TEEM
INFORMATIONAL GUIDE

TEEM: Theological Education for Emerging Ministries
A Program of the Western Mission Cluster of the ELCA

Pacific Lutheran Theological Seminary of
California Lutheran University
2770 Marin Ave Berkeley, CA 94708
THEOLOGICAL EDUCATION FOR EMERGING MINISTRIES

INFORMATIONAL GUIDE

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Welcome by Dean Bloomquist

On behalf of Pacific Lutheran Theological Seminary, which now is a part of California Lutheran University, I welcome you as you consider and hopefully begin participating in the Theological Education for Emerging Ministries (TEEM) program.

The TEEM certificate program is at the forefront of the challenges and emerging horizons that theological education needs to face and engage --- intentional theological work that takes seriously and engages the actual contexts in which ministry already is occurring, in a variety of diverse settings. We especially value that this program has opened the possibility of theological education for those who otherwise might not have such opportunities, and hope that the learning students begin during this program will continue throughout the rest of their ministries.

The pedagogies, mentorships and formation of cohorts modeled in this program are exemplary of what increasingly needs to occur throughout theological education. As Dr. Moses Penumaka, has said, TEEM is a new way of learning together as a church. It is a pedagogy of the church --- of deepening what it means to be the church active in local settings, for the sake of the world. The overall programs of PLTS are learning much from the TEEM program and students who are a part of it. As a TEEM student, you will be considered a part of the PLTS family.

Initiated and supported through the ELCA, and coordinated at PLTS, the TEEM program for some years has been carried out in collaboration with Luther Seminary, and now with further collaborations with faculty from Thousand Oaks, Atlanta, Indianapolis, and elsewhere. It is a movement that is spreading. We look forward to welcoming you into this movement for the sake of God’s church!

Peace and blessings,

Karen Bloomquist

The Rev. Dr. Karen L. Bloomquist, Dean of PLTS

July 2014
Welcome by the Director

Welcome to the Theological Education for Emerging Ministries (TEEM) Program of the Pacific Lutheran Theological Seminar (PLTS) of California Lutheran University (CLU) of the Evangelical Lutheran Church in America [ELCA]. This program is in collaboration with Luther Seminary, Lutheran Center in Atlanta, and the Church Divinity School of the Pacific. The TEEM is an academic, intensive, practical, and interactive program. It is a vital part of the theological education. Whether you are a student, mentor, church leader, or other ministry partner, you will find the detailed information you need in this guide.

We are delighted to have you in the TEEM program, and we are proud of our TEEM alumni who demonstrate the value of this program for our church and for the world.

If you are a prospective or new student, you will find this academic, professional program to be enriching and rewarding. You will experience a powerful sense of community with your classmates, and find that your time in the program is not only an intense educational experience in a unique and diverse learning environment, but also a time to recharge for facing the challenges of your ongoing ministry. You also will find support in your professors, who are open to communication with you between classes, and in your mentor, who will serve as an example and guide throughout your time in TEEM.

If you are a mentor, a bishop or other church leader, thank you for your support and for the difference you are making for the future of this church. We are looking forward to a continuing partnership with you.

Moses Penumaka

Rev. Dr. Moses Paul Peter Penumaka
The Director
Theological Education for Emerging Ministries
FALL 2014
INTRODUCTION

This Informational Guide is intended for anyone wishing to learn more about the TEEM program as it is offered at Pacific Lutheran Theological Seminary in collaboration with Luther Seminary.

The first four pages of the main text (pages 3-6) reprint the description of TEEM from the ELCA Candidacy Manual. Pages 7-12 explain how TEEM is designed for the WMC. After that are examples of basic forms and academic schedules and syllabi used by the program: These are examples only, not intended for use by TEEM students or mentors.

