

SYNOCDICAL PLACEMENT CANDIDATE CHECKLIST

- Attend **Orientation**
- Schedule a **Placement Interview** (approx 30 minutes) to be held prior to winter break

The Lutheran understanding of the Divine Call, as well as, the logistics of the Call process is explained in the "Synodical Placement for Professional Church Workers" booklet. You should peruse this booklet for information that will be helpful to you in understanding the Call process.



You need to complete several forms to open a Synodical Placement credential file. All forms including instructions, and other useful information is available at <http://www.cuchicago.edu/experience/student-services/synodical-placement/> Word forms are formatted with text form fields, ready to type and tab through. If your signature is required, the form is in PDF format so you can print, complete and submit. All forms must be in the Placement office **prior** to your placement interview.

- SYNOCDICAL PLACEMENT APPLICATION** (WORD) – complete (typed only) and email to crfplacement@cuchicago.edu – complete page 6 with your initials and the date
 - Bring a complete copy to your interview for note taking
 - In addition, bring an original signed copy of page 6 to your interview (will be kept in the placement office)
- SYNOCDICAL PLACEMENT APPROVAL RECOMMENDATIONS** (WORD) - complete and email to crfplacement@cuchicago.edu (DECEMBER GRADS - **must** turn in no later than October 1)
- RECORDS RELEASE** (PDF) - print, sign and bring to your interview (will be kept in the placement office)
- LETTERS OF RECOMMENDATION** - when your student teaching/internship is close to ending, request letters (TYPED ON LETTERHEAD AND SIGNED) from both your cooperating teacher/site supervisor and university supervisor and forward copies to the Synodical Placement office for inclusion in your credential file.

LTE STUDENTS when student teaching: (It is **YOUR RESPONSIBILITY** to get the following copies to the Placement office for inclusion in your credential file.)



- Send copies of **MID-TERM EVALUATIONS** from both your cooperating teacher and university supervisor to the placement office as soon as you get them. **EXTREMELY IMPORTANT FOR THOSE STUDENT TEACHING DURING THE SPRING SEMESTER.**
- Send copies of **FINAL EVALUATIONS** from both your cooperating teacher and university supervisor to the placement office as soon as you get them.

You have now completed the first part of the Call process and your credentials will be sent for those inquiries that match with your qualifications and desires. If a Calling Body contacts you, it is important professional etiquette to respond to all inquiries received immediately from prospective calling bodies, even if it is only to let them know you received their message. The response should be as immediate as possible. Delaying a response may give them the impression that the message was either not received or is being ignored. and does not make a good impression of CUC and its candidates.