Project Proposal Example

This is an exemplary model of what we expect to see from your application.

---

Brief Description of Tamms Year Ten’s History and Mission:

Tamms Year Ten (TY10) is a grassroots all-volunteer coalition of prisoners, ex-prisoners, families, attorneys, artists, students and other concerned citizens. Convening in 2008, TY10’s purpose was to establish human contact with the prisoners incarcerated within Tamms Correctional Center (Tamms CC) via letter writing, but that mission evolved into a multidimensional campaign entailing different people working on different parts of projects unified by the goal of improving the outlook of inmates’ lives. For instance TY10 volunteers work on processing letters whilst others call reporters and ask for better and more media coverage of problems in the prison to increase awareness of the issues prisoners confront each day and yet lie insidiously silent to the average person.

Brief description of Project Proposal:

Serving with TY10 draws on my preexisting talents and skills to complete long and near term projects which require me to be flexible, committed, understanding and knowledgeable, and most importantly, trustworthy. I must be attuned to the subtleties and complexities of people lives’ and property that I am working with in every task I undertake like their poems and prison sentences. For example, creating a table of contents to index prisoner correspondences organized individually and alphabetically has to be universal in that it must be inviting and able to be operated by someone with no experience using computers. I will also take inventory of the poems, letters and materials which compose these correspondences TY10 already has. Additionally, I will be practicing and actually leading laughter yoga sessions at TY10 work meetings at the Adler School in Chicago. Interning with TY10 also means that I am going to search for possible grants and compile a schedule which focuses on the deadlines to apply for them. Finally, I will be conducting research to enrich my comprehension of these projects both now and in an ongoing sense, as my devotion to this cause will not simply terminate on the final day of the quarter.

Brief description of why you are pursuing the project and what you hope to accomplish:

Can you imagine being kept in solitary isolation or having suicidal urges and not being able to spell it? This has occurred inside of Tamms CC and so I am impelled to contribute my abilities to alter this travesty. I know that if I can positively impact the life of even just one person I have lifted their life up, nevertheless my goal is to benefit as many lives as possible by this approach. Whether I am working on a technological project such as creating an index
of prisoner correspondences or being an interpersonal laugh yoga facilitator I must show equal care and passion in both of these tasks because I am convinced of the significance humans wield to shape and reform the world. Serving with Tamms Year Ten as a McCormick Tribune Scholarship recipient is truly an honor because of TY10, The McCormick Tribune Foundation and DePaul University have all recognized that honest work and reason can enact positive developments in society. It brings my academic, professional and personal goals of being a jurist together and I know I will bring them to fruition as I complete these critical projects and others I happily await to be assigned.
Project Timeline Template

General Trajectory of Your Project:

*These should allow you to get a general overview of the arc of the project and what’s expected of you. While the timeline should be used as a guide for you throughout your project, we understand that duties and supervisor expectations are fluid and subject to change over the course of the project. For suggested entries in your timeline, see the heading following this one.

Week One: Introductory project goals.

Questions to ask yourself: How do I start my project and get acclimated to the life of the organization that I plan to work with? How can I learn more about the organization?

Week Two: Expand on the work you began the previous week.

Questions: What is the preliminary contribution I’m making through this work? Does it seem to be benefitting the community? If not, how can I adjust by project to better assist the organization and community members I’m working with?

Week Three: Introduce new tasks and projects into the mix.

Questions: How effectively am I using my time at the internship? Do I feel like I’m doing enough to have a significant contribution to my community in the time I’m given? How do I make sure that the social change I’m helping to foster is sustainable? Is this built into my project?

Week Four: Push yourself a little further. Take the time for personal reflection on your work and how you can improve your personal goals as a McCormick intern.

Questions: How am I doing as an intern? Am I doing the job I proposed? How can I hold myself accountable to achieving excellence? How is this project beneficial to my personal development?

Week Five: Meet with your site supervisor to discuss work accomplished so far in the quarter and your personal performance as intern. Set goals for the rest of the quarter.
Questions:  *How am I interacting with my supervisor?* *Are they facilitating my growth in a positive way?*  
*How has the feedback on my performance been so far?* *How can I hold my supervisor accountable to fostering my growth?*

**Week Six:** Take the feedback you’ve gotten from your personal reflections and supervisor meetings to create meaningful change on a personal level.

Questions:  *How does the growth I’m seeing in myself benefit my community?* *What can I do with the time I have left? Are there areas of the community that my project is not assisting or exploring? How can we do that?*

**Week Seven:** Begin your end-of-the-quarter reflection and paperwork. Reflect on the materials presented in the monthly internship check-ins. Ask yourself what you are gaining from these sessions.

