

Career Development Internship Guidelines

2017



CAREER DEVELOPMENT
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Schools are encouraged to share this resource with parents, guardians, and communities, as appropriate.

Any websites referenced in this document are subject to change. Educators are advised to preview and evaluate websites and online resources before recommending them for student use.

This resource is available on the Manitoba Education and Training website at www.edu.gov.mb.ca/k12/cur/cardev/index.html.

Disponible en français.

Available in alternate formats upon request.

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Introduction

The Career Development Internship (CDI) credit provides students with the opportunity to earn up to 2.0 high school credit(s) for an unpaid internship. The CDI credit option is intended to recognize and encourage the skills development and experience students acquire through internships.

Career Development Internship Guidelines is intended to help educators (teachers/CDI facilitators) oversee the planning, monitoring, evaluating, and reporting of student experiences related to the CDI. The guidelines also provide information for those in the key role of on-site internship supervisor. On-site internship supervisors are workplace employees who are responsible for welcoming and supporting the student throughout the internship.

Career Development Internship Guidelines is not a curriculum document. It provides guidelines for those wishing to offer students an enriching opportunity to earn a credit through a career development internship.

Required documents and forms to implement the CDI credit (as outlined on page 10 of this document) and suggested support documents, such as learning goals and assessment guidelines, are posted at www.edu.gov.mb.ca/k12/cur/cardev/.

Purpose

The purpose of the CDI guidelines is to

- offer rationale for providing the CDI option
- define the objectives to be achieved by enrolling students in a CDI
- specify the roles and responsibilities of students, schools, teachers/CDI facilitators, on-site internship supervisors, and Manitoba Education and Training as they relate to the CDI
- specify CDI requirements with respect to
 - registration procedures
 - the Senior Years credit system
 - graduation requirements
 - Senior Years course designation
 - reporting of CDI credits

Rationale

The CDI offers students who are a minimum of 16 years of age the opportunity to participate in an internship placement, allowing them to earn a high-school credit while exploring their career interests.

Internship credits integrate career development theory, knowledge, essential skills, employability skills, and attitudes with meaningful learning experiences in an internship setting. The knowledge, skills, and attitudes acquired through internships can increase students' competence and confidence, and provide more awareness of the expectations of a profession and the employment opportunities that exist in their community, as well as the educational and training requirements for these opportunities.

Manitoba Education and Training encourages schools to frame the internship experience so that the students benefit. To this end, a detailed list of suggested learning goals (as well as numerous other useful resources) is provided at the following Manitoba Education and Training web page: www.edu.gov.mb.ca/k12/cur/cardev/.

Internships that are closely aligned to students' particular professions of interest will give them the opportunity to apply and refine the knowledge and skills acquired in their academic programmes and Career Development Life/Work courses.

Students who have successfully completed the prerequisite of a Career Development Life/Work full (1.0) or half-credit (0.5) course will be able to complement their self-management, career awareness, and internship readiness with a CDI.

Considerations for Placing Students in a CDI

Prior to placing a student into an authentic career development internship, it is expected that teachers/CDI facilitators will take into consideration whether

- the internship placement matches the student's interests, abilities, and career aspirations
- the student is adequately prepared to participate in a community-based internship
- the student has adequate knowledge and understanding of the placement before beginning the internship
- the student is aware of the behavioural expectations at the internship site, attendance requirements, and the suggested learning goals for successful completion of the CDI credit(s)

Examples of acceptable internships include the following:

- Hands-on experience at an internship site (e.g., business, government, not-for-profit, or volunteer organization)
- Job shadowing a worker at an internship site
- Career mentoring with a worker at an internship site
- Career simulation activities at a community site for occupations where hands-on internship experience is not appropriate

In certain circumstances, a CDI credit may be earned for internship placements on the school's premises if that internship experience presents the student with future opportunities related to his or her career aspirations.

Activities that are extensions of in-school courses or that are extracurricular activities (e.g., making dramatic presentations, working on the school yearbook, or serving on student council) are not considered acceptable internship placements.

Placing students into career development internships with their parents or other relatives is generally not recommended, as the students are likely to gain more benefit from meeting challenges in new environments and with new people.

All school divisions are encouraged to establish procedures for locating and assessing potential internship placement sites.

Before each CDI placement, the teacher/CDI facilitator must visit the student's placement site and assess it with regard to the following Safety Assessment Questions:

Safety Assessment Questions

- Does the on-site internship supervisor have a positive attitude and a commitment to the provision of experiential learning opportunities?
- Are there opportunities for students to develop and maintain a one-on-one relationship with an on-site internship supervisor?
- Is there an acceptable range and scope of learning opportunities and experiences available to students?
- Are the technology, equipment, and facilities provided at the placement acceptable and appropriate for the student's needs?
- Are there appropriate health and safety conditions at the internship site, in accordance with guidelines provided by SAFE Work Manitoba?
- Is the on-site internship supervisor dedicated to providing a safe and respectful work environment?
- Is the on-site supervisor able and willing to provide any necessary accommodations for students with special needs?

