

CAPE COD COMMUNITY COLLEGE **PROJECT FORWARD APPLICATION**

Thank you for your interest in Cape Cod Community College's Project Forward.

To be considered as a candidate for admission, you must submit the following materials directly to:

Peter Daley
Director, Project Forward
Cape Cod Community College
2240 Iyanough Road
West Barnstable, MA 02668

___ Completed Project Forward Application (**attached**)

___ Your high school transcripts and any transcript of college level work. Applicants with a high school equivalence diploma (GED) should send copies of both the certificate and the test scores.

___ A psychological report including recent I.Q. test results (preferably the WAIS-R) with subtest scores, and personality assessment.

___ Individualized diagnostic reading and math test results documenting grade level equivalents.

___ Your most recent IEP (individualized educational plan).

___ A medical report indicating any physical restrictions, precautions, and/or medications. (Please submit attached copy completed by your doctor within the past year.

___ Three written recommendations (**form attached**). At least one reference writer must be a special educator, teacher, school counselor, or vocational rehabilitation counselor. Other possible reference writers might be a psychotherapist, social worker, physician, family friend, or employer.

___ A brief autobiographical essay written (or typed) by the student.

Application Deadline: March 1

(Qualified students applying after the above date may be placed on a waiting list and accepted on a space available basis)

It is essential to submit ALL of the specified information. Once all information has been received, qualified applicants and their parents will receive acceptance letters and registration materials in mid-March. A personal interview or telephone conference may be arranged if needed.

If you have any questions about Project Forward or the application procedure, please contact Peter Daley at 508-362-2131, extension 4763.

PROJECT FORWARD APPLICATION (P.2)

In the space below, list some of your experiences in the following areas:

Work: (vocational, academic, or life skills)

Learning: (vocational, academic, or life skills)

Leisure: (hobbies, sports, arts, activities, clubs, interests)

In the space below, write a sentence telling what you would like to learn at Project Forward.

Signature of Applicant: _____

Date: _____

Project Forward Recommendation Form

Recommendation Form for _____

The above-named individual has applied for admission to Project Forward at Cape Cod Community College, a two-year non-credit certificate program for students with significant learning 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 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 jobs such as: baker's helper or cook's helper; maintenance or landscape worker; retail sales clerk, stocker, shipping/receiving clerk; cashier; office clerk; animal care or veterinary assistant, or child care assistant.

With the above information in mind, please answer the following questions. 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

____ Self-sufficiency

Interpersonal:

____ Ability to relate to peers

____ Ability to relate to teachers/work supervisors

____ Ability to relate to young children

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

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 the applicant requires 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 working in a retail, hospitality, or business environment:

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:

**Project Forward Student Coordinator
Cape Cod Community College
2240 Iyanough Road
West Barnstable, MA 02668**