Questions:  *How are my concepts of social justice being expanded?*  
*Do I know what privilege is? Do I know what Asset-Based Community Development is? Do I really know what social justice is? How am I putting these concepts into practice in my personal and professional lives?*

**Week Eight:** Begin any final additions you are making to your project and re-assess your project goals that you outlined at the beginning of the quarter.

Questions:  *How do you feel like you are meeting your goals? Were the goals you set out for yourself at the beginning of the quarter meaningful? How can they be expanded next quarter with your work at this site? How can you take those goals outside of the community to engage on other work you are doing?*

**Week Nine:** Bring together the various threads that you are working on and start to wrap up your work for the quarter.

Questions:  *Looking back on the quarter, how is my community different or has it changed because of my work? Can it change? Do I singularly have the ability to make that contribution? What would it take to make that happen?*

**Week Ten:** Finalize your work for the quarter.
Questions: What is next for me or the project? How can I continue to be engaged in social justice work inside or outside of the confines of the internship.

Sample Timeline Entries:

*The simple project description for each entry should be followed by explaining the significance and contribution. Your full timeline should include at least ten entries, or more than one for each week.

Project Timeline:

March

- Mondays I normally work on evaluation components for the SHERO’s Wellness Retreat
- Wednesdays I work on SHERO’s evaluations and co-facilitate the group.

March 2:

- Conduct SHERO’s at Little Village Lawndale High School from 3:30-5:30pm in Room 205
- Administer confidentiality statements, SHERO’s rules, and pretest

March 9:

- Conduct SHERO’s at Little Village Lawndale High School 3:30-5:30
- Administer short evaluation and explain to the group that this is the time to write down they want to talk about next week – this is the opportunity to make SHERO’s relevant and current and applicable to the current participants.

March 11:

- Working meeting/lunch with Leah Neubauer (Associate Director, Adolescent Community Health Research Group Program Manager, Master of Public Health (MPH) Program Department of Psychology at DePaul University) and Greg VanHyfte (Project VIDA/Project LIFE grant writer and Development and Capacity Building Associate) from 11:00am – 1:30pm

March 16:

- Conduct SHERO’s at Little Village Lawndale High School 3:30-5:30
March 19:

- Intergenerational workshop “Educate, Inspire, and Transform: An Intergenerational HIV Prevention and Empowerment Workshop for Women and Girls” in recognition of National Women and Girls HIV/AIDS Awareness Day from 9:30am-3:00pm at the Gary Comer Youth Center (7200 South Ingleside Avenue, Chicago, IL 60619)

March 23:

- Conduct SHERO’s at Little Village Lawndale High School 3:30-5:30

March 30:

- Conduct SHERO’s at Little Village Lawndale High School 3:30-5:30

April

- Mondays I normally work on evaluation components for the SHERO’s Wellness Retreat
- Wednesdays I work on SHERO’s evaluations and co-facilitate the group.
- Collaborating with DePaul and Project VIDA/Project LIFE on developing retreat measurement tools

April 6:

- Conduct SHERO’s at Little Village Lawndale High School 3:30-5:30

April 13:

- Conduct SHERO’s at Little Village Lawndale High School 3:30-5:30

April 20:

- Conduct SHERO’s at Little Village Lawndale High School 3:30-5:30
- Administer posttest

May

- Evaluation

May 13:

- Service Speaks Conference present findings
May 13 – 15

- SHERO’s Wellness Training Retreat

June

June 6:

- Final evaluation and report for the SHERO’s Wellness Training Retreat to Project VIDA/Project LIFE and to the Office on Women’s Health (OWH).

Your timeline must:

1. Outline a different project, goal or task every week.
2. Include all ten weeks of your internship.
3. Discuss both personal and professional goals.
4. Be descriptive about what projects you hope to engage in and how those will impact the community.
5. Give both of the supervisors and the intern a road map by which to navigate the quarter.
6. Allow the intern a way to hold themselves accountable for their own productivity, engagement and progress on the project.
7. Include an entry for the Service Speaks conference, if you are a Spring quarter intern.

Your timeline should not:

1. Be the same as last quarter’s timeline.
2. Lay out the same project as last quarter, but in different language.
3. Be non-descriptive. Allow it to sound as dynamic and engaging as your project is.
4. Simply include descriptions. Pair the Project Timeline above with more meaningful descriptions of the importance of this work and what you hope to achieve through it.
5. Be difficult to read. This is one of the premier internship programs at DePaul and your timeline, like the rest of your application, should look professional and readable.

6. Be a single sentence for each line. Each entry should be a minimum of two sentences, but no more than four.