For further information about TEEM, please contact one of the two offices below:

At Pacific Lutheran Theological Seminary, Berkeley, CA
Please call Student Assistant at (510) 559-2703 or the Director at (510) 559-2723
Email nsarras@plts.edu or mpenumaka@plts.edu

At Luther Seminary, St. Paul, MN
Please call the office of the Dean Craig Koester or email ckoester@luthersem.edu

At Lutheran Theological Center in Atlanta, GA
Please call the office at 404-614-6328 or email ltcaadmin@itc.edu
TEEM: THEOLOGICAL EDUCATION FOR EMERGING MINISTRIES

TEEM is a program of the ELCA, instituted primarily in order to provide ordained leadership for particular ministry needs of this church. The official ELCA description of TEEM is included in the following several pages.

Theological Education for Emerging Ministries

(ELCA Candidacy Manual, Page B8 to B11) Theological Education for Emerging Ministries (TEEM) is a program by which the Evangelical Lutheran Church in America responds to the missional needs of the church. The program takes into consideration the leadership gifts, ministry skills, cultural learning styles/experiences and/or age of a candidate when establishing expectations and requirements for preparation as an ordained minister in this church. TEEM reflects this intention as described in several documents of the ELCA, including the ELCA constitution (7:31.14), the Study of Ministry (1993), the Study of Theological Education (1993; 1995), and the ELCA’s Plan for Mission (2003) adopted by the Church wide Assembly.

TEEM candidates are people who have completed the Candidacy Application Process, including the required Background Check, received a positive Entrance Decision from their synod Candidacy Committee, have been recommended by their synod bishop, and have been accepted into the program by the Division for Ministry (now the Vocation and Education Unit [VE]). As the church accompanies TEEM candidates through their preparation process, regular and open communication among partners is encouraged.

Candidates accepted into the TEEM program will prepare to meet the opportunities for ministry in the 21st century in emerging ministries, or ministry settings that are without ordained pastoral leadership.

All steps of the Candidacy Process must be completed (Entrance, Endorsement, and Approval) by every candidate accepted into the TEEM program.

A. Identifying TEEM Settings and Candidates

1. The Role of the Synod

Synod bishops have primary responsibility for recommending people who may be suitable for the TEEM program, as well as providing ongoing oversight of any TEEM candidate’s preparation process. The recommendation describes the specific ministry site where the individual will serve.

An ethnic community or church wide unit may assist the bishop in identifying a person who meets the criteria established for TEEM ministry. Those identified may include a lay mission developer already employed by the church, a person serving in an emerging ministry, or a person able to serve in a ministry setting without ordained pastoral leadership.
2. Settings for Ministry

Emerging ministries and ministry settings without ordained pastoral leadership are without exception Word and Sacrament communities. An emerging ministry may be a new start or a re-development site that responds to the multicultural and evangelical outreach opportunities in the synod.

A congregation that has been without ordained pastoral leadership for an extended time may also be an appropriate setting for a TEEM-prepared candidate. These ministry settings include ethnic specific, multicultural, rural, inner city, and ministry with deaf communities.

3. Criteria for Candidates

A person recommended for TEEM must be an active member of an ELCA congregation for a minimum of one year, in order to inform an understanding of the ELCA. The following criteria are to be considered for acceptance into the TEEM program:

A. Discernment of a call to ordained ministry within an ethnic-specific, multicultural, deaf, urban or rural ministry setting.
B. Prior ministry experience and a passion for mission within the context of the ELCA.
C. Exceptional leadership skills.
D. Normally, age 40 or older.

B. TEEM Program Steps in Candidacy

As part of the Candidacy Process, the following components are included:

1. Initial Interview Panel

For applicants being considered for the TEEM program, the Initial Interview is conducted by a panel. At least one member of the Candidacy Committee and the bishop serve on this panel. If the prospective candidate is a person of color, a representative from her or his ethnic community is invited to participate. The committee member leads the interview and then completes the initial interview report form, including a recommendation for the TEEM program.

The Initial Interview Panel will explore the applicant's call to ordained ministry and assess whether the person meets the criteria established for admittance into the TEEM program.

