

First Year Portfolio Checklist

(Participant to Keep Updated for Mid Assessment Interview)

Participant's Name _____

Facilitator's Name _____ **Interviewed Date:** _____

Dates	Item to be Completed	Done
Aug. 13	1 st Yr Orientation	
Aug. 19-21	Friday August 19th	Chapel
	7:15 PM -Welcoming Students & Introduction of Friday Evening Series	
	Attendance and punctuality	
	Class Assignment:	
	September CLEM Weekend	
Sept. 09-11	Attendance and punctuality	
	1 st Year Internship Preparation: Review all forms; contact potential Internship Supervisor	
	Class Assignment:	
	October CLEM Weekend	
Oct. 07-09	Attendance and punctuality	
	1 st Year students to inform Group Facilitator of Selected Internship Area	
	Class Assignment:	
	November CLEM Weekend	
Nov. 04-06	Attendance and punctuality	
	1 st Year Internship Goals & Objectives Form	
	Quarterly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Bring your Portfolio Binder to your Mid Assessment interview	
	Class Assignment:	

Dates	Item to be Completed	Done
	December CLEM Weekend	
Dec. 09-10 NO SUNDAY CLASS	Attendance and punctuality	
	Advent Liturgy and Christmas Dinner	
	Class Assignment:	
	January CLEM Weekend	
Jan. 13-15	Retreat attendance and punctuality	
	February CLEM Weekend	
Feb. 03-05	Attendance and punctuality	
	Quarterly Parish Mentor Meeting-Feedback form completed and returned to San Pedro Center.	
	Class Assignment:	
	March CLEM Weekend	
Mar. 09-11	Attendance and punctuality	
	Class Assignment:	
	April CLEM Weekend	
April 13-15	Attendance and punctuality	
	1 st Year Internship completion and evaluations forms due	
	End of the year evaluations due: Pastor, Mentor, Student Self and Program Evaluation forms,	
	Class Assignment:	
	May CLEM Weekend	
May: 04-05 NO SUNDAY CLASS	Attendance and punctuality	
	End-of-Year Dinner party	
June 02, 2012	Annual Commissioning Mass 11:00am	
	Serve as ministers of hospitality at the Commissioning Mass and assist in Reception held afterwards.	
By End of 1st yr	Certification as Lector/Reader	
By End of 2 nd Yr	Certification as Minister of the Sick Training	
	Certification as Minister of Holy Communion	
	Completed Portfolio	