



ILM Learning Covenant

Purpose:

1. To clarify the expectations of the ILM staff, the faculty and the recommending pastor so that the students be fully engaged in his/her leadership formation; and
2. To clarify for the students the expectations of one another.

I. Attendance and Make-Up Policy

I understand that I am expected to attend class regularly. In case of an absence, I will inform ILM Administration. To make up a missed Wednesday class, I am responsible to ask a classmate for any notes and will be responsible for picking up any handouts. Any missed Saturday sessions will be made up in my third year at the Institute.

In general, during the course of the year, only three Wednesday absences are allowed. If more than three absences occur, I will contact the Director to discuss the nature of my individual circumstances and my ability to continue in the program.

At the end of each semester, attendance and faculty evaluations are sent to my pastor to keep him apprised of my progress in the Institute.

II. Session Preparation and Assignment Policy

I will come to each class having read the required assignments. I will complete written assignments on time so that I may benefit from the instructor's evaluative comments.

If a pattern of missing assignments develops, I will meet with the Director to discuss my ability to continue in the program.

III. Classroom and Discussion Group (2nd year) Relationships

In my classroom relationships, I will try to support a spirit of openness and mutual respect. In second year, I understand that the group discussion process is part of my leadership formation. Working with others requires self-knowledge, a sense of how we affect others, the ability to communicate clearly and the capacity to respectfully engage people with differing points of view.

In addition to being prepared, I will try to maintain a high quality of participation in the group discussion sessions by:

1. Speaking for myself (using I statements);
2. Initiating discussion at times and not always waiting for someone else to begin;
3. Contributing to discussion, but not monopolizing it;
4. Keeping within the group those things which have been shared in confidence.

IV. Financial Responsibility

I am responsible for the yearly \$25 materials fee and any required books. *(Some parishes do not pay tuition. I will be responsible for the tuition of \$150 per semester.)*

Signature _____ Date ____/____/____