

PRODUCTION FIELD OPERATOR PROGRAM (PFO)

APPENDIX I: PROGRAM SPECIFIC INFORMATION

Thank you for your interest in the Forestry Education Internship Program. This program is a result of a collaborative partnership between CAREERS: The Next Generation, School Districts, and Employers. It provides students an opportunity to gain work-based learning experiences in the Forestry Industry. Worksites are approved, a learning plan established, the student's experience is supervised by a teacher, and the student may earn high school and post secondary credits. This is an incredible chance for students to explore a career in this industry and enhance career development. The following is provided as application and instruction for the program.

Complete and attach **in the order listed**. Check each item off as you complete and attach it.

Only completed application packages will be considered.

- Work Placement Application Form
 - Cover Letter
 - Resume
- Appendix I: Program Specific Information
 - School, Applicant, & Health Information
 - Parental Support
 - General Questions Relevant to the Program
 - Work Skills & Employability Skills
 - Attachments
 - Statement of Marks
Counselor must sign the copy from Alberta Education Extranet or from the school's report program. Counselor should indicate current mark in each current course or mid-term mark.
 - Timetable
 - Record of School Attendance
 - Three Year High School Plan (Signed by Counselor)
 - Recommendation Forms
 - Teacher
 - Teacher
 - Community Member
 - Off Campus Education Coordinator
To be completed by the from Off Campus Education Coordinator following the review of he student's package with counselor.

Tips for creating a cover letter and resume

- ✓ Usually, cover letters should be company specific, but in this case, **address your cover letter** to either CAREERS: The Next Generation or your off-campus teacher.
- ✓ Include the following **information in your resume**:
 - Employment / Work Experience / Volunteer Record
 - Relevant courses you have taken or are taking currently
 - Extra curricular activities – especially those that show employability and specific skills
 - Special skills, courses, certificates (ie. WHIMIS, First Aid, Drivers License, etc) – Attach a photocopy of valid certificates.
- ✓ Include the following **information in your cover letter**:
 - Future Plans: Know what you want to do after high school? Any thoughts on long term career plans?
 - Reason for applying for the program: Why are you a good candidate for this off campus program?
 - Why do you want to be involved in the program?
 - What interests you in this industry? What is your long term goal?
- ✓ **Your cover letter and resume should not be more than TWO pages in length**
- ✓ Someone should **proof read** your documents! Sign the letter and **include a phone number** for the employer to reach you!

Special Instructions

Work Experience Coordinators should submit to the Local CAREERS Field Director.



School Information

School: _____

School representative responsible for the Production Field Operator Program: _____

Phone: _____ Cell: _____ E-mail: _____

School representative responsible for mentorship of the **summer** portion of the program: _____

Phone: _____ Cell: _____ E-mail: _____

Applicant Information

Last Name: _____ First: _____ Middle: _____

Phone: _____ Cell: _____ E-mail: _____

Health Information

Doctor Name: _____ Work Phone: _____

Alberta Health Care #: _____

List important Medical Information (e.g. allergies; current medications; health ailments and conditions; limitations; etc.)

Emergency Contact Information:

	Name of Contact	Day Phone	Evening Phone
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Parental Support

I support involvement in the Production Field Operator Program (PFO) for the above named student.

Mother/Guardian Signature (Print name below)

Father/Guardian Signature (Print name below)

General Questions Relevant to the Program

1. What interested you to enroll in the Production Field Operator Program?

2. What are your academic and/or educational goals for the future?

3. List, in order of preference, occupations in the oil and gas industry you want to pursue as future career goals.

- i. _____
- ii. _____
- iii. _____

4. If selected for the summer internship, do you have any responsibilities or obligations for after work hours, weekends, or vacation periods that could interfere with your ability to commit to the summer field experience? Yes No

If yes, explain: _____

5. Are you willing to give up all part-time employment for the summer if selected for one of the summer internships? Yes No

If no, explain: _____

6. Do you have access to a vehicle to get to work on a daily basis? Yes No

Will you be able to provide for or arrange reliable transportation to and from the workplace on a daily basis? Yes No

7. Will you participate in the Summer Energy Camp at SAIT even if you are NOT selected for an internship? Yes No

8. Will you participate in the safety training even if you are NOT selected for an internship? Yes No

Safety certificates are only valid for a certain time frame. Indicate which of the following safety certifications you hold by checking yes or no, and giving the expiry date:

