

**VALPARAISO UNIVERSITY
TEACHER PLACEMENT
UNDERGRADUATE GUIDELINES**

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1. INTRODUCTION

Teacher Education Candidates who have completed a certification program or expect to complete a certification program at Valparaiso University are invited to establish a credential file with the Teacher Placement Office. Teacher candidates are supplied with a packet of forms and information for this purpose. The Teacher Placement Office is under the supervision of the Department of Education and is maintained separately from the Office of Career Planning and Placement.

2. CREDENTIAL FILE CONTENTS

The Teacher Candidate is responsible for preparing and completing a credential file. The Teacher Placement Officer offers assistance in the process and acts as the collecting agent of the file. The file contains:

- a. **A PERSONAL DATA FORM**
- b. **A RESUME**
- c. **CANDIDATE'S STATEMENT**
- d. **TWO TO FOUR LETTERS OF RECOMMENDATION**
- e. **A TRANSCRIPT UPON GRADUATION**
***Students must request this from the Registrar's Office.**
- f. **COURSE SUMMARY SHEET (Optional)**

3. FEES

Graduates may use the Teacher Placement Office services free of charge until **September 30th** after graduation. Thereafter a fee will be charged when a file is reactivated.

4. EMPLOYMENT INFORMATION

School directories for most states are located in Room 125, Miller Hall. These directories **ARE NOT TO BE REMOVED** from this room but information may be copied. Since the directories are purchased on a rotating two-year cycle, it is imperative that they **REMAIN** available to everyone. Directories for private schools are also in the collection. Additional resources are located on the shelves

near the Teacher Placement table in Room 125. School district information is also maintained whenever information is sent to us by a district.

5. EMPLOYMENT OPPORTUNITIES

Current job openings are listed in the “Job Opportunities Books” in Room 125. Job Fairs are also posted on the bulletin board in Room 125. A telephone Hotline service is available from April to Labor Day to announce vacancies. Candidates are provided with the telephone number in March and may call anytime day or night during those months. The Teacher Placement Office receives job vacancy bulletins from other colleges and universities. Project Connect, a nationwide computer vacancy/ candidate listing service is available free of charge. From April to Labor Day job vacancies are also posted on the website at:

<http://www.valpo.edu>

6. TEACHER CANDIDATE’S RESPONSIBILITY

It is vital that the applicant notifies the Teacher Placement Office upon acceptance of a position, planning to attend graduate school, taking on a temporary position or getting married and not going to work. The office must have this information for an annual report which is compiled each September. It is also important for our records to be current. Also, please notify the office of any change in name or address.

7. MAINTENANCE OF CREDENTIAL FILE

Credential files remain in the Teacher Placement Office for 30 years. It is strongly suggested that teacher candidates keep their files up-to-date with current recommendations and data. You may reactivate your file at any time.