

CDI Record of Communication (Sample)

It is the responsibility of the school and the CDI on-site internship supervisor to regularly communicate with each other while the student is participating in the CDI. It is recommended that the teacher/CDI facilitator and on-site internship supervisor communicate with each other at least once per month while the student is engaged in the CDI. More contact is encouraged if it will benefit the student. It is also recommended that the teacher/CDI facilitator visit the student at the internship placement site at least twice, in addition to the On-Site Placement Health and Safety Assessment.

Contacts Regarding the CDI of _____
(Student's name)

Between _____ and _____
(School name) (Business/Company/Organization name)

1. Date: _____ Time: _____

On-Site Internship Supervisor Contact: _____

School Contact: _____

Nature of Correspondence: _____

Comments: _____

2. Date: _____ Time: _____

On-Site Internship Supervisor Contact: _____

School Contact: _____

Nature of Correspondence: _____

Comments: _____

continued

CDI Record of Communication (Sample) *(continued)*

3. Date: _____ Time: _____

On-Site Internship Supervisor Contact: _____

School Contact: _____

Nature of Correspondence: _____

Comments: _____

4. Date: _____ Time: _____

On-Site Internship Supervisor Contact: _____

School Contact: _____

Nature of Correspondence: _____

Comments: _____
