Pacific Lutheran Theological Seminary

Internship – Assignment Due Dates Worksheet

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| Name: |  |

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| Internship Supervisor: |  |

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| --- | --- |
| Internship Site: |  |

Within the first two weeks of beginning the internship:

* Arrival Form due \_\_\_\_\_\_
* Stewardship Book Declaration Form due \_\_\_\_\_\_\_\_\_\_\_\_
* Due date plan sheet (copies to Context Ed office + Supervising Pastor) \_\_\_\_\_\_\_

By the end of the first month

* Learning Service Agreement due\_\_\_
* Preaching Schedule\_\_\_\_\_\_\_

By the end of the second month

* Internship Project Plan due\_\_\_\_\_\_\_

Quarterly Evaluations

* End of 3rd month (Sup and Int only)
* End of 6th month (Sup, Lay Comm, and Int)
* End of 9th month (Sup, Lay Comm, and Int)
* End of internship + ELCA Final Evaluation forms (Sup, Lay Comm, and Int)

Summary Recommendation Form due for Faculty Approval Recommendation Vote – 4/23/2021

Two months before the end of the internship

* Stewardship Book Reporting Form due

One month before the end of the internship

* Internship Project Review Paper due