The panel will assist the applicant in understanding the process for entering into candidacy in the ELCA, including the expected timelines. The panel also will explain requirements for entrance, including a Background Check, a Psychological Evaluation, a Release Form and other components.
2. Entrance

A person who receives a positive recommendation from the Initial Interview Panel, completes the Psychological Evaluation, the Background Check, and all other application requirements, is scheduled for an Entrance Interview with the Candidacy Committee.

3. Acceptance into TEEM by the Division for Ministry

Following a positive Entrance Decision, the synod sends a copy of the complete Candidacy file to the Vocation and Education Unit (i.e., VE), along with a letter of recommendation from the bishop that identifies the specific ministry site for the candidate. The Vocation Unit acts on the synod's request. Written notification of the TEEM Committee's decision will be sent to the synod bishop.

Candidates not admitted into TEEM may continue in candidacy and may choose to complete their educational requirements in a Master of Divinity program at a seminary.

4. Competencies Assessment Panel (CAP)

After a candidate has been accepted into the TEEM Program, the Vocation and Education Unit (i.e., VE) in consultation with the candidate's synod and an ELCA seminary, will convene a Competencies Assessment Panel.

Members of the Competencies Assessment Panel include:

1. Two ELCA seminary faculty members who have received the appropriate orientation and training (appointed by the seminary dean).
2. The bishop's designated staff person and/or a member of the synod Candidacy Committee.
3. A Vocation and Education Unit (i.e., VE) representative.
4. For people of color, a representative from their ethnic community.
5. For lay mission developers contracted by the synod, the area Mission Director.

The Competencies Assessment Panel will explore with the candidate her or his understanding of Lutheran theology and commitment to the teachings of this church. Based on this assessment, a plan of study will be developed that strengthens the basic competencies needed for ministry and mission in this church.

Competencies for Ministry and Mission Examined by the CAP or TRP

For all TEEM students the review of CAP and any other candidates desiring to be the roster of ELCA of the review of TRP (Theological Review Panel) is crucial. CAP or TRP's evaluation of a candidate's competency for ordained ministry includes assessment of an understanding of Lutheran identity as witnessed within the candidate's context, as well as an ability to integrate the basic competencies necessary for ordained service in the ELCA.
Those include:

1. Biblical knowledge and understanding
2. Basic understanding of theology/ethics
3. Knowledge of Christianity in the United States
4. Ability to understand and communicate the teachings of the Lutheran church
5. Evangelism/stewardship/worship
6. Pastoral care skills
7. Knowledge of ELCA church polity and ecclesiology

The Competencies Assessment Panel may consult with other partners to assist the candidate in identifying existing programs and resources available for meeting the requirements established by the panel. The program selected for the candidate will embrace the literary and religious contributions from the candidate's own culture as well as reflect the rich diversity that exists in the church today. **With seminary approval, some courses may provide academic credits to be applied later towards a seminary degree program.**

5. **Supervised Clinical Ministry**

Clinical Pastoral Education (CPE) continues to be an important model for the development of pastoral care skills for ministry, and is expected of all candidates seeking ordination. When the ministry being served would be negatively affected by the candidate's absence, the Candidacy Committee may explore alternative programs that provide for the development of these pastoral care skills.

6. **Endorsement**

At the appropriate time, the Candidacy Committee will schedule an Endorsement Interview with the candidate. This is typically scheduled at about halfway through the preparation process.

7. **Internship**

The Candidacy Committee, in agreement with the candidate's Theological Review Panel, will determine the timing and nature of the internship. When the ministry served would be negatively affected by the candidate's absence, an alternative internship model that provides a supervised learning opportunity at the candidate's ministry site is preferable. All internship supervisors should receive appropriate supervisory training from the seminary.

