



The Career Development Internship (CDI) option provides an opportunity for students to earn high school credits for internship experience, and to encourage and recognize the skill development and experience gained through internship.

- Career Development Internship (CDI) credits are optional credits that students may use toward Senior Years graduation requirements.
- Students can earn up to two CDI credits based on 110 hours per credit.
- To be eligible to participate in the CDI, a student must complete a minimum of a half credit Career Development Life/Work prior to registering for the CDI.
- Hours can be accumulated during the week, in the evenings, on weekends, during holidays.
- All CDI students are required to attend academic studies.
- Students can earn either the 30G credit (1.0) or the 35G (0.5) but not both. Students can also earn either the 40G credit (1.0) or the 45G credit (0.5) but not both. Assessment of the CDI recorded as Complete (CO) or Incomplete (IN).

Roles & Responsibilities

It is the student's responsibility to:

- Be a minimum of 16 years of age and /or in grade 11 or grade 12 to earn a CDI credit.
- To complete a minimum of a half-credit (0.5) Career Development Life/Work course prior to registering for the CDI.
- Discuss the credit opportunity with his or her parents/guardians and provide the school with a completed and/or signed copy of the:
 - CDI Registration Form;
 - CDI Parent/Guardian Approval Form;
 - CDI Internship Supervisor Approval Form;
 - Safety and Health Orientation Form;
 - CDI Hours Worked Form;
 - My Safety and Health Checklist
- Workplace Essential Skills: Work Ready (Workplace Education Manitoba).
- Indicate to the school his or her intention to obtain a CDI.



- The Accumulation of eligible Internship hours begins once the school approves:
 - CDI Registration Form
 - CDI Parent/Guardian Approval Form
 - CDI Internship Supervisor Approval Form
- Keep records of his/her hours using the CDI Hours Interned Form.
- Provide the school with the CDI Hours Interned Form that they have completed, signed and had signed by their Internship Supervisor.
- Arrange travel to and from Internship.

It is the school administrators/teachers responsibility to:

- Notify teachers and students of the CDI opportunity and the requirements for recognition of a CDI.
- Discuss the CDI opportunity with the Advisory Council for School Leadership/Parent Council representing the school.
- Provide parents/guardians with information about the Career Development Internship, so that they can discuss the optional opportunity with their child and decide whether they wish to have their son/daughter participate.
- Ensure that a student is a minimum of 16 years of age and/or in Grade 11 or Grade 12 to earn a credit.
- Ensure that a student has completed a minimum of a half-credit (0.5) Career Development Life/Work course prior beginning their CFE.
- Register students with WCB prior to beginning their CDI.
- Visit the workplaces of potential work placements to ensure that students will be working in safe environments and communicate the need for the internship supervisor to carry out a New Worker Orientation emphasizing Safety and Health topics.
- Meet with students before the commencement and upon completion of the CDI to review:
 - Before logging hours:
 - CDI Registration Form
 - CDI Parent/Guardian Approval Form
 - CDI On-Site Internship Supervisor Approval Form
 - Assessments provided by teacher
 - Before logging hours and upon completion:
 - My Safety and Health Checklist
 - New Worker Safety and Health Orientation



- Workplace Essential Skills: Work Ready
- Upon completion:
 - CDI Interned Hours Form
 - Review of On-Site Internship Supervisor Form
 - Student self-assessment and evaluation of internship experience
- Be in communication with the student's employer prior to the beginning of the student logging hours for CDI credit to:
 - Introduce the CDI and the goals and rationale for an authentic internship experience
 - Clarify the purpose and requirements of the CDI
 - Discuss the on-site internship supervisor requirements which include:
 - The completion of the CDI On-Site Internship Supervisor Approval Form
 - The completion of the New Worker Safety and Health Orientation
 - Answer questions that the internship supervisor may have about the CDI or their responsibilities
 - Signing the CDI Hours Interned Form
 - The completion of the CDI On-Site Internship Supervisor Feedback Form
- Help students reflect on their personal and career development as they accumulate hours towards the CFE.
- Award CDI credit(s) as Complete (CO) or Incomplete (IN).

It is the On-Site Internship Supervisor responsibility to:

- Sign the Internship Supervisor Approval Form.
- Sign the CDI Hours Interned Form.
- Complete Internship Supervisor Feedback Form.
- Understand that the school will in communication with the student's Internship Supervisor prior to the beginning of the student logging hours for CDI credit to:
 - Introduce the CDI.
 - Clarify the purpose and requirements of the CDI.
 - Discuss the Internship Supervisor requirements which include:
 - The completion of the CDI On-Site Internship Supervisor Approval Form
 - The completion of the New Worker Safety and Health Orientation Form
 - Signing the CDI Hours Interned Form



- The Completion of the CDI Internship Supervisor Feedback Form
 - Answer any questions that the Internship Supervisor may have about the CDI or their responsibilities.
 - Understand that the student is considered a “Worker” as defined by the Manitoba Workplace Safety and Health Act. The internship supervisor bears the greatest responsibility for safety and health on the internship site.

It is Manitoba Education and Training responsibility to:

- Provide guidelines for the CDI option.
- Encourage Schools to inform Advisory Councils for School Leadership/Parent Councils about the CDI.
- Accept the reporting of a CDI student credits as Complete (CO) or Incomplete (IN).
- Share information about liability with schools and participants and on-site internship supervisors.

It is the parent/guardians responsibility to:

- Discuss the CDI option with their child.
- Read and sign CDI Registration Form.
- Read and sign CDI Parent/Guardian Approval Form.
- Read and sign the CDI Student Agreement.

NOTE: Neither the school, nor the school division, nor Manitoba Education and Training will be liable for any injury to the student or for any damage to or loss of property of the student caused by or in any way related to the student’s participation in a CDI.