

Third 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. 22-24	Class attendance and punctuality	
	3rd Yr Orientation Friday August 22nd at 7:15 pm	
	Student, Pastor, and Parish Mentor Agreement	
Sept. 5	August Monthly Integration Paper Due	
Sept. 5-7	Class attendance and punctuality	
	3rd Year Project Needs Section	
Oct. 3	September Monthly Integration Paper Due	
Oct. 3-5	Class attendance and punctuality	
	Friday Evening: Instructor's Group Review Session: Reviewing August & September classes	
	Monthly Spiritual Direction	
	3rd Year Project Theological Foundation Section	
Nov. 7	October Monthly Integration Paper Due	
Nov. 7-9	Class attendance and punctuality	
	3rd Year Project Methods & Procedures	
	Monthly Spiritual Direction	
	Distribute 3rd Year End of the Year Evaluations due back December FLM Weekend	
	Bring your Portfolio Binder to your Mid Assessment interview	
Dec. 12	November Monthly Integration Paper Due	
Dec. 12-13	Class attendance and punctuality	
	Friday Evening: Instructor's Group Review Session: Reviewing October & November classes	
	Monthly Spiritual Direction	
	Advent Liturgy and Christmas Dinner	
	3rd Year Project Evaluations Due	
Jan 02	December Monthly Integration Paper Due	
Jan. 2-4	Retreat attendance and punctuality	
	Monthly Spiritual Direction	
	3rd Year End of the Evaluation forms Pastor, Mentor, Student Self and Program Evaluation forms	
Feb. 6-8	Class attendance and punctuality	
	Monthly Spiritual Direction	

Dates	Item to be Completed	Done
Mar. 6	February Monthly Integration Paper Due	
Mar. 6-8	Class attendance and punctuality	
	Friday Evening: Instructor's Group Review Session: Reviewing December & February classes	
	Monthly Spiritual Direction	
April 3	March Monthly Integration Paper Due	
April 3-5	Class attendance and punctuality	
	Monthly Spiritual Direction	
	3rd Year Final Project completion	
April 18th	April Monthly Integration Paper Due	
May 8-9	Class attendance and punctuality	
	End-of-Year Dinner party	
May 16	Annual Commissioning Mass 12:30pm	
By End of 3 rd Year	Certification as Minister of the Sick Training	
	Certification as Minister of Holy Communion	
	Certification as Lector/Reader	
	Completed Portfolio	

Dates	Prayer Responsibilities	Remarks
	Work with Liturgy Coordinator with schedule of all Liturgical roles for mass: Readers, Extraordinary Ministers of Holy Communion, and Gift Bearers (see Guidelines for Liturgical Ministers at Mass)	
	Create a schedule for 3 rd year students to be Presiders and Readers for both Saturday Morning and Evening Prayer and December Advent Eucharist Mass	

Revised August 2008