8. **Seminary Residency**

TEEM is an exceptional action-reflection educational model that requires a candidate to serve in a ministry site during the program of preparation. Synod Candidacy Committees
may exempt TEEM candidates from part or the entire one-year normal seminary residency program when the ministry would be negatively affected by the candidate's extended absence and when the goals of residency can be met by other means.

9. Approval and Assignment

Upon successful completion of the candidate's program of study, the Theological Review Panel acts on behalf of the seminary faculty in making an Approval recommendation to the Candidacy Committee. The candidate's TRP reconvenes, meets with the candidate, and makes a recommendation to the Candidacy Committee. The Candidacy Committee follows the regular approval process. TEEM candidates participate in the Church wide Assignment Consultation and are administratively assigned to the synod which has already identified a ministry setting. Forms and guidelines are available at www.elca.org/sr

The TEEM Program of the Pacific Lutheran Theological Seminary and the Luther Seminary, St. Paul, MN.

The TEEM program offered by PLTS and LS of the ELCA meets the "competencies for ministry and mission" and "residency" expectations of the ELCA, and assists the candidate's movement through the related supervisory and evaluation processes. The candidate is enabled to meet the requirements of the ELCA. Furthermore, in order to address the needs of the students' ministerial contexts and to enable them to become effective leaders in the church and community, the teaching-learning process of the PLTS is based on the following four perspectives: Lutheran identity, multiculturalism, public sphere, and religious pluralism.

Instruction takes place during two concentrated weeks at PLTS Berkeley, CA and one concentrated week at Luther Seminary, St. Paul, MN during the year, along with a sustained mentor-student relationship. Three years of coursework, plus internship and Clinical Pastoral Education [CPE] as prescribed by the CAP and Synod Candidacy Committees, constitute the normal curriculum. This educational design facilitates a call to the vocation of ministry or employment, normally in a ministry site to which the student will be called upon completion of the program.

Getting Started

The prospective student may contact the TEEM Office at any time for information about the program. However, the process for officially entering **TEEM always begins with an invitation for conversation with the prospective student's bishop.** With the bishop's positive recommendation, the candidacy committee of the synod then meets to decide the prospective student’s entrance. Finally, the prospective student must be approved by the ELCA's Vocation and Education [V&E) Unit. The V&E Unit notifies the prospective student's Synod Bishop of its approval, and a copy of that letter is sent to the TEEM Director.
As soon as the prospective student has been entranced, he or she is strongly encouraged to contact the TEEM Office so that the director and the synod together may select a suitable mentor, and planning may begin for the student's first class in the FALL which normally takes place in the 2nd week of October.

**Seminary Affiliation**

Students in the TEEM Program "affiliate" with ONE of the ELCA seminaries -- Pacific Lutheran Theological Seminary, Luther Seminary, or Lutheran Theological Center in Atlanta. Affiliation means that you have designated yourself a student of one of the seminaries. It allows you to receive a certificate of completion of the TEEM Program from that seminary, and to become a TEEM alumnus of that institution. *The seminary you choose is solely your decision. Please know that your choice for affiliation will not have any bearing on tuition and fees, financial support, curriculum, or the length of the program.* Please indicate your choice of affiliation to the TEEM Director at the first class session.

**TEEM Curriculum and Calendar**

The current TEEM curriculum consists of 16 courses and four workshops, covering the basic areas that comprise preparation for ordained ministry, i.e., biblical, theological, historical, practical, and pastoral studies. The student normally takes 5 courses per year. Following is an example of the specific courses that one can expect to be offered:

Courses: The first 3 courses are considered fundamental, and normally are taken in sequence. The order of the remaining courses is to be arranged. [Please consult the TEEM website.]

