

CO - OPERATIVE EDUCATION
Community Reference

Note to student: Please complete the Student Information section below and give this form to a community person, other than a relative, with whom you have had considerable contact within the past 12 months.

Student Information

Student: _____ Student Number: _____

Email: _____ Phone: _____

Community Reference: _____ Phone: _____

How do you know the student? _____

How long have you known this student? _____

Please place a check ✓ in the table to indicate your experience with this student. Additional comments can be recorded below. The information provided will be kept confidential.

Attributes/Attitudes/Skills	Consistently Demonstrates	Often Demonstrates	Needs Guidance	N/A
Dependable <ul style="list-style-type: none"> Is consistent, steady, independent, and reliable Works with minimal supervision Copes with uncertainty and adapts to change 				
Initiative <ul style="list-style-type: none"> Is self-motivated and enthusiastic Looks for additional tasks when work is completed Acts on opportunities for improvement 				
Industrious <ul style="list-style-type: none"> Manages time well Is willing to undertake new projects 				
Responsible <ul style="list-style-type: none"> Accepts responsibility for his or her actions Performs assigned tasks with care Is diligent and conscientious 				
Positive attitude and behaviour <ul style="list-style-type: none"> Deals with people, problems, and situations with honesty and integrity 				
Work safety and appearance <ul style="list-style-type: none"> Is aware of personal health and safety Demonstrates practices and procedures supporting safety 				
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 				

Additional Comments:

Signature

Community Reference: _____ Date: _____

This form is to be returned to the student in a sealed envelope in support of the student's application for co-operative education.

Thank you for your assistance!