

Senior Approval Process Deadline Checklist
February 2010 Assignment
Luther Seminary

1. Write approval essay

2. Due by September 1, 2009

- Send approval essay to
 - Synod Office
 - Advisor
 - Faculty team member

- Confirm** with the Student Resource Center (src@luthersem.edu) and with your synod your intended timeline for approval and assignment.

- Confirm receipt of **official transcripts** by synod office.

3. Contextual Learning

- Submit **CPE Reports** to CL office and Synod office upon completion

- Submit **internship reports** to CL office and synod office by September 1, 2009

- Meet for **Senior Reflection** as arranged with CLI.

4. Fall 2009

‘Senior Assignments’ - dinner and meeting to receive “Guide to the ELCA Assignment Process” Watch your email for date and time.

- Bishops visit campus to meet with seniors October 28, 2009

5. By October 30, 2009

Contact faculty advisor and meet with faculty team for interview. Faculty makes approval recommendation on 11/18.

6. Assignment Forms A,B, R and RLP Due to ELCA by December 1, 2009*

Email to: assignment@elca.org

*check “Guide to ELCA Assignment Process” for exact due dates.

7. Student Resource Center forwards faculty recommendation (**Form D**) to Synod office and ELCA around November 30.

8. Meet with **Synod Candidacy Committee** for approval

9. Bishops assign you to region February 2009. Synod assignments are made in the weeks following the assignment meeting.