

The State Teachers College
of Colorado

Bureau of
Recommendations



Greeley, Colorado.

Bulletin of the State Teachers College of Colorado
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Bureau of Recommendations

OF THE

State Teachers College of Colorado

Giving Information Concerning the
Methods of Placing Teachers, etc.



THE
STATE TEACHERS
COLLEGE OF COLORADO
Greeley, Colo.

By **VERNON McKELVEY**
Secretary to the President

In all publications of this institution is employed the spelling recommended
by the Simplified Spelling Board.

Address all Communications to **Vernon McKelvey, Secretary**

The State Teachers College of Colorado

Bureau of Recommendations

BUREAU COMMITTEE

William Howard Mooney, School Visitor and Professor of School Administration.

David Douglas Hugh, Dean of the Training School and Professor of Education.

Vernon McKelvey, Secretary to President, Manager and Secretary of Bureau.

FOREWORD

The purpose of this bulletin is to assist the graduates of The State Teachers College of Colorado to keep in touch with vacancies that they may better themselves financially. Another purpose is, that they may advance professionally thru promotion to more responsible positions, and that they all keep in business, professional and paternal relations with their Alma Mater, The State Teachers College of Colorado.

This bulletin also suggests the value and necessity of keeping in professional touch with an institution that is alive, progressive and up-to-date; it prevents lapsing, and encourages progress; it stimulates study, growth, and an upward push in a chosen profession and in life.

The State Teachers College of Colorado wants to do all it can to assist its graduates to earnestly and honestly attain higher standards of work in life, and, last, but not least, to a **BETTER PAID SERVICE**.

Z. X. SNYDER,
President of College.

Bureau of Recommendations

It is the duty of the Bureau of Recommendations, which was started in the Fall of 1911, to recommend graduates of The State Teachers College of Colorado for teaching positions, and to assist school authorities in procuring competent instructors.

This bulletin is sent out to assist the committee in becoming better acquainted with schools and school officials. We want you to know something about us and our methods.

We have a number of specially prepared teachers for the following:

High school teachers, principals, superintendents, manual training, kindergarten, primary, intermediate grades, grammar school grades, domestic science, art, music, physical training, departmental teachers, etc.

It is the purpose of the Bureau of Recommendations to secure such information as will insure the selection of the best available person for a given position. The practice of giving written recommendations to students to be used at their own discretion has been discontinued. School officers receiving letters from this Committee are requested not to return them to the candidates. Recommendation blanks are filled out by the teachers of the institution, and the credentials are then made up in sets ready for quick reference at any time. These may be mailed or given to Boards of Education or other school officers at their request, or at the request of the applicant.

By means of a card system and set of blanks the Bureau of Recommendations can turn almost instantly to the record of any teacher on its lists. Duplicates of credentials are made up in advance so that there is no delay in presenting a set of credentials to any school officer in quest of a teacher. These credentials show at a glance what a teacher has done, and is capable of doing, and give an estimate of these capabilities in three testimonials from members of the faculty with whom the candidate has actually done work, all of this information being put together in tangible, definite shape; and if desired, direct correspondence or a personal interview may then be arranged on short notice.

Special Instructions to Graduates of The State Teachers College of Colorado

Application Blanks:

1. Obtain blanks from the Secretary of the Bureau of Recommendations, front office.
2. Fill out carefully five sets of application blanks neatly in your own hand writing, also the card accompanying the same. Give definite instructions as to how you may be reached at all times.
3. Under No. 6 (Application Blank) under Education—give high school training as well as training received from The State Teachers College of Colorado and other institutions, if any. Give degrees received, and dates of same.
4. Before filling out No. 13 (Application Blank), see members of the faculty to ascertain if they are sufficiently acquainted with your work to give a definite statement.
5. After these five blanks are filled out, together with the card obtained in the front office, hand them to the Secretary, together with five small photographs.
6. It costs 50 cents to have the three testimonials from The State Teachers College professors copied and scheduled. Should there be other testimonials to copy, this must also be arranged for. Pay for these to the Secretary when blanks are returned.

Sending Out Application for Positions:

1. Ascertain, in so far as possible, whether there is to be a vacancy, and then make an application, and obtain from the Secretary:
 - a. Card instructing where credentials are to be sent, in case you want them sent; or,
 - b. Card stating that you have applied and have referred to the College, but do not want credentials sent now.

These cards are then filed in the Secretary's office geographically. It is the policy to recommend but one person for a position, unless requested to do otherwise by the superintendent or Board of Education.

2. Credentials may be sent:
 - a. By your request.
 - b. Upon request of a Superintendent or Board of Education.
 - c. By the Bureau of Recommendations when we think it advisable.

Important:

Be sure to notify the Secretary as soon as you have an appointment, and also in event of change of address.

In no case will these testimonials be given or shown to applicant for whom they are written. When these are returned, they are filed in the office and may be used again.

