

CDI On-Site Internship Supervisor Approval Form

To be completed by the on-site internship supervisor at the beginning of the internship

The CDI offers students who are a minimum of 16 years of age the opportunity to earn up to 2.0 high-school credit(s) for internship experiences in the community. The hours interned by students participating in this CDI are covered by Workers Compensation through Manitoba Education. Students are expected to provide the school with documentation of their completed internship hours following completion of the hours needed for credit.

Student Information (to be completed by the student):

Student's Name: _____

School: _____

School Address: _____

Telephone: _____ Email: _____

On-Site Internship Supervisor Information (to be completed by on-site internship supervisor):

Company, business, or organization where student will intern:

Address: _____

Telephone: _____ Email: _____

1. The internship will begin on _____ and conclude on _____.
2. The student will participate in a new worker orientation session on _____.
3. The student will receive required training for tasks and duties, as indicated in the training agreement. Training will be updated if duties and tasks are altered during the student's internship.

continued

CDI On-Site Internship Supervisor Approval Form *(continued)*

4. The student will intern _____ hours a week, following the schedule outlined below:

Monday: _____ Tuesday: _____

Wednesday: _____ Thursday: _____

Friday: _____ Saturday: _____

Sunday: _____

3. Planned absences (previously scheduled):

4. The student will report to:

Name: _____ Title: _____

Telephone: _____ Email: _____

5. The student will not receive any compensation.
6. The student is responsible for transportation to and from the internship site.
7. The school must register the student for Workers Compensation coverage prior to the commencement of the internship. The Workers Compensation Board's firm number for Manitoba Education is **0050153ED**.

I confirm that the above-stated information is true.

On-Site Internship Supervisor's Name (please print):

On-Site Internship Supervisor's Signature:
