



**Saint Martin's**  
UNIVERSITY

**College of Education and Professional Psychology**

# **PLACEMENT FILE HANDBOOK**

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## GENERAL INFORMATION

### *College of Education Placement Office*

A primary function of the Saint Martin's University College of Education Placement Office is to assist eligible alumni establish and maintain a professional placement file. Students who have received a Bachelors Degree from Saint Martin's University College of Education; or who have completed certification in the Saint Martin's University College of Education are eligible to establish and maintain a Placement File.

### *Placement File*

The Placement File is a portfolio of professional training and education. School districts require that the official Placement File be sent upon your request when applying for employment.

Placement Files must contain the following:

1. **Resume:**
2. **Candidate's page:**
3. **Academic preparation page:**

**The above 3 items need to be printed on plain regular weight, bright white paper, one sided**

**Three letters of recommendation from the following are required: (letters need to be originals, original signatures, and not a copy)**

4. **Mentor teacher / mentor counselor:**
5. **University Supervisor**
6. **Principal or designee**
7. **Copy of official SMU transcripts**

The initial fee for a Placement File is **\$40.00** which includes the fee for the first file sent. The fee for each additional request is **\$5.00**. All fees and advance payments are non-refundable.

The University Placement Officer, at your request, sends the Placement File to prospective employers for teaching positions and other career opportunities in the education field.

The Placement File will remain permanently in the College of Education Placement Office.

Update your placement file annually with current credentials, letters of recommendation, and a resume.

Out of state requests need to have complete address information.

## ***Preparing Your Resume***

A resume is built on **facts**: facts about you, your education, your background, and your experiences. A good resume presents the facts in a logical and meaningful sequence, telling potential employers who you are and what you have done, capturing their interest and leading them to the desired conclusion.

Forcing the reader to solve a puzzle or unravel a mystery story deprives you of the opportunity to make a good first impression. You rarely have the luxury of a second chance.

Be careful not to overlook any unusual educational experiences. Special programs, summer institutes, foreign study tours, or a semester or year abroad can capture an employer's attention and make your resume stand from the others in the pile. Most employers realize that educators who seek these supplemental experiences tend to be independent, intellectually curious and committed to learning. (Taken from Barron's 101 resumes)

NO personal information

NO physical information

NO photographs

Instead of using abbreviations, it is a good idea to spell out the terms.  
(i.e., EP, CLP, BD, EL, ED, ESL, TOEFL ETC.)

## **The Three Essentials**

### **IDENTITY**

### **EDUCATIONAL BACKGROUND**

### **TEACHING EXPERIENCE**

Your resume needs to contain the following:

#### **ADDRESS:**

Legal name

City, state, zip, code

Phone number including the area code, E-Mail address

#### **RELEVANT EXPERIENCE:**

Endorsements, list your endorsements first and foremost

Dates, location and mentoring teacher name; (in descending order)

Student teaching

Internships

Practica

Include any training and use of that training related to the following:

Cultural poverty

Diversity

Technology

Do not give a narrative of duties

#### **PREVIOUS EMPLOYMENT:**

List dates, title of position, employer, location and dates; briefly describe duties if related to teaching objective.

**ACTIVITIES AND INTERESTS:**

- Professional associations
- Leadership positions
- Academic honors
- Projects and teaching related activities
- Volunteer service
- Community activities
- Academic Achievements
- Sports
- Hobbies

**REFERENCES:**

List professional references on a separate paper, be sure to include phone numbers, addresses and e-mail addresses, for each reference

**WHEN YOU PREPARE YOUR RESUME****NO photographs****NO personal information****NO physical information**

## SAMPLE RESUME

**Juliet H. Smith**  
**1234 West Main Street**  
**Lacey, Washington 98503**

**Home Phone:** 360-493-0000 **Work Phone:** 360-866-5555

**Email:** [jsmith@stmartin.edu](mailto:jsmith@stmartin.edu)

### LIST YOUR ENDORSEMENTS HERE

#### **Certification:**

- K-8 Washington State Certification with a primary endorsement in English/Language Arts.