Because internships are meant to be in-depth and meaningful experiences, a CDI normally involves one placement. In some cases, however, two different placements may be appropriate. Decisions regarding the number of placements in which a student will participate should be made at the individual school level and should consider the number and variety of placements available in the community, the breadth and depth of experience afforded by the available placements, as well as the student's evolving needs and interests.

Withdrawal from the CDI is possible at any time and for any reason, including the reason that the CDI internship site conditions are not acceptable to the student, her or his parent/guardian, the teacher/CDI facilitator, or the on-site internship supervisor.

Definition of Objectives

CDI provides students with the opportunity to **learn**

- about the importance of communicating and collaborating effectively with others
- about work environments, workplace practices, labour market information, current/developing workplace trends, and their chosen career interest or pathway
- how to process and integrate feedback obtained from on-site internship supervisors and teachers/CDI facilitators, and how to evaluate their own performance
- how to employ reflection in an experiential learning environment
- about education and training requirements for occupations and career pathways that align with their career aspirations
- about post-secondary partners' expectations (e.g., universities, colleges, trade associations, and/or workplace representatives)

CDI provides students with the opportunity to **develop**

- competence, confidence, and a willingness to take initiative
- a foundation of employability by the acquirement of transferable skills, which CDI helps them identify and which may be expected in professions and worksites that align with their career aspirations
- a workplace safety and health mindset based on the principles and direction provided by SAFE Work Manitoba, emphasizing the importance of injury prevention at the workplace
- relationships with on-site internship supervisors that may support students in navigating their future career pathways

CDI provides students with the opportunity to **understand**

- workers' rights and responsibilities
- the similarities and differences in behavioural expectations between school and the workplace
- how what they learn in the classroom is related to the knowledge, skills, and attitudes needed in the workplace

CDI provides students with the opportunity to **reflect upon**

- their career internship experiences and career aspirations

Course Designation

The credit(s) for CDI will be designated as General (G) credits and reported as such. Schools will

- record the Grade 11 one-half (0.5) credit as 35G or the full (1.0) credit as 30G using the code 0305, as provided by the Department of Education and Training for reporting the credit
- record the Grade 12 one-half (0.5) credit as 45G or the full (1.0) credit as 40G using the code 0305

Reporting CDI Credits

School administrators must report CDI credits as Complete (CO) or Incomplete (IN) to Manitoba Education and Training, Professional Certification and Student Records Unit, at www.edu.gov.mb.ca/k12/profcert/.

Number of CDI Credits Allowed

The Career Development Life/Work courses provide a foundation for students that will help prepare them for participation in the CDI credit.

The maximum number of CDI credits allowable in the calculation of a student's Senior Years graduation credit requirements is two (2.0).

A student may earn one (1.0) full credit by undertaking and successfully completing a CDI for 110 hours (a maximum of 10 hours of internship preparation and reflection and 100 hours of internship).

A student may earn one-half (0.5) credit by undertaking and successfully completing a CDI for 55 hours (a maximum of 10 hours of internship preparation and reflection and 45 hours of internship).

A student may earn either the 30G credit (1.0) or the 35G half-credit (0.5), but not both. A student may also earn either the 40G credit (1.0) or the 45G half-credit (0.5), but not both.

CDI Graduation Requirements

CDIs are optional credits that students may choose and apply toward Senior Years graduation requirements.

The Modified (M) course designation may not be applied to CDIs.

Roles and Responsibilities

Career development internships require effective communication and collaboration among administrators, teachers/CDI facilitators, on-site internship supervisors, and Manitoba Education and Training. An explanation of the roles and responsibilities of each of the partners is provided.

Administrators

In order to provide the opportunity for students to receive CDI credits, administrators will

- invite community partners to provide a variety of career exploration activities for their students
- ensure that teachers/CDI facilitators are aware that, before an internship begins, Work Placement Registration forms for Workers Compensation coverage must be completed for students participating in a CDI
- support teachers/CDI facilitators as they establish, organize, monitor, and evaluate the CDI credits by
 - providing opportunities to visit students at the internship placement
 - facilitating the acquisition of the material resources needed to provide meaningful CDI experiences
 - providing opportunities to liaise and network with existing and new internship sites/employers
- inform school/educational communities about the CDI option
- continue to support staff and students throughout the CDI process

Allocation of Teacher/CDI Facilitators and Timetabling

Administrators should be aware that internships make unique demands on a teacher/CDI facilitator's time, since most internship learning time takes place in the community. Administrators should consider the need to provide time in teacher/CDI facilitator timetables before, during, and at the end of each CDI so that they are able to

- visit and assess potential placement sites
- secure placements
- prepare students for their internships
- communicate with students and on-site internship supervisors during internships, ensuring that agreed-upon learning goals are met
- conduct assessments of student performance and achievement

Teachers/CDI Facilitators

To support the implementation of the CDI credit, the following Manitoba Education and Training website includes a number of resources for teachers/CDI facilitators, including required and suggested documents and forms: www.edu.gov.mb.ca/k12/cur/cardev/.