- Introduction to the Old Testament
- Introduction to the Gospels and the New Testament
- Old Testament Prophets
- Pauline Epistles
- Pastoral Care/Counseling
- Church History
- Preaching I and II
- Christian Education
- Systematic Theology I and II
- Lutheran Confessions (Lutheran Heritage and Reformation Theology)
- Ministry in Context: Rural and Urban
- Ethics
- Ministry of Word and Sacrament
- Major World Religion
Workshops:
  Evangelism
  ELCA Polity
  Youth Ministry
  Stewardship

Language Needs

Individual language needs will be explored with the student, with the intent of enhancing his or her academic performance. Mentors play a very important role in helping the students to articulate theological concept in authentic, meaningful, and relevant way

Internship

Internship is a period of concentrated involvement in ministry under pastoral supervision and supported by a congregational internship committee. Normally, a TEEM internship will be a maximum of twelve months in length. Because most TEEM students have prior experience in pastoral ministry or are preparing for a very specialized ministry, the Teem internship is designed to meet each student's special needs.

The internship design should be based on the recommendations of the Candidacy Committee and the Competencies Assessment Panel (CAP) in consultation with the TEEM Director. Please refer to the information contained in the TEEM Internship Manual. There you will find a Seminary Training Experience Profile [STEP] to assist you in determining appropriate goals for the internship, as well as evaluation forms for interns, supervisors, and internship committees. In addition, there is a description of the hoped-for relationship between the supervisor and the intern; recommendations for supervisory meetings; and a description of ministry areas that will be assessed in the final evaluation.

Students about to begin internship must fill out and return to the TEEM Director one month prior to the beginning of the internship the "General Information for TEEM Internship Form," as well as the "Goals for TEEM Internship Form," both of which are contained (with full explanations) in the TEEM Internship Manual.

Clinical Pastoral Education [CPE]

The length of CPE is normally either three months full-time or six months part-time. Again, the Candidacy Committee and the TRP recommend the specifics of timing, content, and location for a particular candidate's fulfilling of CPE. For information and directory needs, visit: www.acpe.edu. Students about to begin CPE must fill out and return to the TEEM Director (one month before the start) a `CPE General Information Form' (obtainable from the TEEM Office) that notes the site and the supervisor's contact information, etc... Upon completion, the student should request the CPE Supervisor to send a report to the WMC TEEM Office and the student's synod office.
Timeline of the Class Sessions

Classes are held on the PLTS campus in October and January and at Luther Seminary in June. Normally, the class sessions are held for one full week. The student typically takes two classes and at least one workshop.

Approximately three months prior to each class session, students are emailed course syllabi and book lists. At the same time, students are emailed information regarding registration, payment of tuition, housing, and meals. Students make their own arrangements for travel to the assigned site for classes. The seminaries can assist with information on housing, either on campus or in local hotels.

The compact course schedule assumes preparation prior to the class sessions, as well as work following the classes. Students read texts and write responses to study questions prepared by the professor, in consultation with their Mentors, beginning about 3 months before the class sessions, and are assigned a paper or other project to be submitted 4 to 6 weeks following the sessions, again working with their Mentors. Coursework thus continues year-round.

Policies and Procedures

The TEEM Director: The TEEM Director administers the program, and s/he or his/her designate is a member of all CAPs.

The TEEM Office: The TEEM Office coordinates all procedures [class registration and syllabi, housing and meals, recording of grades, etc.] under the guidance of the Director. Questions about TEEM may be directed to the TEEM Office, or to the Director via the TEEM Office, at 2770 Mann Avenue, Berkeley CA 94708-1597, 510-559-2703 email at teem@plts.edu

Application and Admission: A positive entrance decision into TEEM granted by the Candidacy Committee constitutes complete admission into TEEM: No additional paperwork is required by the TEEM Office. The Office will be provided a copy of the student's application for candidacy by the synod.

Registration for Classes: After a new student has been approved for entrance into the TEEM program, the TEEM Office will contact the student and offer enrollment in the next academic year, which begins in October. The student's response to this action constitutes 'registration.' At the end of each class session, continuing students will be contacted and sent course syllabi for the next session. However, any student who is delinquent in any financial obligation to the PLTS not be permitted to continue in the program unless an arrangement for clearing such obligation has been made with the Business Office at PLTS.
**Housing and Meals:** Reservations for on-campus meals and information about lodging also are arranged in advance by the TEEM Office, usually by email. Limited on-campus housing is assigned based on need, with preference given to first-time students. Students also are informed of off-campus housing possibilities.

