**CICE REFERENCE REQUEST**

This letter is to acknowledge that an applicant to the Confederation College Community Integration through Cooperative Education (CICE) program has selected you to act as a reference.

CICE is a two year modified certificate program that allows students, who require the modification of course work in order to be successful, to develop their academic and vocational skills by attending college classes and field placements. The CICE program is designed for students who have intellectual disabilities or other significant learning challenges.

As part of the application process, students are asked to provide two references who are able to answer questions in relation to their educational experience.

In order to contribute a reference for a student, please ensure the following criteria are met:

• Complete the “*Confidential Reference Form*” found on the program’s web page under Admission requirements

• Submit the form on line to kemp@confederationc.on.ca placing the **applicant’s last name, first name** in the subject line. Or if you are printing the form to complete it, it can be mailed in to:

Confederation College

 School of Health, Negahneewin & Community Services

 c/o Karen Kemp, CICE Program,

 1450 Nakina Dr,

Thunder Bay, ON P7C 4W1

• The form must be sent directly by the referee and not the applicant, as it does not allow the information to remain confidential. Therefore any received directly from the applicant will **not** be used for consideration.

• **Please note that relatives and close family friends are not eligible referees. Acceptable referees include: teachers, counsellors, employers, caseworkers, coaches, or someone who has extensive knowledge of the applicant.**

Thank you for your participation in the CICE application process.

CICE Team Confederation College

School of Health, Negahneewin & Community Services

**Community Integration through Cooperative Education (CICE) Confidential Reference Form**

Thank you for taking the time to complete the Confidential Reference Form.

**CICE Program Overview**

Community Integration through Cooperative Education (CICE) is a 2-year, four semester modified program designed for individuals with intellectual disabilities or other significant learning challenges. Students may access courses in many program areas across the college (based on seat availability).

The CICE program provides students with an opportunity to experience college life and to enhance their academic skills by taking college courses, which have been modified to fit their academic abilities.

The CICE student will receive supports such as curriculum modification, note taking, and tutoring. Integration Facilitators provide students with support in the classroom as well as in tutorials (for approximately one hour per week, per course). In addition to these academic supports, students are expected to independently complete homework and assignments and study for tests to achieve success. Students entering the CICE program should have a functional level of time management, computer literacy, and life and communication skills. They should be able to meet deadlines, follow through with modified academic expectations and attend tutorials and lectures.

Each semester, students will take academic courses with a modified curriculum in a selected area of concentration as well as core courses common to all CICE students. As an integral part of the CICE program, students independently attend unpaid field placement experiences enabling students to develop vocational abilities.

**Once you have completed the confidential reference form, submit it to**

**kemp@confederationc.on.ca. or print it out and mail the completed form to Karen Kemp c/o CICE Program.**

**Please submit the reference form after you have applied to OCAS. In order for the applicant to be considered for the program this form must be in prior to the interview.**

Please note, you may be contacted by a CICE team member following the applicant’s interview.

Thank you for your assistance

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction).

If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000, extension 3292.

**Community Integration through Cooperative Education (CICE)**

**Confidential Reference form**

|  |  |
| --- | --- |
| **Date** |  |
| **Applicant name** |  |
|  **Applicant address** |  |

|  |  |
| --- | --- |
| **Referee name** |  |
| **Referee address** |  |
| **Referee home telephone** |  |
| **Referee work telephone** |  |
| **Referee email**  |  |
| **Relationship to Applicant** |  |

**Please answer all questions and be honest in your assessment of this person. Your comments are appreciated.**

**Thank you for filling out the confidential reference form.**

**Community Integration through Cooperative Education (CICE)**

**Confidential Reference Form**

1. While in the CICE program, students’ will be expected to communicate using various methods and tools. Please respond to the following questions, providing examples of your experience in communicating with the applicant.
2. In your interactions, how effectively does this person communicate their needs? Does this person have a preferred method of communication? (e.g. verbal, sign language, electronic or other)
3. How does this person demonstrate their comprehension of verbal directions?
4. Is this person able to understand non-verbal cues, such as gestures, body language, tone of voice etc.? Provide an example.
5. When provided with written instructions, is this person able to comprehend instructions? Provide an example of written instructions provided to this person and their understanding of them.
6. Provide an example of the person’s ability to use technology independently to communicate with others.

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**Confidential Reference Form**

1. Students of the CICE program will have the opportunity to experience college life by taking college courses with students from various programs, as well as be involved with extracurricular college activities and events.
2. Explain how this person interacts cooperatively and productively on a one to one basis.
3. Explain how this person interacts cooperatively and productively in a group setting.
4. Describe this person’s ability to interact in a social setting.
5. How has this person demonstrated the ability to adapt to change in their environment?
6. Describe how this person has routinely demonstrated tolerance and problem solving when faced with a frustrating situation.

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The CICE program requires students to be able to independently manage their time and academic schedule while at college. This includes being able to attend classes regularly and on time, keep scheduled appointments, and make appointments with people who are supporting their academic needs. They are also expected to complete assignments and to do homework.

 3. a. Is this person able to make his or her own appointments when necessary?

 Never Seldom Sometimes Frequently Always

 1 2 3 4 5

b. Does this person remember to keep appointments and meet pre-determined deadlines?

Never Seldom Sometimes Frequently Always

 1 2 3 4 5

 c. Does this person have a demonstrated ability to tell time? Check all that apply:

\_\_\_\_ Analogue clock

\_\_\_\_ Digital clock

\_\_\_\_ can’t tell time

 d. Does this person attend classes/work on a regular daily basis?

Never Seldom Sometimes Frequently Always

1. 2 3 4 5

 e. Does this person effectively use an agenda or other planning device to ensure that they meet deadlines and scheduled appointments?

Never Seldom Sometimes Frequently Always

 1 2 3 4 5

**Community Integration through Cooperative Education (CICE)**

**Confidential Reference Form**

1. Does this person follow through on work assignments and hand them in on time

Never Seldom Sometimes Frequently Always

 1 2 3 4 5

 g. Is this person able to complete homework assignments as required?

 Yes No Comments:

1. Can this person attend and be actively engaged for one, two or three consecutive 50 minute periods of class time? How well has this person demonstrated this ability in their work/academic activities?

 Never Seldom Sometimes Frequently Always

 1 2 3 4 5

Provide an example of a situation when this was demonstrated.

1. Is this person able to utilize free time effectively?

Never Seldom Sometimes Frequently Always

1. 2 3 4 5

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4. The students of the CICE program will complete 3 field placements. These require the students to be able to attend independently. How has this person demonstrated the ability to work independently and with minimal supervision when working, completing tasks or assignments? Please describe the level of support if it has been required

5. CICE students will be expected to have basic computer knowledge.

a. How has this person demonstrated their ability to use a computer to complete basic word processing tasks?

b. How competent is this person in their use of the internet?

c. How competent is this person in their use of email?

d. List any specialized software programs that this person uses

**Community Integration through Cooperative Education (CICE)**

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6. Based on your knowledge of this person’s abilities and understanding of the CICE program, what strengths would they bring to the program and what would they still need to develop? Provide 3-5 responses for each.

Strengths To be developed

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7. The CICE program provides academic support and academic modifications for the student’s courses. Please comment on the level and type of support or modifications currently provided to this person on a regular basis. This support may be from parents, tutors, case workers, workplace supervisors, educational assistants, etc.