

CDI Suggested Learning Goals (Sample)

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 the expectations of the internship
- experience relevant hands-on learning and 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 essential and employability skills
- use knowledge about their experiential learning opportunity to reflect on the world of work, lifelong learning, and their career and transitional planning

Suggested learning goals may include themes such as

- self-awareness and personal management discovery
- workplace health and safety
- work readiness
- applied internship learning
- education and career planning

Suggested Learning Goals, Learning Strategies, and Activities

Assessment and reflection are an integral part of the CDI experiential process. They provide a basis for students and teacher/CDI facilitators to confirm and reflect on the learning and growth that is occurring.

The suggested learning goals are not mandatory. They are suggestions that are provided to assist teachers/CDI facilitators in assessing how well their students achieve the suggested learning goals.

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CDI Suggested Learning Goals (Sample) *(continued)*

The following chart highlights suggested CDI learning goal themes, strategies, and activities. The suggested strategies may be used to assess corresponding learning goals.

Suggested Learning Goal Themes	CDI Suggested Learning Goals	Learning Strategies and Activities
<p>Self-Awareness and Personal Management Discovery</p>	<p>CDI students may</p> <ul style="list-style-type: none"> ■ develop and demonstrate 21st-century essential and employability skills, including creativity, critical thinking, citizenship, collaboration, and communication ■ participate in learning activities and strategies to focus on their interests, values, skills, abilities, talents, strengths, passions, frustrations (what makes them unhappy or presents challenges), perceived barriers, desired lifestyles, personality and character traits, learning styles, and personal preferences for a work environment ■ learn about decision making, problem solving, transition skills, conflict resolution, and financial literacy ■ determine their career area of focus for their internship based upon discovery from their increased self-knowledge and career exploration ■ gain an understanding of the process of self-reflection and its impact on the increased relevance of learning 	<p>CDI students may</p> <ul style="list-style-type: none"> ■ use career exploration tools and possibly share in discussions with the teacher/CDI facilitator and other students to explore interests, values, skills, talents, strengths, weaknesses, joys (what makes them happy), frustrations (what makes them unhappy or presents challenges), perceived barriers, desired lifestyles, personality and character traits, learning styles, and personal preferences for a work environment ■ complete a career interest inventory to determine their areas of interest for CDI placement selection ■ learn about career preparation for their professions of interest and related careers ■ learn about their skills (e.g., employability, essential, and transferable) ■ prepare their resumé and cover letter for their selected internship, reflecting their skills, values, interests, and career objectives ■ complete the Workplace Essential Skills: Work Ready Checklist (A9) (Workplace Education Manitoba) ■ prepare a journal of their reflections on their personal management skills

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CDI Suggested Learning Goals (Sample) *(continued)*

Suggested Learning Goal Themes	CDI Suggested Learning Goals	Learning Strategies and Activities
Workplace Health and Safety	<p>CDI students may</p> <ul style="list-style-type: none"> ■ apply hazard recognition and injury prevention skills in an internship placement ■ gain an understanding of their rights and responsibilities in a workplace, including the right to refuse unsafe work ■ demonstrate knowledge of workplace health and safety rights and responsibilities ■ demonstrate knowledge of the right to a harassment-free workplace ■ analyze hazards or potential hazards in an occupation or industry sector related to an internship placement (e.g., restaurant industry, construction industry, etc.) ■ demonstrate knowledge of basic workplace incident and accident response procedures and protocols 	<p>After participating in a New Worker Safety and Health Orientation at their internship placement site, CDI students may</p> <ul style="list-style-type: none"> ■ use established safety guidelines for recognizing hazards and reducing risk and injury in the workplace (e.g., those set out by the Workers' Compensation Board, WHMIS) ■ use personal protective and other safety equipment appropriate to the internship placement site ■ identify the primary causes of injuries and the main hazards in the occupation or industry ■ practice safe work procedures appropriate to the internship placement site ■ initiate conversations with on-site internship supervisors about workplace hazards and workplace safety procedures ■ complete a safety audit at their internship placement site with their teacher/CDI facilitator
Work Readiness	<p>CDI students may</p> <ul style="list-style-type: none"> ■ apply job search skills, including completion of a cover letter, resumé writing, and a job interview for internship placements ■ learn how to conduct a social media audit ■ learn the importance of being flexible and adaptable ■ learn the importance of positive communication skills and the development of teamwork skills ■ demonstrate an understanding of workplace ethics, etiquette, respect, and increased knowledge of workplace culture 	<p>CDI students may</p> <ul style="list-style-type: none"> ■ prepare an updated resumé and cover letter for internship placement ■ prepare interview questions for a CDI interview ■ participate in a mock job interview to prepare for internship placement ■ use examples to compare and contrast ethics and etiquette in the workplace ■ explain why confidentiality of workplace information is important to the employer, employee, and customer or client ■ thank the on-site internship supervisor for the internship opportunity