Teachers/CDI facilitators assigned by the school are responsible for

- ensuring that a student is a minimum of 16 years of age, is eligible to participate in a CDI credit, and has completed a minimum of a half-credit (0.5) Career Development Life/Work course prior to registering for the CDI
- coordinating all aspects of the CDI—before, during, and after the CDI is completed (They should provide students with 10 hours of preparation and reflection as part of the CDI experience.)
- supporting and assisting the on-site internship supervisor so that she or he understands the intent of the CDI learning opportunities and experience (Teachers/CDI facilitators and on-site internship supervisors can enhance students' learning, engagement, employability, and essential skill development during the internship.)

On-Site Placement and Safety Assessment

Prior to the start of the student's internship placement, the teacher/CDI facilitator must visit and assess each internship placement site, taking into consideration the Safety Assessment Questions provided on page 3 of this document:

When a placement site that has already been assessed is under consideration for an internship placement for another student, the teacher/CDI facilitator must reassess it to ensure that it continues to meet the criteria.

In addition, teachers/CDI facilitators should

- help students
 - understand the purpose and intent of the CDI by discussing its goals, establishing a structure for future meetings, and explaining what the students might expect from the CDI
 - clarify and assess their career goals as well as learning goals specifically related to the student's CDI
 - link the importance of applying all classroom learning to workplace situations, tasks, and activities
 - develop strategies to process and benefit from constructive criticism and feedback
 - understand and reflect to facilitate their learning
 - explore their career interests and desired internship placement
 - understand the *Manitoba Workplace Safety and Health Act and Regulation*, as well as all relevant rights and issues concerning workplace safety

- consult with their school division safety officer
- understand the appropriate clothing, footwear, and protective equipment that may be required to carry out their internship
- complete a resumé and cover letter
- practice communication skills and prepare for an interview with the on-site internship supervisor
- prepare their reflection for assessment of CDI
- oversee the internship by
 - ensuring that the on-site internship supervisor is aware that the school will be in communication with the students throughout the internship
 - visiting the student’s internship placement site at least twice throughout the duration of the internship

Suggested and Required Forms and Documents

Teachers/CDI facilitators are responsible for overseeing all aspects of the CDI placement. This document directs teachers/CDI facilitators to complete or oversee the completion of several required forms and documents before and after the internship. Suggested resources, forms, and documents have also been prepared to assist teachers/CDI facilitators to

- develop a CDI
- establish learning goals
- promote, monitor, assess, and report on a student in a CDI placement

By completing the required forms and documents, and by using and adapting the suggested forms and documents, teachers/CDI facilitators will be able to successfully and responsibly coordinate the CDI.

Within the list that follows, **required** forms and documents and **suggested** forms and documents are organized into two categories: **Before** logging internship hours and **After** internship completion. The title of each item is followed by a bracketed letter and number, such as (A1). Forms and documents followed by the letter **A** should be completed **before** the internship. Forms and documents followed by the letter **C** should be completed **after** the internship. (Note: Additional suggested forms and documents are located on the webpage and are highlighted by the letter **B**.)

All of the required and suggested forms and documents are posted online at www.edu.gov.mb.ca/k12/cur/cardev/.

Teachers/CDI facilitators should ensure that the following required forms and documents are used:

Before logging internship hours:

- CDI Parent/Guardian Approval and Registration Form (A1)
- Teacher/CDI Facilitator On-Site Placement and Safety Assessment (A2)
- CDI Student Training Agreement Form (A3)
- CDI On-Site Internship Supervisor Approval Form (A4)
- Letter of Explanation to Work Placement Sites (A5)
- Important Notice for Submission of Work Placement Registration Forms (A6)
- New Worker Safety and Health Orientation Form (A7)
- My Safety and Health Checklist* (A8)
- Workplace Essential Skills: Work Ready Checklist* (A9)

After internship completion:

- CDI Hours Interned Form (C1)
- CDI On-Site Internship Supervisor Feedback Form (C2)
- Student's CDI Reflection (C3)
- Student's CDI Post-Internship Survey (C4)
- My Safety and Health Checklist* (A8)
- Workplace Essential Skills: Work Ready Checklist* (A9)

Regarding any concerns at the internship site, teachers/CDI facilitators should

- communicate directly with the student to ensure their concerns about the internship placements are addressed and that any problems are resolved in ways that promote the best interests of both the student and the on-site internship supervisor
- encourage students to discuss safety and health concerns related to the internship with their on-site internship supervisor or workplace safety and health committee representative (Parents/guardians can help to reinforce safe work awareness by encouraging students to ask safety questions and understand their worker safety and health rights.)