WHMIS Certification Yes No Expiry Date: _____

TDG Certification Yes No Expiry Date: _____

H2S Aware Certification Yes No Expiry Date: _____

Standard First Aid & CPR Level C Certification Yes No Expiry Date: _____

Work Skills & Employability Skills

1. Identify your strongest work related skills and explain why they are your strongest:

2. Give examples of teamwork skills you show on a regular basis:

3. Describe at least 4 personal management skills and give an example of how you show each skill in your daily life.

Example: initiative, integrity, honesty, responsible, set goals, manage time, accountable (refer to the Conference Board of Canada's Employability Skills at www.conferenceboard.ca)



Three Year High School Plan (You may fill in the chart below or attach an up-to-date three year plan used by your school)

Please fill in the chart below or attach an up to date Three Year High School Plan used by your school. Check with your Counselor or Teacher Advisor for an up to date plan.

Check the box for courses you have taken, are taking, or plan to take. Mark grades and credits where known. Using the blank areas available, please add additional courses not on the list that you have taken, are taking, or plan to take in the future.

Grade 10			Grade 11			Grade 12			
Course	Mark	Credits	Course	Mark	Credits	Course	No.	Mark	Credits
<input type="checkbox"/> English 10-1 <input type="checkbox"/> English 10-2			<input type="checkbox"/> English 20-1 <input type="checkbox"/> English 20-2			<input type="checkbox"/> English 30-1 <input type="checkbox"/> English 30-2			
<input type="checkbox"/> Social Studies 10 <input type="checkbox"/> Social Studies 13			<input type="checkbox"/> Social Studies 20 <input type="checkbox"/> Social Studies 23			<input type="checkbox"/> Social Studies 30 <input type="checkbox"/> Social Studies 33			
<input type="checkbox"/> Math 10 Pure <input type="checkbox"/> Math 10 Applied <input type="checkbox"/> Math 10 Prep			<input type="checkbox"/> Math 20 Pure <input type="checkbox"/> Math 20 Applied <input type="checkbox"/> Math 20 Prep			<input type="checkbox"/> Math 30 Pure <input type="checkbox"/> Math 30 Applied <input type="checkbox"/> Math 30 Prep			
<input type="checkbox"/> Science 10			<input type="checkbox"/> Chemistry 20 <input type="checkbox"/> Physics 20 <input type="checkbox"/> Biology 20 <input type="checkbox"/> Science 20			<input type="checkbox"/> Chemistry 30 <input type="checkbox"/> Physics 30 <input type="checkbox"/> Biology 30 <input type="checkbox"/> Science 30			
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
<input type="checkbox"/> Phys Ed. 10			<input type="checkbox"/> Phys Ed. 20			<input type="checkbox"/> Phys Ed. 30			
<input type="checkbox"/> CALM			<input type="checkbox"/> CALM			<input type="checkbox"/> CALM			
<input type="checkbox"/> Religion			<input type="checkbox"/> Religion			<input type="checkbox"/> Religion			
<input type="checkbox"/> Art <input type="checkbox"/> Drama <input type="checkbox"/> Band			<input type="checkbox"/> Art <input type="checkbox"/> Drama <input type="checkbox"/> Band			<input type="checkbox"/> Art <input type="checkbox"/> Drama <input type="checkbox"/> Band			
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			
<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			

Have your Counselor sign this plan if you are not submitting a copy of your three year plan from your school.

Counselor (Print name below)

Date



Recommendation: Teacher Form #1

This student is applying for a Summer Internship in the Oil and Gas Production Field Operator program. The PFO Summer Intern requires dedication and commitment to a full time work experience for the summer. This student will be responsible for learning many new skills; working with an operator mentor and showing great respect to his/her employers.

It is in the best interests of students, the school, and the community, that a student who takes part in cooperative education activities outside of the school, under the auspices of the school, be perceived in a positive manner. When assessing the eligibility of a student for a PFO Summer Internship, it is important that we feel confident that our school is being well represented. To that end we are asking you to provide some information on the student identified below. This information will form part of the basis on which the student's eligibility for a PFO Summer Internship will be determined by the employer. Thank you in advance for your frankness.

The Production Field Operator program enables a student to acquire dual certification: a high school diploma and a PFO Certificate from SAIT plus gaining valuable field experience in the oil and gas industry.

