virtual sessions, fellows should join on time, use their full name, and participate respectfully.
- Fellows should keep cameras on when possible, unless there is a reason they cannot. Fellows should mute themselves when not speaking, avoid distractions, and participate in chat or discussion when appropriate.
- Fellows may use AI tools only if allowed by program staff and only in ways that support learning rather than replace their own thinking. Fellows should not submit AI-generated work as if it were entirely their own.
- Fellows should use professional language in all digital communication.
- Fellows may not photograph, videotape, audiotape, screenshot, or record themselves, other fellows, staff, guest speakers, community partners, or members of the public during program activities unless program staff have explicitly allowed it.
- Fellows may not post or share program images, recordings, screenshots, participant information, private conversations, or sensitive program materials on social media.
- Fellows must protect login information, shared folder access, and any program materials that are not intended for public distribution.

Confidentiality and Sensitive Content

- Fellows may learn about sensitive topics, including homelessness, poverty, trauma, mental health, substance use, family instability, violence, health needs, immigration concerns, and public systems.
- Fellows should discuss these topics with seriousness and respect.
- Fellows should not share names, photos, addresses, identifying stories, or private details about people they encounter or learn about through program activities.
- Fellows should not ask people experiencing homelessness intrusive personal questions or attempt to provide services, advice, counseling, or case management.
- Homelessness can involve difficult topics, including trauma, poverty, racism, family conflict, foster care, mental health, substance use, violence, disability, immigration, and loss. If a fellow feels upset, triggered, overwhelmed, or uncertain, they should speak with program staff.
- If a fellow hears or observes something concerning, unsafe, or confusing, they should tell a program staff member or mentor promptly.

Safety, Location, Pickup, and Dismissal

- Fellows must stay in approved program spaces and follow staff instructions during in-person activities.

- Fellows may not leave the program site during scheduled in-person activities unless approved by program staff and consistent with parent/guardian authorization.
- Fellows must be picked up by an authorized adult unless the family has completed an authorized dismissal form allowing the fellow to sign themselves out.
- Fellows should immediately tell staff if they feel unsafe, become separated from the group, are injured, or notice a safety concern.
- In an emergency, fellows must follow staff, building security, USC Department of Public Safety, or emergency responder instructions.

Lunch and Midday Communication

- Fellows are asked to remain in the building during lunch unless they have received permission or have clearly communicated their plans to program staff.
- This expectation is in place for safety, supervision, and accountability. Program staff need to know where fellows are during program hours, including lunch breaks, site visits, and independent work periods.
- Fellows should return from lunch on time and be ready to resume program activities as scheduled.

Health, Medication, and Emergency Information

- Parents/guardians must provide accurate emergency contact, medical, allergy, medication, and pickup/dismissal information before the program begins.
- Parents/guardians must promptly inform program staff of changes to emergency contacts, insurance, medications, allergies, or health needs relevant to safe participation.
- Fellows who carry personal emergency medication, such as an epi pen or inhaler, should follow the family-provided medical information and program procedures.
- In a medical or safety emergency, program staff may contact emergency responders and parents/guardians according to program procedures.

Academic Integrity and Source Use

- Fellows must submit their own work and may not copy, plagiarize, fabricate sources, invent data, or present another person's work as their own.
- Fellows must cite sources for statistics, quotes, public data, policy claims, news reporting, website information, and research findings.
- Fellows should ask a mentor if they are unsure how to cite a source or whether a source is credible.
- Fellows should not invent interviews, observations, survey responses, citations, or field experiences.

Completion Expectations

To successfully complete the program, fellows are expected to:

- Attend required sessions and make up any missed work.
- Participate actively and respectfully.
- Complete assignments, reflections, and project tasks.
- Follow confidentiality, safety, and conduct expectations.
- Complete a self-directed activity.
- Prepare and present a final capstone project.
- Represent the program professionally.

Final Capstone Presentation Responsibilities

The final capstone presentation is a required culminating part of the fellowship. It is where fellows synthesize what they studied, what evidence they gathered, what they learned, and why the issue matters.

- Each fellow must complete a final capstone presentation and related reflection unless program staff approve an alternate plan.
- The capstone should connect to the fellow's self-directed activity or project-based placement.
- Fellows should explain their topic, research question or guiding question, sources or evidence, key findings, systems-level patterns, limitations, and recommendations or next questions.
- Fellows should include a clear project deliverable, such as a map, memo, tracker, survey summary, case study, stakeholder map, advocacy brief, service navigation guide, or other approved product.
- Fellows should complete a reflection explaining what they learned, what challenged or surprised them, how their thinking changed, and what they would study or do next.
- fellows should rehearse their presentation, incorporate mentor feedback, and submit final materials by the deadline provided by program staff.

If Expectations Are Not Met

Program staff will try to address concerns in a fair, developmentally appropriate, and educational way. Depending on the seriousness of the issue, responses may include:

- A reminder, redirection, or private conversation with the fellow.
- A required repair action, reflection, make-up assignment, or revised work plan.
- Notification to a parent/guardian.
- Removal from a specific activity, meeting, or program space if needed for safety or conduct reasons.
- Loss of ability to culminate if required work is not completed.

- Dismissal from the program for serious or repeated violations, safety concerns, harassment, academic dishonesty, unauthorized recording or sharing, or conduct that undermines a safe learning environment.

Parent/Guardian Expectations

- Review program expectations, consent forms, technology notices, pickup/dismissal procedures, and medical information requirements with your fellow.
- Make sure your fellow understands attendance, make-up work, recording/reflection requirements, assignment deadlines, and capstone responsibilities.
- Notify program staff promptly about absences, scheduling conflicts, medical updates, pickup changes, or safety concerns.
- Support your fellow in completing make-up work if they miss a seminar or presentation, including watching recordings and submitting required reflections.

Program Contacts

Need	Contact / Role	Use for
General program questions	Amy Stein, Program Administrator / Covered Activity Administrator Steinamy@usc.edu, 646-391-8637 Dr. Ben Henwood, HPRI Director bhenwood@usc.edu 213-821-0496	Attendance, schedule, parent questions, documentation, concerns, escalation.
Weekly Project Support	Assigned Mentor (to be assigned at orientation)	Weekly work plan, assignment questions, capstone development, feedback.
Youth protection concerns	USC Office of Youth Protection and Programming minors@usc.edu (213) 740-2656	Concerns related to adult conduct, safety, supervision, or youth protection.

Student and Parent/Guardian Acknowledgement

By participating in the HPRI Summer Fellows Program, I understand that I am expected to act respectfully, participate fully, complete assigned work, protect confidentiality, follow safety instructions, and represent the program professionally.

I understand that if I miss a required session, I am responsible for making up the work, including watching recordings and completing reflections when required.

I understand that the program addresses sensitive topics and that I am expected to treat people experiencing homelessness, guest speakers, partner organizations, staff, and fellow participants with dignity and respect.

Fellow Name: _____

Fellow Signature: _____

Date: _____

Parent/Guardian Name, if applicable: _____

Parent/Guardian Signature, if applicable: _____

Mentor Name: _____

Mentor Signature: _____