Purpose:
To clarify the expectations of the Institute’s faculty, staff and recommending pastors so that the student will be fully engaged in his/her formation. The goal of the Institute is to prepare competent ministerial leaders to serve the community of the Diocese of San Jose. Our excellent curriculum reflects the four pillars of religious formation: human, intellectual, spiritual, and pastoral. Our highly capable faculty consists of a diverse group of professors and instructors with strong academic resumes and experience with adult learners.

1. Attendance Policy
   a. I understand that I am expected to attend class regularly. In case of an occasional absence, I will inform the ILM administration in advance. For missed Wednesday classes, I am responsible for any missed material. Any missed Saturday sessions must be made up in my third year.

   b. During the academic year, only three absences are allowed. If more than three Wednesday absences occur, I will contact the Director to discuss the nature of my individual circumstances and my ability to continue in the program. Consecutive absences in the same course module may require retaking the module after the conclusion of my third year.

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

2. Class Preparation and Homework Policy
   a. I understand that the reading assignments are an integral part of the curriculum and should not be ignored. I am expected to come to each class having read the required assignments.

   b. I will complete written assignments on time so that I may benefit from the instructor’s evaluative comments.

   c. I will request an extension in advance from the Director if I cannot meet the assignment due date. Evaluation of papers will be determined at that time.

   d. To complete program requirements all written assignments must be completed and evaluated by the instructors.

3. Academic Integrity
   a. The Institute’s mission is to prepare ministerial leaders and must insist on honesty and integrity from all members of its community. Our standards preclude any form of plagiarism or cheating. Plagiarism is using someone else’s work as one’s own.

   b. The internet is a useful resource. There are times when a student might want to quote a sentence or phrase from another source to lend credence or authority to an element of their essay. In this case, the author, source, or website must be fully referenced. In no way should it be included as though it were the student’s own idea. Referenced sources should not constitute the majority of the essay.
c. A student who commits an offense against academic honesty and integrity will receive no credit for the assignment and may also be dismissed from the program.

4. Classroom Relationships
   a. I will support a spirit of openness and mutual respect.

   b. I understand that participation in the following activities: occasionally leading Wednesday class prayer, signing up to plan and prepare a Saturday prayer service, and helping to maintain classroom order and cleanliness are expectations of the program.

   c. Discussion Groups: I understand that the group 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. I will come to the discussion group prepared and I will try to maintain a high quality of participation in the group discussion sessions by:
      o Speaking for myself and my own experience;
      o Initiating the discussion at times and not always waiting for someone else to begin;
      o Contributing to the discussion, but not monopolizing it;
      o Keeping within the group those things which have been shared in confidence.

5. Financial Responsibility
   I am responsible for any portion of my materials fees, textbooks or tuition which the parish does not cover.
      o Student Material Fees Due: September 25, 2019
      o First Semester Tuition Due: October 16, 2019
      o Second Semester Tuition Due: February 5, 2020

Printed Name: _______________________________________________ Parish: _________________________

Signature: __________________________________________________ Date: ___________________