

## Second 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. 21-23	<b>2<sup>nd</sup> Yr Orientation Friday August 21st at 7:15 pm</b>	
	2 <sup>nd</sup> Yr students Summer Book Reading Group Discussion during orientation	
	<b>Student, Pastor, and Parish Mentor Agreement Due</b>	
	Class attendance and punctuality	
<b>Sept. 11</b>	<b>August Monthly Integration Paper Due</b>	
Sept. 11-13	Class attendance and punctuality	
	<b>2<sup>nd</sup> Year Internship Preparation:</b> Review all forms; contact potential Internship Supervisor	
<b>Oct. 09</b>	<b>September Monthly Integration Paper Due</b>	
Oct. 9-11	Class attendance and punctuality	
	<b>2<sup>nd</sup> Year</b> students to inform Class Facilitator of Selected Internship Area	
	Monthly Spiritual Direction	
<b>Nov. 06</b>	<b>October Monthly Integration Paper Due</b>	
Nov. 6-8	Class attendance and punctuality	
	<b>2<sup>nd</sup> Year Internship Goals &amp; Objectives Form</b>	
	Monthly Spiritual Direction	
	<b>Bring your Portfolio Binder to your Mid Assessment interview</b>	
<b>Dec. 04</b>	<b>November Monthly Integration Paper Due</b>	
Dec. 4-5 <b>NO SUNDAY CLASS</b>	Class attendance and punctuality	
	Monthly Spiritual Direction	
	<b>Advent Liturgy and Christmas Dinner</b>	
<b>Jan 08</b>	<b>December Monthly Integration Paper Due</b>	
Jan. 8-10	<b>Retreat</b> attendance and punctuality	
	Monthly Spiritual Direction	
Feb. 5-7	<b>NO MONTHLY INEGRATION PAPER DUE FOR JANUARY RETREAT</b>	
	Class attendance and punctuality	
	<b>2<sup>nd</sup> Year</b> Workshop for Third Year Project	
	Monthly Spiritual Direction	
<b>Mar. 05</b>	<b>February Monthly Integration Paper Due</b>	
Mar. 5-7	Class attendance and punctuality	
	Monthly Spiritual Direction	

Dates	Item to be Completed	Done
<b>April 09</b>	<b>March Monthly Integration Paper Due</b>	
April 9-11	Class attendance and punctuality	
	Monthly Spiritual Direction	
	<b>2<sup>nd</sup> Year Internship completion and evaluations forms due</b>	
	<b>End of the year evaluations due:</b> Pastor, Mentor, Student Self and Program Evaluation forms,	
<b>April 30th</b>	<b>April Monthly Integration Paper Due</b>	
April 30- May 1 <sup>st</sup>	Class attendance and punctuality	
	<b>End-of-Year Dinner party</b>	
<b>NO SUNDAY CLASS</b>		
<b>May 22</b>	Annual Commissioning Mass 12:30pm	
<b>June 11</b>	<b>3<sup>rd</sup> Year Project Goals &amp; Objectives Form Due</b>	
By End of 2 <sup>nd</sup> Year	Certification as Minister of the Sick Training	
	Certification as Minister of Holy Communion	
	Certification as Lector/Reader	
	Completed Portfolio	

Dates	Prayer Responsibilities	Remarks
	<b>Friday Night Prayer</b>	
	Presider	
	Reading (Lector)	
	<b>Sunday Class Prayer</b>	
	Presider	
	Reading (Lector)	
	Environment	
Dates	Community Responsibilities	Remarks
	Work with Liturgy Coordinator in scheduling and coordination of all liturgical roles for mass: Readers, Extraordinary Ministers of Holy Communion, and Gift Bearers (see Guidelines for Liturgical Ministers at Mass)	