

CLC RESIDENT SEMESTER-END CHECKLIST

To be used for MIN685, MIN686, MIN781, MIN782
Due Friday, December 05, 2008

Please indicate that you have completed the following requirements as specified in your residency course's syllabus and have attached all supporting documentation. Attach this form in the front of all your work, submitting all your work at the same time.

_____ **The Fall 2008 CLC Ministry Residency runs through the Fall 2008 semester and the resident must log at least 180 hours of service.** Indicate your hours served and attach your time sheet.

_____ **The student shall meet with the CLC Executive Director** by the end of the semester (MIN782) or before the next semester's Learning Contract is due (MIN685, MIN686, MIN781). Please indicate that you have met with the Executive Director or have scheduled an appointment through Diana O'Connor (616.222.1422).

_____ For each book read, the resident is to prepare a list of six to seven questions which arose from her/his reading. Please indicate that you have completed all your assigned readings and that you have discussed your questions from the readings with your mentor. Attach your questions.

_____ State that you have made at least four entries per week in your personal journal. You are not required to turn in your personal journal.

_____ Indicate that you have attached your semester-end reflection paper and have followed the guidelines as described in the syllabus.

_____ State that you have met with your mentor to discuss your performance and to dialogue about the Competency Assessment together. Attach your **completed and signed** (by both resident and mentor) Competency Assessment.

_____ State that you have posted your Competency Assessment and semester-end reflection paper on your e-portfolio. **Be sure to make soft copies of your assessment before turning them in.**

_____ For **MIN782 Students**, acknowledge that you have fulfilled your day-long personal retreat and have incorporated your experience in your semester-end reflection paper.

_____ **Name/Student ID#**

_____ **Course Number (MIN685, 686, 781, or 782)**

_____ **Resident Signature**

_____ **Date**