Indicate your perception of this student with respect to the following chart by placing a check mark (✓) in the box below the appropriate number.

	Poor	1	2	3	4	5	6	7	8	9	10	Excellent
1. Attitude		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Attendance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Work Habits (use of class time)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Ability to stay focused on a task		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ability to meet deadlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ability to <u>work</u> as part of a team		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Demonstrates respect		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Demonstrates maturity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Demonstrates responsibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Demonstrates initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Demonstrates common sense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Demonstrates problem solving ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Demonstrates leadership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Special Notes:

Student Name _____

Subject _____

Teacher Name _____

Phone () _____

Teacher Signature _____

School _____

I do / cannot recommend the above named student be accepted into the Registered Apprenticeship Program.

Recommendation: Teacher Form #2

This student is applying for a Summer Internship in the Oil and Gas Production Field Operator program. The PFO Summer Intern requires dedication and commitment to a full time work experience for the summer. This student will be responsible for learning many new skills; working with an operator mentor and showing great respect to his/her employers.

It is in the best interests of students, the school, and the community, that a student who takes part in cooperative education activities outside of the school, under the auspices of the school, be perceived in a positive manner. When assessing the eligibility of a student for a PFO Summer Internship, it is important that we feel confident that our school is being well represented. To that end we are asking you to provide some information on the student identified below. This information will form part of the basis on which the student's eligibility for a PFO Summer Internship will be determined by the employer. Thank you in advance for your frankness.

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Indicate your perception of this student with respect to the following chart by placing a check mark (✓) in the box below the appropriate number.

	Poor	1	2	3	4	5	6	7	8	9	10	Excellent
1. Attitude		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Attendance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Work Habits (use of class time)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Ability to stay focused on a task		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ability to meet deadlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ability to <u>work</u> as part of a team		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Demonstrates respect		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Demonstrates maturity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Demonstrates responsibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Demonstrates initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Demonstrates common sense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Demonstrates problem solving ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Demonstrates leadership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Special Notes:

Student Name _____ Subject _____
 Teacher Name _____ Phone () _____
 Teacher Signature _____ School _____

I do / cannot recommend the above named student be accepted into the Registered Apprenticeship Program.

Recommendation: Community Contact Form

This student is applying for a Summer Internship in the Oil and Gas Production Field Operator program. The PFO Summer Intern requires dedication and commitment to a full time work experience for the summer. This student will be responsible for learning many new skills; working with an operator mentor and showing great respect to his/her employers.

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Indicate your perception of this student with respect to the following chart by placing a check mark (✓) in the box below the appropriate number.

	Poor	1	2	3	4	5	6	7	8	9	10	Excellent
1. Attitude		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Attendance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Work Habits (use of class time)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Ability to stay focused on a task		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ability to meet deadlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ability to <u>work</u> as part of a team		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Demonstrates respect		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Demonstrates maturity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Demonstrates responsibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Demonstrates initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Demonstrates common sense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Demonstrates problem solving ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Demonstrates leadership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Special Notes:

Student Name _____ School _____

Contact Name _____ Phone () _____

Contact Signature _____ Date _____

How do you know the student? _____

I do / cannot recommend the above named student be accepted into the Registered Apprenticeship Program.

Recommendation: Off Campus Coordinator

The Off Campus Coordinator should complete this form after reviewing the student package in consultation with the student's guidance counselor.

Student Name :

Program / Position: Production Field Operator Summer Internship Program

1. Is this student on track to graduate at the end of Grade 12? Yes No
2. Does this student have a good record of attendance? Yes No
3. Does this student have a good record of conduct (no behavioral issues) Yes No

SOLIS Modules Completed and Marks Achieved

Module A-1		Module A-8		Module A-15		Module A-22	
Module A-2		Module A-9		Module A-16		Module A-23	
Module A-3		Module A-10		Module A-17		Module A-24	
Module A-4		Module A-11		Module A-18		Module A-25	
Module A-5		Module A-12		Module A-19		Module A-26	
Module A-6		Module A-13		Module A-20		Level A Test	
Module A-7		Module A-14		Module A-21			

Other course marks:

ENM1010-1 = ENM1010-1 = ENM1020-1 = ENM1020-2 =

ENM 1060-1 =

Please note below any concerns you may have.

I recommend that the above student be accepted into the Production Field Operator Summer Internship Program Yes No

Coordinator Name _____ Phone () _____

Coordinator Signature _____ School _____