#### **Education**

May 2010 Bachelor of Arts, Saint Martin's University, Lacey, WA

(descending order)

2009 Fall Student Teacher – i.e. *Ms. Jones, Horizons Elementary, Lacey, Washington*

2008 Spring List practica experiences, schools and teacher names

IF you were able to integrate the following types of activities into your student teaching or practica lesson plans, give a brief statement;

- + Cultural diversity
- + Cultural poverty
- + Technology

Examples might include; Black History month program; Women in History; Cinco de Mayo celebration; power point presentation with a 'how-to-do' lesson'

#### **Honors and Achievements**

- Honor's List - Saint Martin's University (GPA - 3.97)
- Society of Fellows - Honor Society of Saint Martin's University

#### **References**

List on a separate page; be sure to include all of the contact information;

Name

Phone

e-mail address

## *Candidate's Page*

The primary purpose of the CANDIDATE'S PAGE is to elaborate on your resume and to present your unique educational philosophies, qualifications, and professional skills.

### CANDIDATE'S PAGE GUIDELINES:

- One page in length (maximum)
- Introduce yourself
- List endorsements
- Discuss your accomplishments and experiences relevant to the education profession.
- Discuss educational theories, current teaching practices, and classroom management techniques, which reflect your personal teaching style.
- Include positive statements on your desire to challenge; inspire; establish individual goals; to become life long learners; expand students thinking globally;
- Discuss your goals as a professional educator. How do you want to impact your students? What, in the field of education, are you passionate about?
- Brief statement that you, as a professional, desire to continue to grow in your profession.
- Write a statement to keep the relationship moving toward the candidate's page objective

### **A JOB INTERVIEW!**

- Conclude with a statement of appreciation.

## SAMPLE CANDIDATE'S PAGE

**Candidate's Name:** Sam Jones

**Endorsements:** Elementary Education

Thank you for the opportunity to share my goals and vision of education.

My goal as a professional educator is to equip children to live successful, fulfilling, and productive lives. I will be the kind of teacher who maintains high standards, who encourages and challenges students to excel, and who inspires learners to pursue their own dreams.

Before seeking a Master's degree and teaching certification, I had a successful career in business management for a number of years. As time has gone by, I realize that I want to contribute more to my community and country. I have worked with youth groups and with children overseas. It was these experiences that brought great fulfillment and satisfaction to my life. I want to make a difference in the lives of children, and I know I will do this as a teacher.

As a teacher I will strive to create an interest and enthusiasm for knowledge and learning by demonstrating how fascinating, relevant, and useful the material is that students will study. I will strive to create an electric anticipation and excitement that will keep students asking, "What will we be exploring today?"

The use of technology in the classroom is essential and my goal will be to use informational software, the Internet and other resources to enhance research, problem solving, critical thinking, and to review and reinforce the content areas.

Creating an atmosphere of order and focus in the classroom where children will be provided with consistent and clear expectations and boundaries tempered by a positive and caring attitude for my students.

I believe that my professional experience, my academic preparation, my passion for education, and my heartfelt desire to help children will create a classroom milieu in which all students will achieve their highest potential. I will work hard to make a positive impact on my students' learning. Again, thank you for considering my application.

Respectfully,  
Sam Jones

## ***Academic Preparation Page***

The academic preparation page is designed to present an overview of your formal education to school district administrators. It highlights your endorsement areas, and other relevant coursework. The placement file will only contain SMU transcripts.

**The information on your *academic preparation page* will provide a complete academic history to prospective employers without delay.**

You can send copies of your official transcripts from other institutions with a memo stating that Saint Martin's University will send your complete placement file as well.

Remember, if an administrator asks you to send an *official transcript*, contact the Records Office at all of the colleges you have attended, including SMU.