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CDI Suggested Learning Goals (Sample) *(continued)*

Suggested Learning Goal Themes	CDI Suggested Learning Goals	Learning Strategies and Activities
Applied Internship Learning	<p>CDI students may</p> <ul style="list-style-type: none"> ■ identify and describe the type of duties and tasks completed during the internship ■ use specific employability and transferable skills ■ demonstrate essential skills, a positive work ethic, and the ability to meet the performance standards of the internship ■ identify how a workplace problem can be analyzed and solved ■ identify the transferable skills acquired from in-school courses that were used during internship placements (e.g., accounting, applied math, carpentry, mechanics, video production, cooking, writing, computer skills, presentation skills, etc.) ■ develop and enhance key employability or other relevant skills not easily gained in school courses ■ reflect on their growth and learning experiences 	<p>CDI students may</p> <ul style="list-style-type: none"> ■ describe the type of duties and tasks performed and the skills developed in their CDI ■ create an activity log of duties and tasks assigned by and carried out on the internship, and update this log on a daily basis ■ compile a chart listing the employability skills used in school and compare this list to the employability skills used during internship ■ identify employability skills that were considered essential for success during the internship ■ describe why employability skills are important for a particular job or position ■ describe the work performance standards for the internship ■ analyze how communication and teamwork skills contributed to the success of the internship, and analyze how teamwork affected productivity at the internship placement site ■ provide examples of how their internship performance improved after accepting feedback or suggestions from the on-site internship supervisors or others ■ identify worksite-specific skills (e.g., use of specific tools, computer software programs, cooking skills, inventory control, etc.) used at the internship placement site ■ describe the selection and use of appropriate equipment, tools, or technology for tasks and assignments during the internship

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CDI Suggested Learning Goals (Sample) *(continued)*

Suggested Learning Goal Themes	CDI Suggested Learning Goals	Learning Strategies and Activities
Applied Internship Learning (continued)		<ul style="list-style-type: none"> ■ describe a problem experienced or observed at the internship placement site and how it may have been addressed ■ explain how the problem was identified and with whom and how it was discussed ■ explain the cause of the problem and each step used to resolve it ■ compare the problem-solving model used at the internship placement site to the conflict resolution models that are used to resolve school-based problems ■ create a chart of transferable educational skills, and consider the in-school courses that support each skill developed ■ identify transferable education skills that were used during the internship, and indicate how they were used ■ identify skills that may be required to meet career goals, and describe the types of courses and/or training that could provide these skills ■ identify what present workplace trends will be important to their future dream job ■ identify what high school courses and experiences will prepare them for future workplace trends ■ review and reflect upon the on-site internship supervisor's feedback with the teacher/CDI facilitator ■ complete a CDI self-evaluation including reflective comments in a journal

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CDI Suggested Learning Goals (Sample) *(continued)*

Suggested Learning Goal Themes	CDI Suggested Learning Goals	Learning Strategies and Activities
Education and Career Planning	<p>CDI students may</p> <ul style="list-style-type: none"> ■ analyze the impact of the internship experience and CDI learning goals on their graduation transition and career pathways planning ■ identify a chosen profession focus area (e.g., business and applied business, health and human services, trades and technology, etc.), and describe how in-school courses and the CDI support their focus area ■ discover and explore educational paths based on various occupations they are exposed to at the internship ■ learn about financial literacy and budgeting and how they pertain to career pathway planning ■ develop greater self confidence and a willingness to take initiatives in establishing career aspirations ■ enhance their orientation towards lifelong learning 	<p>CDI students may</p> <ul style="list-style-type: none"> ■ describe how in-school courses and the internship placement support profession focus area(s) ■ list courses taken in school that support a chosen profession focus area, and explain why the profession focus area was selected and how the courses support it ■ discuss how the internship placement supports the profession focus areas ■ research educational programs, courses, and training for the jobs and positions at the CDI internship placement site and share this in a PowerPoint presentation