Job Shadow Agreement Job Shadow Day – Thursday, March 28, 2019

(see the back of this form for general information on the Job Shadow experience)

Job Shadowing is an exploratory experience where students are with a parent for a few hours at the work site. Learning about business is simpler for students who, through observation or otherwise, gain an understanding of how the world of business works. These "Job Hosts" provide the opportunity for students to experience the world of work and apply their education in a real world setting. This experience helps students understand the relevance of education as they see how it is needed at work.

The Job Shadow Host (parent, neighbor, or family member) must be over 21, and have at least one year of experience in his/her career field and be someone you know and trust with your student.

Students agree to the following responsibilities:

- Fill out the Job Shadow Agreement (including the Job Host's name) and return to PAWS teacher by Mar. 21st.
- Go on the Job Shadow
- Transportation is the responsibility of the parent/guardian of the student
- Show honesty, punctuality a cooperative attitude and a willingness to learn
- Conform to the rules and regulation of the Job Shadow site throughout the duration of the Job Shadow experience.
- Follow the dress and conduct codes of the business and dress nicely
- Complete the Job Shadow Worksheet and return to PAWS teacher by Mar. 29, 2019.

The terms of this agreement are effective throughout the duration of the Job Shadow experience.

Please complete the following. Turn this sheet into your PAWS teacher for approval of your Job Shadow. Please print neatly – if we can't read your writing we will not approve your application.

Student's Name	
Student's Name Last Name	First Name
Name of the Job are you Shadowing (cashier, mechanic, etc.)	
Job Shadow Site (Name of the business)	
Business Address	
Name of the Job Shadow Host First Name Last Name	Title
First Name Last Name	
Host's Relationship to you (parent, aunt, etc.)	Host's phone #
Hosts Job title	
I(parent), give permission for listed above. I understand that school personnel may not have will not be present at the site and will not supervise the visit. my care for the Job Shadow day.	visited the site, may not have met the host,
	(Date)
Parent/Guardian Signature	

Students may not job shadow a teacher unless it is a parent or relative. Students must be 14 and complete all necessary paper work to Job Shadow at the hospital.

General Information about JOB SHADOW

What is a Job Shadow

A job shadow is a structured career exploration activity in which students play an active role in learning. The student or groups of students observes an employee at the work site to gain valuable career information. Job shadowing activities typically last from **one to six hours**.

DURING THE JOB SHADOW EXPERIENCE THE STUDENTS WILL:

- 1. Observe a range of activities performed on the job
- 2. Receive information about possible future career interests
- 3. Gain an insight into the academic, technical, and personal skills needed for a particular occupation
- 4. Understand the connection between school and work

STUDENT ELIGIBILITY

• Students must complete a Job Shadow Agreement and have it approved by the school to be eligible for completing a Job Shadow.

THE STUDENT WILL:

- 1. Obtain parental and teacher permission to attend
- 2. Dress appropriately for the situation/site
- 3. Follow the safety guidelines
- 4. Use transportation approved and/or provided by parent
- 5. Show honesty, punctually, a cooperative attitude, proper grooming, and a willingness to learn
- 6. Ask relevant and thoughtful questions prepared in advance
- 7. Confirm the date, time and place of job shadow with the "Job Host"

THE EMPLOYER WILL:

- 1. Orient the student and provide safety guidelines
- 2. Confirm the date, time, place, and details with student
- 3. Notify co-workers of the student visit and encourage the sharing of career experience
- 4. Inform the student of any required safety clothing or equipment

EMPLOYER JOB SHADOW TIPS

- 1. Include the student in normal work activities
- 2. Share career field development
- 3. Explain how the department/job relates to the organization