### **Academic Preparation Page Guidelines for coursework relevant to the teaching profession:**

- ❖ List courses by title not by the course number, list semester or quarter credit hours for each course, list the grade received for the course
- ❖ List courses that you will take or are currently enrolled in. Indicate when the course will be completed if you have not received a final grade. (Sp. 2006/ Fall 2006)
- ❖ Organize coursework by education and by endorsements.

## SAMPLE ACADEMIC PREPARATION PAGE

Juliet H. Smith

Major: Elementary Education; K-8 Certification

Elementary Education Endorsement	Semester Credits	Grade
Seminar in Foundations of Education	2	P
Introductory Practicum in Classroom Teaching	2	A
Child and Adolescent Development	3	B
Curriculum and Instruction	3	A
Language Arts in Elementary and Secondary	2	A
Structure of Elementary Mathematics	3	A-
Mathematics in Elementary and Secondary	3	A
Social Studies in Elementary and Secondary	2	A
Introduction to Special Education	2	A
Science in Elementary and Secondary Schools	2	B
Reading in Elementary School	3	A
Classroom Management	2	A
Tests and Measurements	2	A-
Student Teaching in Elementary School	12	P
Student Teaching Seminar: Elementary	1	P
English/Language Arts Endorsement		
Freshman Writing	6	A
Introduction to Fiction	3	A-
Introduction to Literature	3	A
Literature for Children and Young Adults	2	A
Shakespeare	3	A
American Literature to 1870	3	A-
American Literature after 1870	3	A
Eighteenth Century Novel	3	A
Nineteenth Century Novel	3	A-
Literature on film	3	A
Related Courses		
Public Address	3	SP 2007
Computer Primer	1	A
Interpersonal Communication	3	A
Personal and Community Health	2	A
Introduction to Recreation	2	A-

## *Letters of Recommendation*

### **The INITIAL PLACEMENT FILE Requires 3 ORIGINAL letters of reference from the following professionals:**

- One letter from your student teaching University supervisor.
  - One letter from your student teaching mentoring teacher.
  - One letter from the building principal or designee, where you student taught.
- **Professional Competency Reference Forms** are available in the College of Education Placement Office. You are responsible for giving these forms to the people who will write letters of reference for you. The letter can be written on separate paper, but the Professional Competency Form must be signed and dated by both parties as well.
- As a courtesy, provide a stamped, addressed envelope to the letter writer.
  - It is imperative that you confirm that your letters are completed, and submitted to the Placement Office.
  - Check periodically with the Placement Office to confirm letters have been received. If a letter is not submitted in a reasonable amount of time, you should remind the letter writer of your request.
  - It is ***strongly*** suggested you ask for a confidential letter. Most districts will disregard a non confidential letter until you have been teaching longer than three years.

***Only professional letters of recommendation will be accepted for your placement file. Retain character references letters for your personal records, to include if needed, in the application process.***

- The Placement Office will send up to 10 of your letters of reference. For the first 3 years after graduation the following letters must be included in your file: cooperating teacher, building principal or designee and the University supervisor.
- New academic references may be added to your file for completed graduate course work. Under provisions in the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, references will be sent for graduate school admission only if received by the Service after January 1, 1975 and if the candidate has not waived his/her rights to access to those references.
- Candidates who have references on file at other placement offices may wish to have them forwarded to the SMU Placement Office to be included in your placement file here.

Under the provisions in THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 and University guidelines, references written for purposes other than job placement cannot be used in your official placement file. Also, in accordance with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (Buckley Amendment), you have the right to review, or waive access to, references originally sent to the Education Placement Office and received after January 1975. Reference letters are a permanent part of your placement file. Although, reference letters may be taken out of circulation, they are never removed from your placement file.

