

Project Forward Recommendation Form

Recommendation for _____ Date _____

The above-named individual has applied for admission to Project Forward at Cape Cod Community College, a two-year, non-credit, vocational certificate program for students with intellectual difficulties who are interested in post-secondary training and education. The program focuses on the practical skills necessary to succeed in entry-level employment.

Appropriate candidates include those individuals who are motivated to gain vocational skills but would have difficulty meeting the academic demands of an associate degree program, even with extensive support services. Applicants must demonstrate the emotional stability and maturity necessary to participate in a program located on a community college campus and be able to perform with minimal supervision at a work-study placement in a competitive business setting.

Upon completion of the program, students are prepared for employment in areas including: Agriculture and Facilities, Childcare, Healthcare Operations, Hospitality and Culinary Arts, Mass Communications and Broadcasting and Retail Operations Management.

With the above information in mind, please answer the following questions on both sides. Your input will help us in advising this applicant regarding the appropriateness of the Project Forward program for him/her.

Please rate the applicant on the following characteristics on a scale of one to five in relation to others who are his/her age.

Key: 5 = meets and sometimes exceeds expectations
4 = competent – consistent
3 = emerging – inconsistent
2 = minimal – needs substantial support
1 = low – poor

General:

____ Initiative
____ Motivation
____ Reliability
____ General attitude toward work

Interpersonal:

____ Ability to relate to peers
____ Ability to relate to teachers/work supervisors
____ Ability to relate to young children
____ Self-sufficiency

Please comment on the applicant's ability to relate to others and any specific strengths and weaknesses you may have witnessed in social interactions:

Recommendation for _____

Judgment/Decision-Making:

- ____ Ability to make everyday decisions using good judgment.
____ Ability to react in an emergency using good judgment.
____ Ability to use people as resources (i.e., asking for help when necessary, asking questions/clarification when appropriate).
____ Ability to follow health and safety rules and procedures in a vocational and community setting with minimal supervision.

Please comment on the applicant's ability to use good judgment:

Emotional Adaptability:

- ____ Emotional stability
____ Ability to cope with stress
____ Ability to adjust positively to new situations
____ Ability to separate own problems from problems of others

Time Management and Organization:

- ____ Ability to attend to daily schedule (arrives on time, keeps appointments, etc.)
____ Ability to plan and carry out activities (keep track of school calendar, daily/weekly schedule, arrange transportation, follow work routines, etc.)
____ Attendance

Please comment on the amount and type of supervision you feel the applicant would require to complete a work-based project or assignment at his/her level:

Please describe any known accommodations the student may need in order to be involved in the physical activities essential to participating in the program or work internship:

Please provide any additional comments you feel would be helpful regarding the applicant's strengths and/or weaknesses in participating in a community college and employment setting:

Your Name _____ **Title** _____

Organization _____ **Phone** _____

Relationship to Applicant _____ **Length of Relationship** _____

Please return completed form to: Cape Cod Community College
PROJECT FORWARD
2240 Iyannough Road
West Barnstable, MA 02668

Or email to: cdorey@capecod.edu

* faxing not available