*Students are required to complete these forms twice to demonstrate their knowledge both before and after the internship.

Suggested Learning Goals and Assessment Guidelines

CDI student learning goals and assessment guidelines may be designed by the school to help students

- recognize and develop their strengths, interests, career aspirations, essential skills, employability skills, and transferable skills with respect to expectations of the internship
- experience relevant hands-on learning or exposure to an authentic work environment
- increase their knowledge regarding educational and career/life opportunities
- use feedback from the on-site internship supervisor to assess and build on their workplace skills
- use knowledge about their experiential learning opportunity to reflect on the world of work, lifelong learning, and their career and transitional planning

Schools have flexibility in determining how delivery and assessment of the CDI can best take place. The majority of the time allotted to the CDI takes place at internship sites. This may include time spent at the site in the evening, on weekends, during holiday breaks, and summer.

Schools are expected to prepare the students before the internship, be available during the internship, and evaluate and assess student performance and learning during and after the internship.

Teachers need to make special arrangements if they have a student who requires Workers Compensation coverage during the summer. They need to prepare a letter for the student and employer providing information about whom to contact if there is an incident at the work placement site. See www.edu.gov.mb.ca/k12/policy/work_ed.html for the necessary instructions, information, and forms for work placement in Manitoba.

The assessment of the student's internship should include the following:

- the student's performance at the internship site (as evidenced by the performance evaluations and any conversations with the on-site internship supervisor)
- assignments, artifacts, and reflections of CDI learning goals, as agreed upon by the teacher/CDI facilitator and student

Some common assignments/assessment tools that students may complete and submit include daily/weekly reflection journals, midterm and/or final reflection papers, and portfolios of work completed at the internship. Options for student CDI reflections can be found in Student's CDI Reflection (C3) at www.edu.gov.mb.ca/k12/cur/cardev/.

Students and teachers/CDI facilitators may be creative when structuring the Career Development Internship assessment plan. They may personalize it to the student's unique learning style and internship experience.

On-Site Internship Supervisors

To participate in a CDI, on-site internship supervisors must communicate with the teacher/CDI facilitators **before** the student begins logging hours for CDI credit.

The teacher/CDI facilitators will communicate with the on-site internship supervisor to

- introduce the purpose and intent of the CDI learning opportunities and experiences
- explain that the teacher/CDI facilitator will be carrying out an on-site placement and safety assessment
- explain that the teacher/CDI facilitator will be visiting each student's internship placement site at least twice throughout the duration of the internship
- ensure that the on-site internship supervisor is aware that the school will stay in communication with the student throughout the CDI
- explain that information shared with the teacher/CDI facilitator may be used for conferencing with the student
- provide support to the on-site internship supervisor so that she or he can positively enhance the student's learning and investment in the internship, employability, and skills development
- discuss the obligations of an on-site internship supervisor, which include review and/or completion of the following forms (available at www.edu.gov.mb.ca/k12/cur/cardev/):
 - CDI On-Site Internship Supervisor Approval Form (A4)
 - New Worker Safety and Health Orientation Form (A7)
 - CDI Student Training Agreement Form (A3)
 - CDI On-Site Internship Supervisor Feedback Form (C2) (Note: This form is based on the employability skills relevant to the internship and the student's assigned tasks and duties. It should be returned directly to the teacher/CDI facilitator at the school.)
 - CDI Hours Interned Form (C1)
 - Letter of Explanation to Work Placement Sites (A5) (Note: This letter explains that CDI students are provided with Workers Compensation coverage through Manitoba Education and Training firm number 0050153ED.)

On-site internship supervisors bear the greatest responsibility for worker safety and health in the workplace. This includes providing the proper tools, equipment, instruction, and training as required by the Workplace Safety and Health Regulations applicable to the duties and task performed.

The on-site internship supervisor may be referred to the following SAFE Work Manitoba sites for additional information on employment standards:

- *Bulletin 259: Employing Young Workers*
<https://www.safemanitoba.com/Resources/Pages/bulletin-259.aspx>
- *Your Responsibilities for Safety and Health in the Workplace*
https://www.safemanitoba.com/Page%20Related%20Documents/resources/bulletin_201_-_your_reponsibilities_for_safety_health_in_the_workplace.pdf

Manitoba Education and Training

Manitoba Education and Training will

- provide guidelines for the CDI option
- accept the reporting of a student's CDI credit(s) as Complete (CO) or Incomplete (IN)
- share information about Workers Compensation and liability with school administrators, participants, teachers/CDI facilitators, and on-site internship supervisors
- provide support and assistance in keeping with provincial priorities and resources

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