

## Internship Due Date Plan ~ Word and Service



Name:

Pronouns:

Congregational Site:

Non-Congregational Site:

Internship Start Date:

Ending Date:

*Fill in as completely as possible at this point and email this form to [contexted@plts.edu](mailto: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](mailto:contexted@plts.edu))

#### Due Date

Arrival Form	
Date Plan (this document)	

### By the end of the first month

(email to [contexted@plts.edu](mailto:contexted@plts.edu))

#### Due Date

Learning Covenant (ELCA Form)	
Preaching Schedule Form	

### By the end of the second month

(email to [contexted@plts.edu](mailto:contexted@plts.edu))

#### Due Date

Internship Project Plan Due	
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### In last month of Internship

(email to [contexted@plts.edu](mailto:contexted@plts.edu))

#### Due Date

Internship Project Review Paper	
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### Evaluations

(email to [contexted@plts.edu](mailto:contexted@plts.edu) & your candidacy committee)

#### Due Date

Check-in evaluation (intern and supervisor only) – <i>end of 1<sup>st</sup> month</i>	
Midterm evaluation (lay committee, intern, and supervisor)	
Final Evaluation (lay committee, intern, and supervisor)	

## Other Important Dates

Workshops	Date
Workshop: Writing the RMP and the First Call Process	Thursday, March 12, 2026 9:00-10:30 am PT on Zoom
Workshop: Writing the Approval Essay	Tuesday, May 12, 2026 1:00-2:30 pm PT on Zoom
Workshop: Portico Benefits <i>(if you are contemplating a congregational or ELCA institution call)</i>	Wednesday, April 29, 2026 9:00-10:30am PT on Zoom

Candidacy & First Call	Date
Approval meeting with Synod Candidacy Committee or panel	
Date for Faculty Review Panel meeting in Fall 2026 <i>(PLTS will be in contact with you about the makeup of this around March)</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 to PLTS Office of Contextual Education <i>Needed before full faculty consideration of Form D)</i>	

ELCA Regional Retreat	Dates
Location:	

Zoom Site visit(s)	Date
<i>you'll receive emails inviting you to schedule the meeting using Pr. Katy's Calendly – you are responsible for coordinating with your supervisor(s) and lay committee</i>	
Date and time for Spring Zoom site visit	
Date and time for Summer Zoom site visit	

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