

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

Internship Due Date Plan ~ Word and Service



Name: Pronouns:

Internship Site: Congregation:

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 Due | |
| 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) <i>depending on the length of your internship you may not complete all of these</i> | Due Date |
| Check-in evaluation (intern and supervisor only) | |
| Midterm evaluation (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 time 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 previously.

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 inviting you to schedule the meeting using Pr. Katy's Calendly - you are responsible for coordinating with your supervisor and lay committee</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.*