*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 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)

**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 20:*

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

**May**

*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.
8. Be signed by both you and your supervisor.

*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.
7. Get turned in unsigned.
8. Be turned in separately from the rest of your application.