

Internship Due Date Plan ~ Word and Sacrament (Winter 2026 start)



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 Due	

One month before end of internship (email to contexted@plts.edu)	Due Date
Internship Project Review Paper	
Book/Resource Reflection Form	

Quarterly Evaluations (based on a 12 month internship) (email to contexted@plts.edu & your candidacy committee)	Due Date
3 month Evaluation (intern and supervisor only)	
6 month Evaluation (lay committee, intern, and supervisor)	
9 month mark: Summary Recommendation Paragraphs* (lay committee, intern, and supervisor)	
Final Evaluation** (lay committee, intern, and supervisor)	

* use the Final Evaluation as a guide to have the conversations you need to write the Summary Recommendation Paragraphs

** You may use/edit the paragraphs you wrote at the 9 month mark

Other Important Dates

Workshops	Date
<i>*you are welcome to join these workshops before internship begins; they will be recorded and available on Moodle and we can set up a late Spring/early summer Zoom to talk these over and answer questions, if that would be helpful.</i>	
Workshop: Writing the RMP and the First Call Process	Thursday, October 9, 2025 1:00-3:00pm PT
Workshop: Writing the Approval Essay	Thursday, November 6, 2025 1:00-3:00pm PT
Workshop: Portico Benefits	TBD: April/May

Candidacy & First Call	Date
<i>*The Form D and Summary Recommendation Form dates can be determined in consultation with the Director of Contextual Education once you know when your Approval meeting with your Candidacy Committee is scheduled. The sooner you can find out that last piece, the sooner we can get the other dates set.</i>	
Approval meeting with Synod Candidacy Committee or panel	
Date for Faculty Review Panel meeting (Pr. Katy or Renee will be in contact with you about this in late Spring)	
Rostered Minister Profile (RMP) due to synod office (contact your synod office for the date)	
ELCA First Call Form due to synod office (contact your synod office for the date)	
Approval paperwork due to candidacy committee (typically, one month before meeting with candidacy committee or panel)	
Approval Essay emailed to faculty advisor (typically, at least 2 weeks prior to faculty panel)	
Form D release form due (you'll receive this from Pr. Katy or Renee)	
Summary Recommendation Form Due (email to contexted@plts.edu)	

Zoom Site visits	Date
<i>you'll receive emails in the fall and spring, and you'll be responsible for scheduling using Pr. Katy's Calendly</i>	
Date and time for Spring site visit in April/May	
Date and time for Fall site visit in October	

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