

Please download this form and complete using Adobe Reader or Adobe Acrobat; do not use Preview.

Internship Due Date Plan ~ Word and Sacrament



Name:

Pronouns:

Internship Site:

Internship Start Date:

Ending Date:

Fill in as completely as possible at this point and email this form to contexted@plts.edu by the end of your 2nd week of internship. Keep a copy for your records and put these dates on your calendar. Add additional dates as you learn new things. If you have questions, please ask; we are here to help.

Within the first two weeks (email to contexted@plts.edu)	Due Date
Arrival Form	
Date Plan (this document)	
By the end of the first month (email to contexted@plts.edu)	Due Date
Learning Service Agreement	
Preaching Schedule Form	
Book/Resource Declaration Form	
By the end of the second month (email to contexted@plts.edu)	Due Date
Internship Project Plan	
One month before end of internship (email to contexted@plts.edu)	Due Date
Internship Project Review Paper	
Book/Resource Reflection Form	
Quarterly Evaluations (email to contexted@plts.edu & your candidacy committee)	Due Date
3 month (intern and supervisor only)	
6 month (lay committee, intern, and supervisor)	
Final Evaluation* (lay committee, intern, and supervisor)	
Final Evaluation Update** (lay committee, intern, and supervisor)	

* The Final Evaluation is completed at ~ the 9 month mark when the summary paragraphs are due to PLTS (see next page)

** The Final Evaluation Update is completed at the end of internship to provide updates to the evaluations done at the 9-month mark.

Other Important Dates

Workshops	Date
Workshop: Writing the RMP and the First Call Process	12 October 2023 1:00-3:00pm PT
Workshop: Writing the Approval Essay	2 November, 2023 1:00-3:00pm PT
Workshop: Portico Benefits	
Workshop: Clergy Taxes	
Candidacy & First Call	Date
<p><i>*The Form D and Summary Recommendation Form dates below are based on you meeting with your candidacy committee no earlier than June 2023. If your candidacy committee has you scheduled for Approval earlier than June 2023, be in touch with the Associate Dean's Office as soon as you know this to set dates appropriate to your schedule.</i></p>	
Approval meeting with Synod Candidacy Committee or panel	
Date for Faculty Review Panel meeting (<i>Dr. Veen will be in contact with you about this in late fall</i>)	
Rostered Minister Profile (RMP) due to synod office (<i>contact your synod office for the date</i>)	
ELCA First Call Form due to synod office (<i>contact your synod office for the date</i>)	
Approval paperwork due to candidacy committee (<i>typically, one month before meeting with candidacy committee or panel</i>)	
Approval Essay emailed to faculty advisor (<i>typically, at least 2 weeks prior to faculty panel</i>)	
Form D release form due (<i>you'll receive this from Dr. Veen</i>)	Due 26 April, 2024
Summary Recommendation Form Due (<i>email to contexted@plts.edu</i>)	Due 26 April, 2024
Zoom Site visits	Date
<p><i>you'll receive emails in the fall and spring, and you'll be responsible for scheduling using Pr. Katy's Calendly</i></p>	
Date and time for Fall site visit in November	
Date and time for Spring site visit in May	

*Send this form by email to
contexted@plts.edu
by the end of your second week of internship.*