Recognition of the Diploma from The State Teachers College of Colorado in Other States

The diplomas from The State Teachers College of Colorado are recognized in most of the states of the Union. In most of the western states all that is necessary is to apply to the State Superintendent of Public Instruction or County Superintendent of the county in which you intend to teach for a certificate to be filled out by the President of the College. In California, Wyoming, New Mexico and some of the other states, a certificate similar to the following is used:

"I hereby certify that.....
is a graduate of The State Teachers College of Colorado, formerly The State Normal School; that she holds a diploma from said school bearing date of.....; that she was a student in the above named institution for a period of..... years; that in preparation for admission to the same she was graduated from.....high school

after a course of four years in addition to.....years elementary work; or what in my judgment is fully equivalent, as folloes, to-wit:

.....
Dated at Greeley, Colorado, this.....day of

.....19.....
(SEAL)''

In the offis of the Secretary of the Bureau of Recommendations will be found correspondence arranged for quick reference in a bound book which givs full information as to how to receiv recognition of a diploma from The State Teachers College of Colorado in the different states of the Union.

For Information of Alumni and Teachers

The Bureau of Recommendations is being enlarged and expanded so as to take care not only of current graduates, but graduates of previus years as wel. We wish to call special attention to the Summer Terms of The State Teachers College, in which there ar hundreds of superintendents, principals and teachers who ar looking for suitable teachers to take positions in their scools during the folloing year. By attendance during the Summer Term and doing Non-resident, or Correspondence work, one is enabld to work out degrees, come in touch with the ripest and most up-to-date methods in the teaching profession, and also to get acquainted with the leading educators of the state, who ar constantly looking for teachers who ar wel prepared and up-to-date in their profession. The Bureau of Recommendations works hand in hand with the employers of teachers and thruout the year is able to place more graduates than we hav.

The Summer Term of 1914 will be better than ever. Arrange-

ments have already been made for prominent non-resident lecturers. It is a delight to do work at the State Teachers College of Colorado during the Summer Term, for it is especially favored in being situated at a healthful elevation in sight of two hundred miles of snowy range, with a mild climate, cool nights, and in having well equipped buildings surrounded by forty acres of well kept campus. The drinking water comes from the snow-capped peaks of the Rockies.

Begin now to make preparations to work towards a higher degree by registering for non-resident, or correspondence work, and have your name placed on the mailing list for the Summer Term literature.

Address all communications for bulletins and college work to
THE STATE TEACHERS COLLEGE,
Greeley, Colorado.

Dear Alumnus:

We are showing you here a picture of the proposed Alumni Hal. Shortly you will receive a circular explaining it all to you; also we will send you a fine membership card with it; this is the work of one of our graduates. It is a work of fine Art.

Will you help your Alma Mater and your committee to erect this fine Hal in honor of our school—a place to meet in and renew old acquaintances and to dream of olden times, when you come to spend a day or so with us, and an ideal spot for you to imbibe new ambitions and hopes for yourself and our futures.

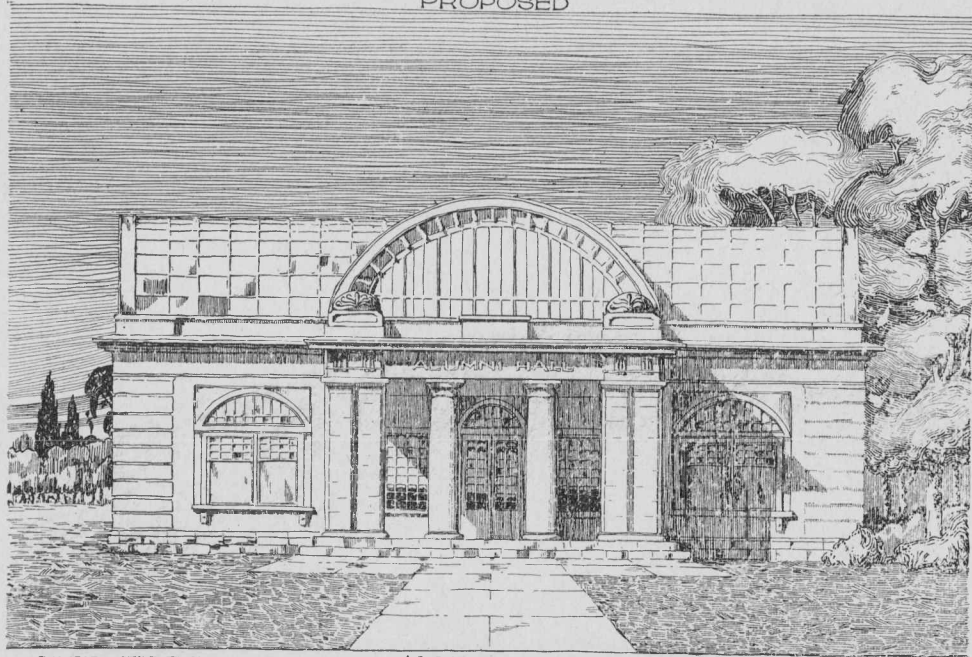
Very truly yours,

V. E. KEYES, President Alumni Association.

MRS. ELMER ROYER, Secretary Alumni Association.

RICHARD ERNESTI, Chairman Building Committee, Trustee Alumni Association.

PROPOSED



• COLORADO STATE TEACHERS COLLEGE •

-ALUMNI-HALL-

• R. EWING STIFFLER •

