

Please download this form before filling it out.
Then complete the form using Adobe Reader or Adobe Acrobat; do not use Preview.

Date Plan Sheet

Word and Sacrament Internship

Name:

Pronouns:

Internship Site:

Starting Date:

Ending Date:

This form is for your use, and our offices', to track dates when internship and candidacy assignments are due. Fill in the front side and those dates now known on the back, 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 and send them in 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 Sheet (this document)	

By the end of the First Month (email to contexted@plts.edu)	Due Date
Learning Service Agreement	
Preaching Schedule Form	
Book 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	

Quarterly Evaluations (email to contexted@plts.edu & your candidacy committee)	Due Date
3 month (<i>intern and supervisor only!</i>)	
6 month (lay committee, intern, and supervisor)	
Final Evaluation (lay committee, intern, and supervisor)	
Final Evaluation Update (lay committee, intern, and supervisor)	

Other Important Dates to be on top of

	Date
**Faculty Review Panel meeting <i>(Set date with your advisor.)</i>	
**Workshop: Writing the Approval Essay	
**Workshop: Writing the RMP	
**Workshop: First Call Process	
RMP due to synod office <i>(Check with your synod office for the date.)</i>	
*Approval Essay emailed to contexted@plts.edu	Due March 15, 2022
**Approval meeting <i>(Set date with your Candidacy committee.)</i>	
***Approval paperwork due to Candidacy committee	
*Summary Recommendation Form emailed to PLTS <i>(Content will be from Intern, Supervisor, and Lay Committee Chair.)</i>	Due April 29, 2022
*ELCA FERPA form and Form D release forms due	Due April 29, 2022
**Date and time of virtual site visit in November	
**Date and time of virtual site visit in March	

*The pieces having to do with Approval are based on a June Approval date (or later). If your candidacy committee has you scheduled for Approval earlier than June 2022, be in touch with the Associate Dean's Office as soon as you know this to set dates appropriate to your schedule.

**There will be communication in Fall 2021 about these dates.

***View Dr. Veen's powerpoint to know what needs to be included.

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