**Tuition and Fees:** Tuition, lodging and meals fees are billed at the conclusion of each class session. Normally, tuition charged at the beginning of a student's program will continue at the same rate through the three years of course work. However, the PLTS reserves the right to raise or lower tuition based on the seminary’s Finance Committee’s direction.

**Financial Aid:** Students are encouraged to seek financial assistance from home congregations and their respective synods. Some financial aid also is available through the PLTS-TEEM program. Application forms are available upon request from the TEEM Office. The award of financial aid is based on need. The determination of need is made by the Director of the TEEM program, the Business Office Managers, and a member of the faculty who teaches regularly in the TEEM program. Awards usually are announced in the winter quarter of the academic year. The TEEM program also qualifies for educational benefits from the Veterans’ Administration [VA]. Information is available from the TEEM Office.

**Insurance:** Several insurance possibilities are available to TEEM students, which may be explored with the seminaries.

**Grades:** Instructors submit grades to the TEEM Office. A minimum grade of C is required for continuation in the program.

**Release Forms:** Students are asked to sign a Release Form, allowing the TEEM Office to report grades and other information relevant to the student's progress to the TRP and Candidacy Committee.

**Graduation:** Persons completing the TEEM program receive a Certificate of Completion during the respective seminary's Commencement held annually in the Spring. A graduation fee is payable prior to graduation. Graduates of the TEEM program become members of the respective Alumni/ae Associations.
The TEEM Mentor

In the 'three-legged stool' of student, faculty/staff and mentor — those persons who interact most regularly with the TEEM student -- the role of the mentor is key. The person chosen as mentor following consultation between the student's synod and the TEEM Director will have more contact and deeper ties with the student than anyone else administering or teaching in the program.

The Role of the Mentor and the Purpose of Mentoring

The role of the mentor is extremely important in the student's academic career and theological development, especially in the area of contextualizing the theology to meet the needs of the student's ministry setting.

- The role of the mentor is almost exclusively academic. In this capacity the mentor prepares the student for instruction and works with the student on the post-instructional assignment(s) given by the faculty. In order to achieve this, the mentor is expected to read all the required books and reading assignments and to follow the faculty's instruction for a given course.

- The purpose of mentoring is to offer encouragement and constructive criticism on all the works done by the student before and after instruction, and to ensure that quality educational assistance is made available to the student.

Thus, the mentor and the student should avoid using the mentoring sessions to discuss practical parish work, even if one or both parties might be desirous to do so. Discussion on practical parish ministry is not the primary focus and should take place outside the regular mentoring sessions. The mentor should meet the following expectations:

- He/she must be an ordained minister of the ELCA, usually with an MDiv or its equivalent and ideally with a minimum of five years of experience in ministry (two of which preferably are in the present setting). Particular situations, however, may allow for exceptions to these requirements.

- He/she must have a thorough understanding of and a strong commitment to the TEEM program of theological education.

- He/she must be nominated by the Bishop, and approved by his or her own congregational council or governing board. Final selection is made by the TEEM Director.

- It is highly desirable that he/she have some familiarity with the primary language of the student.
The mentor is expected to:

- Meet regularly with the student. It is expected that the mentor spend a minimum of two hours per week per course working with the student on his/her studies. [This timetable can be adjusted to suit both parties, particularly in cases where the distance between them is great. Nevertheless, meetings should take place on a regular basis.]
- Help the student to gain additional theological insights.
- Send a completed 'Mentor Evaluation Form' to the TEEM Director at the end of each class.
- Keep in close touch with the TEEM Director regarding any significant developments, changes or problems in the student's academic progress or personal situation.
Theological Education for Emerging Ministries [TEEM]

This is to authorize the TEEM Office to release the following documents to the Candidacy Committee, my mentor, the Competencies Assessment Panel [CAP], and the Vocation and Education Unit of the ELCA:

- Graded Assignments
- Grades/Evaluations from Professors
- Other relevant materials

Name: ____________________________________________

Please print or type

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Signature:

Date:
## Personal Information

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First session of enrollment in TEEM

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Financial Resources
If actual figures are not available, please make estimates to the best of your ability.

