

First Year Portfolio Checklist

(Student to Keep Updated for Student Assessment Interview)

Student Name _____

Facilitator's Name _____ Interviewed Date: _____

Dates	Item to be Completed	Done
Aug. 15	1st Yr Orientation and Summer Book Group Discussion	
Aug. 21-23	1stYr Orientation Friday August 21st at 7:15 pm Cont'd	
	Class attendance and punctuality	
Sept. 11	August Monthly Integration Paper Due	
Sept. 11-13	Class attendance and punctuality	
	1st Year Internship Preparation: Review all forms; contact potential Internship Supervisor	
Oct. 09	September Monthly Integration Paper Due	
Oct. 09-11	Class attendance and punctuality	
	1st Year students to inform Class Facilitator of Selected Internship Area	
	1st Year selection of Spiritual Director if applicable	
	Monthly Spiritual Direction	
Nov. 06	October Monthly Integration Paper Due	
Nov. 6-8	Class attendance and punctuality	
	1st Year Internship Goals & Objectives Form	
	Monthly Spiritual Direction	
	Bring your Portfolio Binder to your Mid Assessment interview	
Dec. 04	November Monthly Integration Paper Due	
Dec. 4-5 NO SUNDAY CLASS	Class attendance and punctuality	
	Monthly Spiritual Direction	
	Advent Liturgy and Christmas Dinner	
Jan 08	December Monthly Integration Paper Due	
Jan. 8-10	Retreat attendance and punctuality	
	Monthly Spiritual Direction	
Feb. 05	NO Monthly Integration Paper Due for January Retreat	
Feb. 5-7	Class attendance and punctuality	
	Monthly Spiritual Direction	
Mar. 05	February Monthly Integration Paper Due	
Mar. 5-7	Class attendance and punctuality	
	Monthly Spiritual Direction	

Dates	Item to be Completed	Done
April 09	March Monthly Integration Paper Due	
April 9-11	Class attendance and punctuality	
	Monthly Spiritual Direction	
	1st Year Internship completion and evaluations forms due	
	End of the year evaluations due: Pastor, Mentor, Student Self and Program Evaluation forms,	
April 30th	April Monthly Integration Paper Due	
April 30 th - May 1 st NO SUNDAY CLASS	Class attendance and punctuality	
	End-of-Year Dinner party	
May 22	Annual Commissioning Mass 12:30pm	
By End of 1st Year	Certification as Lector/Reader	
By End of 2 nd Year	Certification as Minister of the Sick Training	
	Certification as Minister of Holy Communion	
	Completed Portfolio	

Dates	Sunday Prayer Responsibilities	Remarks
	Sunday Class Prayer Responsibilities:	
	Presiding	
	Reading (Lector)	
	Environment	

Dates	Community Responsibilities	Remarks
	Serve as ministers of hospitality at the Commissioning Mass and assist in Reception held afterwards.	