Candidate: \_\_\_\_\_ Major: \_\_\_\_\_

**To the Reference Writer:** The person whose name appears above wishes to use you as a reference. Please indicate in what capacity and for how long you have known this person, comments on their performance and personal/professional qualifications. Your statements will be considered CONFIDENTIAL or NON-CONFIDENTIAL as determined by the signature in the waiver option

**Waiver Options:**

- **CONFIDENTIAL:** I hereby waive my right to read and review confidential statements or recommendations, which are contained in, or are a part of my placement file in the possession of, or used by the Education Placement Service. This waiver, which I understand I am not obligated to sign, can only be revoked in writing and only with respect to confidential statements and recommendations placed in my files subsequent to written revocation.

*Candidates Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- **NON-CONFIDENTIAL:** I retain the right to read and approve the contents of this reference after it is complete.

*Candidates Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Prepared by (Please Print): \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## *Transcripts*

- ❖ When an administrator is considering making an offer for employment, he or she will ask for an original OFFICIAL TRANSCRIPT.
- ❖ You must request, in writing, that your original OFFICIAL TRANSCRIPT, be sent from the Saint Martin's University Office of the Registrar to the administrator or designated person at the school district. There is a minimal fee for request.



**REMEMBER:** Transcripts from other colleges and universities will not be in your Saint Martin's University placement file. We are not permitted to copy and send transcripts from other institutions. Call other colleges or universities that you have attended to have those official transcripts sent to prospective employers.

For further information or to make a request for an official transcript contact Registrar's Office:

*Office of the Registrar  
Saint Martin's University  
5000 Abbey Way SE  
Lacey, WA 98503*

*Phone: 360.438.4356*

## SENDING PLACEMENT FILES TO PROSPECTIVE EMPLOYERS

1. 1. Placement Files will be sent from the Saint Martin's University Placement Office directly to employing officials at the request of the candidate.
2. Requests to the Placement Office may be made by mail, phone, fax or e-mail, between 8:00 am and 5:00 pm Monday through Friday, excluding Saint Martin's University staff holidays.
3. Please allow seven (7) days for processing your request.
4. Requests made for Washington State require only the name of the School District.
5. **All out of state** requests require a **complete mailing address**.
6. New Placement Files will not be sent until the following 3 original, reference letters are in your file:
  - Student Teacher Classroom Mentor Teacher
  - Student Teacher University Supervisor
  - Principal or designee
7. The Initial Placement File Fee is **\$40.00**. This includes payment for your first request to have your file mailed to a prospective employer. The fee for each additional request is **\$5.00**.
  - All fees and advance payments are non-refundable.
  - Placement files will be processed and mailed within seven (7) working days of your request.
  - Placement file accounts that have a balance due of \$15.00 will not be processed until the Placement Office receives payment in full.
8. **Make checks payable to: Saint Martin's University College of Education.**
9. Files will be sent only to commercial placement agencies that are members of the following:
  - a. National Association of Teachers Agencies,  
or
  - b. American Association of Teacher Agencies.

## PLACEMENT FILE PREPARATION CHECK LIST

# Check List

- Read Education Placement File Handbook
- Pick up Professional Competency Reference Forms from the Placement Office
- Obtain required letters of reference from the Classroom Mentor Teacher, the University Supervisor, and the school Principal or their designee, for your Student Teaching Experience. (Include a stamped addressed envelope with the Professional Competency Reference Form)  
A maximum of ten reference letters can be submitted for your file.
- Prepare your resume
- Prepare your Candidate's Page
- Prepare your Academic Preparation Page
- Submit your file to the Placement Officer, OM477 with the \$40.00 initial fee.
- Continue to check with the people who are writing letters of reference for you. Confirm the Placement Office receives the letters and that they are in your file.
- Contact the district office often to assure all application materials have arrived and your file with them is complete.

Keep a copy of all materials you submit to the Placement Office.

Remember to maintain an up-to-date Placement File. Updates may be sent via email, as a Word attachment.

Submit a current resume and original letters of reference from employers and colleagues during your professional career.