

Summer School Co-op Use
Date Received:

Alternative & Continuing Education Summer School Co-op Program Application REQUEST FOR TEACHER REFERENCE



FREEDOM OF INFORMATION: PURSUANT TO SUBSECTION 29 (2) OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, THE PERSONAL INFORMATION COLLECTED FOR THE PURPOSES OF CO-OPERATIVE EDUCATION PROGRAMS IS COLLECTED UNDER THE LEGAL AUTHORITY OF THE EDUCATION ACT, R.S.O. 1990, AND WILL BE USED FOR THE ONGOING ADMINISTRATION OF APPROPRIATE CO-OPERATIVE EDUCATION PLACEMENTS. IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION, USE OR DISCLOSURE OF THIS PERSONAL INFORMATION, CONTACT THE WATERLOO REGION DISTRICT SCHOOL BOARD, LEARNING SERVICES – EXPERIENTIAL LEARNING, TELE 519-570-0003.

Return completed form to: _____ by _____

STUDENT INFORMATION

Student: _____ Homeroom & Room Number: _____

TWO sample career choices student wishes to explore: 1. _____ 2. _____

TEACHER INFORMATION and REFERENCE

Teacher: _____ Subject Area: _____

Positive comments about the student are welcome; however, your frankness is also appreciated. Unfavourable responses may not preclude the student from being accepted into the program. Please keep in mind the student and/or his or her parents may ask to review the completed form.

| A. QUALITIES OF STUDENT <i>Check the word that best describes the student's qualities.</i> | B. GENERAL SKILLS / ATTRIBUTES <i>Choose the letter that best describes the student's skills.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------------|---------------|----------------------|---------------|--|-----------|------|--|----------|---|-------------|------|--|------|--|-------|---------|--|-------------------|---|-------|------------------|--|-----------|--|-------------|------------|--|-------------------|---|-----------|-------------|--|-------------------|---|---------|---------------|--|-------------|--|----------------|------------------|--|----------------------|--|-------------|------|--|------|--|--|---|---|---|---|---|---|---|---|---|---|-------------|---|---|---|---|-----------|---|---|---|---|----------|---|---|---|---|--|---|---|---|---|---|---|---|---|---|--|---|---|---|---|--|---|---|---|---|--|---|---|---|---|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><input type="checkbox"/> Academics</td> <td style="width: 15%;">Outstanding</td> <td style="width: 15%;">Above average</td> <td style="width: 15%;">Average</td> <td style="width: 15%;">Below average</td> </tr> <tr> <td><input type="checkbox"/> Appearance</td> <td>Very Neat</td> <td>Neat</td> <td></td> <td>Careless</td> </tr> <tr> <td><input type="checkbox"/> Flexibility</td> <td>Exceptional</td> <td>High</td> <td></td> <td>Fair</td> </tr> <tr> <td><input type="checkbox"/> Ability to Learn</td> <td>Quick</td> <td>Average</td> <td></td> <td>Needs improvement</td> </tr> <tr> <td><input type="checkbox"/> Attitude/Co-operation</td> <td>Eager</td> <td>Can be motivated</td> <td></td> <td>Reluctant</td> </tr> <tr> <td><input type="checkbox"/> Leadership</td> <td>Outstanding</td> <td>Noticeable</td> <td></td> <td>Needs development</td> </tr> <tr> <td><input type="checkbox"/> General Conduct</td> <td>Courteous</td> <td>Indifferent</td> <td></td> <td>Needs improvement</td> </tr> <tr> <td><input type="checkbox"/> Accepts Criticism</td> <td>Readily</td> <td>Indifferently</td> <td></td> <td>Defensively</td> </tr> <tr> <td><input type="checkbox"/> Dependability – Needs:</td> <td>No supervision</td> <td>Some supervision</td> <td></td> <td>Constant supervision</td> </tr> <tr> <td><input type="checkbox"/> Work Ethic</td> <td>Exceptional</td> <td>High</td> <td></td> <td>Fair</td> </tr> </table> | <input type="checkbox"/> Academics | Outstanding | Above average | Average | Below average | <input type="checkbox"/> Appearance | Very Neat | Neat | | Careless | <input type="checkbox"/> Flexibility | Exceptional | High | | Fair | <input type="checkbox"/> Ability to Learn | Quick | Average | | Needs improvement | <input type="checkbox"/> Attitude/Co-operation | Eager | Can be motivated | | Reluctant | <input type="checkbox"/> Leadership | Outstanding | Noticeable | | Needs development | <input type="checkbox"/> General Conduct | Courteous | Indifferent | | Needs improvement | <input type="checkbox"/> Accepts Criticism | Readily | Indifferently | | Defensively | <input type="checkbox"/> Dependability – Needs: | No supervision | Some supervision | | Constant supervision | <input type="checkbox"/> Work Ethic | Exceptional | High | | Fair | <p><input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Development</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><input type="checkbox"/> Attendance</td> <td style="width: 10%;">E</td> <td style="width: 10%;">G</td> <td style="width: 10%;">S</td> <td style="width: 10%;">N</td> </tr> <tr> <td><input type="checkbox"/> Punctuality</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> <tr> <td rowspan="3"><input type="checkbox"/> Communication</td> <td>• Listening</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> <tr> <td>• Written</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> <tr> <td>• Verbal</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> <tr> <td><input type="checkbox"/> Organization</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> <tr> <td><input type="checkbox"/> Completes assignments on time</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> <tr> <td><input type="checkbox"/> Initiative</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> <tr> <td><input type="checkbox"/> Respect for others</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> <tr> <td><input type="checkbox"/> Teamwork</td> <td>E</td> <td>G</td> <td>S</td> <td>N</td> </tr> </table> | <input type="checkbox"/> Attendance | E | G | S | N | <input type="checkbox"/> Punctuality | E | G | S | N | <input type="checkbox"/> Communication | • Listening | E | G | S | N | • Written | E | G | S | N | • Verbal | E | G | S | N | <input type="checkbox"/> Organization | E | G | S | N | <input type="checkbox"/> Completes assignments on time | E | G | S | N | <input type="checkbox"/> Initiative | E | G | S | N | <input type="checkbox"/> Respect for others | E | G | S | N | <input type="checkbox"/> Teamwork | E | G | S | N |
| <input type="checkbox"/> Academics | Outstanding | Above average | Average | Below average | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Appearance | Very Neat | Neat | | Careless | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Flexibility | Exceptional | High | | Fair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Ability to Learn | Quick | Average | | Needs improvement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Attitude/Co-operation | Eager | Can be motivated | | Reluctant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Leadership | Outstanding | Noticeable | | Needs development | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> General Conduct | Courteous | Indifferent | | Needs improvement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Accepts Criticism | Readily | Indifferently | | Defensively | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Dependability – Needs: | No supervision | Some supervision | | Constant supervision | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Work Ethic | Exceptional | High | | Fair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Attendance | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Punctuality | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Communication | • Listening | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | • Written | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | • Verbal | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Organization | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Completes assignments on time | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Initiative | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Respect for others | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Teamwork | E | G | S | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

C. QUESTIONS

| | Yes | No | Maybe |
|--|-----|----|-------|
| 1 Would you want this student working for you? | | | |
| 2 Do you feel this student is working to potential? | | | |
| 3 Would this student need extra support/supervision in the Co-operative Education placement? | | | |
| 4 Would this student represent the school favourably in the community? | | | |

D. COMMENTS: (Information you feel would help plan and provide the most appropriate Co-operative Education Experience for this student.)

Thank you very much for helping the Co-operative Education staff and the student applicant.

TEACHER'S SIGNATURE

DATE