

Student CDI Orientation (Sample)

The following is a list of suggested topics that can be used by teachers/Career Development Internship (CDI) facilitators when orienting a student to the CDI. This list can be used as a checklist to cover important themes/components of a CDI.

Students should

- complete the prerequisite of a minimum of a half-credit (0.5) or full credit (1.0) Career Development Life/Work course prior to registering for a CDI
- register for CDI prior to the accumulation of internship hours
- understand the CDI expectations regarding attitude, behaviour, responsibilities, and workplace safety
- locate an internship placement based on his/her interests with the assistance of his/her teacher/CDI facilitator
- understand that, where possible, it is strongly recommended that the CDI should be with someone other than an immediate family member in order to provide students with the opportunity to be able to work with new people and engage in new experiences
- understand that the teacher/CDI facilitator will visit and assess the internship placement site before the student begins logging hours for CDI credit
- understand that the school will be in ongoing communication with the student's on-site internship supervisor
- discuss any safety and health concerns related to a CDI with their teacher/CDI facilitator or workplace safety and health committee representative
- discuss concerns related to a CDI with parents/guardians and teachers/CDI facilitators
- understand that they may withdraw from a CDI at any time (although consultation with the teacher/CDI facilitator and parent/guardian is expected)
- understand that withdrawal from a CDI may take place if the CDI conditions are not acceptable to the teacher/CDI facilitator or to the on-site internship supervisor
- understand that ongoing student reflections about the internship experience may be shared with their teacher/CDI facilitator throughout the duration of the CDI
- understand that they may earn a maximum of (2.0) credits using the CDI opportunity
- understand that these credits can be at the 35G/45G or 30G/40G level(s) and can be applied to the total number of credits required for graduation purposes
- accumulate 110 hours for a full (1.0) credit or 55 hours for a one-half (0.5) credit, of which a maximum of 10 hours are dedicated to preparation and student reflection
- understand that the determination of whether an internship experience will or will not be recognized for a credit will be made by the school, based upon the
 - fulfillment of the CDI preparation and reflection
 - the number of school-approved CDI hours interned

continued

Student CDI Orientation (Sample) (continued)

Before they begin their internship, students are required to submit the following completed forms:

- CDI Student Training Agreement Form (A3)
- CDI Parent/Guardian Approval and Registration Form (A1)
- New Worker Safety and Health Orientation Form (A7)
- My Safety and Health Checklist* (A8)
- Workplace Essential Skills: Work Ready Checklist* (A9)

After they have completed their internship, students are required to submit the following completed forms:

- CDI Hours Interned Form (C1)
- 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)

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