

CO-OPERATIVE EDUCATION
Teacher Reference Form



Students must complete the Student Information section below and give this form to a teacher with whom they have had considerable contact.

Student Information

Student name: _____

Email: _____ Phone: _____

The student named on this form has applied for admission into a Co-operative Education (Co-op) course. Co-op requires the student to complete a work placement in the community. You are asked to consider your experience with the student.

Teacher Reference

Name: _____

Email: _____ Phone: _____

How long have you known the student? _____

How do you know the student? _____

Attributes, Attitudes, and Skills

Please place a checkmark in the box in the appropriate column to indicate your experiences with this student. Additional comments can be recorded below. The information you provide will be kept confidential.

Criteria

3 = consistently demonstrates 2 = usually demonstrates 1 = needs guidance N/A = not applicable

Attributes, Attitudes, and Skills	3	2	1	N/A
Dependability				
• is consistent, steady, independent, and reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• works well independently, with minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative				
• is self-motivated and enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• looks for additional tasks when work is completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• acts on opportunities for improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Criteria

3 = consistently demonstrates

2 = usually demonstrates

1 = needs guidance

N/A = not applicable

Attributes, Attitudes, and Skills	3	2	1	N/A
Industriousness <ul style="list-style-type: none"> • manages time well • is willing to undertake new projects 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Responsibility <ul style="list-style-type: none"> • accepts responsibility for their actions • performs assigned tasks with care • is diligent and conscientious 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Positive attitude and behaviours <ul style="list-style-type: none"> • deals with people, problems, and situations with honesty and integrity • communicates well with others 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Workplace health and safety <ul style="list-style-type: none"> • is aware of personal health and safety • demonstrates practices and procedures supporting safety 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Problem-solving and critical thinking <ul style="list-style-type: none"> • is creative and innovative • acts on opportunities for improvement • able to cope with uncertainty and adapts to change 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Teamwork <ul style="list-style-type: none"> • is open and supportive of the thoughts, opinions, and contributions of others • respects diversity, individual differences, and perspectives • understands and supports the dynamics of group work 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Additional comments:

Please return this form to the student in a sealed envelope. It will be given to the Co-op teacher in support of their application. Thank you for your assistance.

<p>Signature:</p> <p>Teacher Reference: _____ Date: _____</p>
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