

Career Studies Program

Student Recommendation Form

Applicant's Name _____

Completed By _____

**Penn State Harrisburg Career Studies Program
Customer Relations Certificate
Recommendation Form**

Recommendation for _____ (applicant's name)

The above named individual is applying for admission to the Career Studies Program, Customer Relations Certificate program at Penn State Harrisburg. The Customer Relations Certificate program is a post- secondary career initiative for young adults with intellectual disabilities who are interested in preparing for employment and participating in an academic, vocational, and social university experience. The Career Studies Program provides the opportunity for students to enrich and enhance their personal and academic development in a fully inclusive environment. Prospective Career Studies students will find meaningful experiences that will enhance their personal growth socially, academically, and vocationally. With the above information in mind, please answer the following questions to the best of your ability and complete a student inventory (attached). Attach additional pages as needed.

Please return this form to the prospective student in a sealed envelope and sign across the seal OR mail the completed form to the following address:

Dr. Linda Rhen, Career Studies Program
Penn State Harrisburg
777 W. Harrisburg Pike
Middletown, PA 17057

Thank you for your assistance in this matter.

Name _____

Street Address _____

City _____

State _____

Zip Code _____

Phone Number _____ E-mail _____

Signature _____ Date _____

1. How long have you known the applicant and in what capacity?

2. Please describe why you feel the applicant would benefit from a postsecondary education experience.

3. How likely is it that the parent/family/guardian of this applicant will support the philosophy and goals of the Career Studies Program?

_____Unlikely_____Likely_____Quite Likely_____Highly likely

4. Please describe the strengths and challenges that the applicant may have that will make him/her a strong candidate for this program? (Use the back of this page or attach additional pages)

Please complete the following student inventory. Should you not be familiar with the applicant in a particular area, please indicate this by using U for Unknown.

Independent Living Skills	1 Needs complete assistance	2 Needs moderate assistance	3 Needs some assistance	4 Needs minimal assistance	5 Needs no assistance
Negotiating Campus Environment					
Utilizing public transportation (e.g., bus)					
Handling personal affairs: laundry, light cooking, cleaning, managing personal belongings					
Interpersonal Skills: Ability to relate to others					
Asks for help, clarification, or questions					
Use of judgment skills in an emergency					
Emotional: ability to cope with stress					
Adjusting to new situations					

Social Skills and Communication	1 Needs complete assistance	2 Needs moderate assistance	3 Needs some assistance	4 Needs minimal assistance	5 Needs no assistance
Communicating needs in an appropriate manner					
Engaging in appropriate social interaction					
Using phone/cell phone					

Academic Skills	1 Needs complete assistance	2 Needs moderate assistance	3 Needs some assistance	4 Needs minimal assistance	5 Needs no assistance
Handling money: counting change/bills, understanding values, using checkbook, staying within budget					
Math skills: Approximate Grade Levels: _____ Addition _____ Subtraction _____ Multiplication _____ Division					
Reading and writing skills: Approximate Grade Levels: _____ Reading _____ Writing					
Computer Skills: Word processing and Internet					
Motivation to learn and persist on new tasks					
Knows and can verbalize and/or write personal information: name, address, phone, SSN, etc.					
Ability to follow verbal directions					
Ability to follow written directions					
Ability to keep a daily schedule with due dates and assignments					

Has applicant used any assistive technology? _____ If yes, what?

Additional Remarks: Please list/discuss any physical, intellectual, social, or emotional conditions that may need to be considered when planning a postsecondary experience.