CO-OPERATIVE EDUCATION
SUMMER SECTOR

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 a summer sector skilled trades co-op placement, which requires completion of 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.

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 • works well independently, with minimal supervision	☐	☐	☐	☐
Initiative • is self-motivated and enthusiastic • looks for additional tasks when work is completed • acts on opportunities for improvement	☐	☐	☐	☐
Industriousness • manages time well • is willing to undertake new projects	☐	☐	☐	☐

Criteria

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

Attributes, Attitudes, and Skills	3	2	1	N/A
Responsibility				
• accepts responsibility for their actions	☐	☐	☐	☐
• performs assigned tasks with care	☐	☐	☐	☐
• is diligent and conscientious	☐	☐	☐	☐
Positive attitude and behaviours				
• deals with people, problems, and situations with honesty and integrity	☐	☐	☐	☐
• communicates well with others	☐	☐	☐	☐
Workplace health and safety				
• is aware of personal health and safety	☐	☐	☐	☐
• demonstrates practices and procedures supporting safety	☐	☐	☐	☐
Problem-solving and critical thinking				
• is creative and innovative	☐	☐	☐	☐
• acts on opportunities for improvement	☐	☐	☐	☐
• able to cope with uncertainty and adapts to change	☐	☐	☐	☐
Teamwork				
• 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	☐	☐	☐	☐

Additional comments:

Please return this form to the student. The student will submit this reference as part of their application.
Thank you for your assistance.

Signature:

Teacher Reference: _____ Date: _____

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