

Confidential Reference Questionnaire

To be completed and emailed independently by the applicant's Confidential Reference to CICE@sl.on.ca

Student Applicant Information

Full Name of Student Applicant: _____

Confidential Reference Contact Information

Name: _____

Position Title: _____

Email: _____

Home Phone: _____

Work Phone: _____

How do you know this applicant?

How long have you known this applicant? _____

CICE Program Overview

The Community Integration through Co-operative Education (CICE) program is a two year certificate program designed for adults with developmental disabilities, intellectual disabilities, acquired brain injury or other significant learning challenges who wish to further their education/vocational training in a community college setting.

Students will have the opportunity to complete an individualized area of study including courses from a Program of Interest selected from St. Lawrence College's program offerings, based on seat availability. Note: some programs require additional prerequisite skills (i.e. Culinary Arts, Graphic Design, Carpentry). Courses will be tailored through a modification process to fit students' academic abilities. Students will be offered opportunities to improve and enhance their academic skills, and to develop and/or refine their employability skills through field placement experiences.

Students will receive academic support, such as curriculum modification, note-taking, tutoring and other related academic services as needed. **Constant supervision and specialized support for behavioural concerns are not available.** Upon successful completion of all courses and field placement requirements, students graduate with an Ontario College Certificate in Community Integration through Co-operative Education (CICE).



Community Integration through Co-operative Education (CICE)

Confidential Reference Questionnaire

This form must be filled out by a teacher, counsellor, employer, caseworker, or someone who has extensive knowledge about the applicant in a school or workplace setting. This form is **not** to be filled out by a family member, personal friend, or relative of the applicant.

Thank you in advance for filling out the Confidential Reference Questionnaire. Please answer all questions and be candid in your assessment of this applicant based on your own observations and experiences. Your comments are greatly appreciated.

INSTRUCTIONS

Please answer all questions, include comments, and check the box that accurately describes the applicant's typical behaviour or skill level.

***Please Note: Your responses are part of the scoring process. If an area is left blank, the student will not receive any score for that part.**

COMMUNICATION SKILLS

1. a) The applicant communicates his or her needs or ideas effectively.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

b) Please specify the applicant's preferred method of communication: (oral, written, ASL, electronic, other)

Comments:

2. The applicant understands verbal direction:

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

3. The applicant understands non-verbal communication (gestures, body language, tone of voice, etc.).

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

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4. a) The applicant understands written instructions.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

b) In your estimation, what level of comprehension of written material does the applicant possess?

(For example: early primary, grade 9, etc.)

5. The applicant uses the telephone independently.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

SOCIAL SKILLS

6. The applicant interacts cooperatively and productively on a one-to-one basis.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

7. The applicant interacts cooperatively and productively in a group setting.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

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8. The applicant demonstrates acceptable social behaviour.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Please explain your answer:

9. The applicant adapts well to changes in his/her environment or routine.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

10. The applicant demonstrates tolerance to frustrating situations and takes appropriate actions to resolve frustrations.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Please clarify:

11. The applicant generally displays predictable behaviour.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Please clarify:



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PERSONAL MANAGEMENT

12. The applicant could make his or her own appointments when necessary.

- ☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

13. a) The applicant remembers to keep appointments.

- ☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

b) Does the applicant effectively use an agenda or other planning device to ensure they meet deadlines and keep scheduled appointments?

- ☐ Yes - Type of planning device _____
☐ No - He/she does not (effectively) use a planning device

14. The applicant tells time using: (Check all that apply)

- ☐ Analogue clock ☐ Digital clock ☐ Cannot tell time

15. The applicant attends obligations on a regular basis.

- ☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Please clarify:



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16. The applicant consistently attends obligations on time.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Please clarify:

17. The applicant works productively and completes assigned tasks.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Please clarify:

ATTENDING/ WORK SKILLS

18. The applicant can focus or be actively engaged for 1-3 hours at a time.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

19. The applicant utilizes free time effectively.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments



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20. The applicant works independently when tasks are modified to be consistent with the applicant's ability.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

21. a) The applicant completes tasks with minimal supervision.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

b) CICE students attend field placement independently (without constant CICE staff support). Do you feel the applicant possesses the ability to attend field placement without direct, constant support?

☐ Yes ☐ No

Please explain your answer:

22. The applicant uses a computer to complete basic word processing tasks.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:



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23. The applicant uses the internet independently.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

24. The applicant uses e-mail independently.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

25. The applicant accepts feedback and adjusts behaviour accordingly.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:

26. The applicant works in a safe manner and asks for assistance when necessary.

☐ Never ☐ Seldom ☐ Sometimes ☐ Frequently ☐ Always

Comments:



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RELATED ITEMS

27. The applicant has the ability to benefit from this college program that is adapted to suit their needs.

☐ Strongly Disagree ☐ Disagree ☐ Undecided ☐ Agree ☐ Strongly Agree

Please explain your answer:

28. The applicant's first language is:

☐ English ☐ French ☐ Other; please specify _____

29. Please list the applicant's strengths (minimum 3) and areas for growth (minimum 3).

Strengths	Areas for Growth
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

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30. Please comment on the level and types of support or modifications currently provided to the applicant on a regular basis. This includes support that you provide and any other supports you are aware of.

31. What do you see as the greatest benefit for the applicant in attending the CICE program at St. Lawrence College?

32. What do you see as the applicant's greatest challenge in attending the CICE program at St. Lawrence College?



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33. Does the applicant display any concerning behaviours which would prevent their full participation at St. Lawrence College?

☐ Never

☐ Seldom

☐ Sometimes

☐ Frequently

☐ Always

Please clarify:

I, _____ (name of reference), have provided accurate information regarding the applicant in this reference questionnaire to the best of my knowledge.

Signature of Reference: _____ Date: _____

Please submit this completed form, in confidence, and email it directly to CICE@sl.on.ca by **February 15:**

The CICE Program Liaison may be in touch with you following the applicant's interview.
Thank you again for your assistance.