

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 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	

In last month of Internship (email to contexted@plts.edu)	Due Date
Internship Project Review Paper	
Book/Resource Reflection Form	

Evaluations (email to contexted@plts.edu & your candidacy committee)	Due Date
Check-in evaluation (intern and supervisor only) – end of 1 st month	
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 (if you are contemplating a congregational or ELCA institution call)	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 (PLTS will be in contact with you about the makeup of this around March)	
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 to PLTS Office of Contextual Education Needed before full faculty consideration of Form D)	

ELCA Regional Retreat	Dates
Location:	

Zoom Site visit(s)	Date
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	
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.