

## Appendix A.3: Co-operative Education Community Reference

*\*The information provided is confidential.*

Complete the student information 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 Name \_\_\_\_\_ Student Number \_\_\_\_\_

Student Telephone: \_\_\_\_\_ Student Email \_\_\_\_\_

Community Reference \_\_\_\_\_ Contact Number \_\_\_\_\_

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 in the space provided.)

Attributes/Attitudes/Skills	Consistently Demonstrates	Often Demonstrates	Needs Guidance	N/A
<b>Dependable</b> <ul style="list-style-type: none"> <li>consistent, steady, independent, and reliable</li> <li>works with minimal supervision</li> <li>cope with uncertainty and adapts to change</li> </ul>				
<b>Initiative</b> <ul style="list-style-type: none"> <li>self-motivated and enthusiastic</li> <li>looks for additional tasks when work is completed</li> <li>acts on opportunities for improvement</li> </ul>				
<b>Industrious</b> <ul style="list-style-type: none"> <li>manages time well</li> <li>willing to undertake new projects</li> </ul>				
<b>Responsible</b> <ul style="list-style-type: none"> <li>accepts responsibility for his or her actions</li> <li>performs assigned tasks with care</li> <li>diligent and conscientious</li> </ul>				
<b>Positive Attitude and Behaviour</b> <ul style="list-style-type: none"> <li>deals with people, problems, and situations with honesty and integrity</li> </ul>				
<b>Work Safety and Appearance</b> <ul style="list-style-type: none"> <li>aware of personal health and safety</li> <li>demonstrates practices and procedures supporting safety</li> </ul>				
<b>Teamwork</b> <ul style="list-style-type: none"> <li>open and supportive of the thoughts, opinions, and contributions of others</li> <li>respects diversity, individual differences, and perspectives</li> </ul>				