*Please attach a complete copy of your most recent federal tax return.*

**FAMILY INCOME for**
**previous year**

Taxable: _________ NonTaxable: _________

**ASSETS: (Student & Partner)**

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Please list outside scholarships/support from religious affiliations, private foundations or other organizations you will receive in 2007-2008. *

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*Please keep in mind that ALL scholarships must be reported to the WMC*

**Previous Colleges and Universities**

Please list all colleges and universities attended in the United States (whether you received financial aid or not) since graduation from high school and list the dates of attendance.

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Comments/Explanations
Briefly describe any extraordinary expenses or circumstances you believe are important in evaluating your application and attach supporting documents (i.e., a letter from your doctor regarding a medical condition, copy of Child Support Order).

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Student Debts
List your prior student loans and current consumer debts, etc. Please indicate lender and type (i.e., Stafford subsidized, unsubsidized, Perkins, Visa, etc.). Indicate total amount outstanding.

Student Loans

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Non-educational Debts (mortgage, credit card, car loan, etc.)

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This is the basic schedule for the TEEM Program classes at PLTS, October, 2014

Your financial aid award will be based on the results of your financial aid application and your estimated cost of attending this institution for the year shown. Accordingly, if there are any changes to your original application or in your estimated cost of attendance, we must recalculate your eligibility for aid and, if necessary, adjust your award.

When you accept financial assistance, you are agreeing to comply with the terms and conditions listed below and all applicable federal and state regulations:

- An award will be made in accordance with all current regulations and appropriations of the federal government, any state government and this institution. Further, this institution reserves the right to adjust or withdraw this award in the event of changes in policy, appropriation, or unintended error by the Financial Aid Office.
- Applications may be subject to U.S. Department of Education verification procedures. If required, you must provide verification documents requested by the Financial Aid Office in a timely manner. An award is subject to adjustment or cancellation if aid eligibility changes as a result of the verification process.
- In order to receive financial aid, satisfactory academic progress (as determined by this institution) must be maintained.
- Total financial aid cannot exceed the student budget. Therefore, if a student receives additional outside aid, the student’s institutional financial aid award may be adjusted.
- In cases of withdrawal or leave of absence before the end of a semester, awards will be adjusted in accordance with the refund policy stated in the most current institutional catalog as required by federal law. Any refunds due must be returned to aid sources as specified by federal law.

I agree to notify the TEEM Program:

- If my address changes at any time during the academic year.
- If my enrollment status changes below half-time or if I withdraw from school at any time during the academic year.
- If my marital status changes subsequent to the submission of my original financial aid application.
- If the amount and source of any additional financial aid or resource (employment, inheritance, scholarships etc.) I receive is not shown on my financial aid notification, I understand that if this additional aid/resource changes my aid eligibility, my award will be adjusted accordingly.

Print Name: ___________________________ Signature: ___________________________
Date: ________________________________
MENTOR'S EVALUATION FORM

[To be filled out after the student has completed the final course assignment]

Name of Student: _____________________________________________________________

Name of Mentor: ______________________________________________________________

Course Title: __________________________________________________________________

Date of Instruction: __________________________________________________________________

Date of Completion: __________________________________________________________________

Please describe the student’s pre-instruction preparation, and his/her post-instruction preparation for the final assignment for this course.

Issues facing you and your student in this course:

Suggestions, correctives to the attention of the program Director:

Frequency of Student/Mentor encounters: times per week, for hours each time

Signature of the Mentor ___________________________ Date______________________