



## Job Shadow Student Agreement

Student Name: \_\_\_\_\_

### **Before the Job Shadow**

1. Participate in classroom lessons to prepare for a job shadow including completing a Career Interest Inventory.
2. Obtain permission and assignments from teachers for all classes that will be missed.
3. Research the company website. What is the company's mission? What work is conducted there?
4. Create a list of questions you will ask on your job shadow.
5. **Dress for success in business attire.** Please wear close-toed shoes, shirt with sleeves and dress slacks or nice jeans. Dress for the job you want and not for the school classroom.

### **During the Job Shadow**

6. **Arrive 15 minutes early** at the designated meeting place. If you are unavoidably delayed, please call the company **and** your Tech WORKS contact person and explain your situation.
7. Adhere to the Standards of Conduct (see next page). Act maturely and professionally throughout the job shadow.
8. Ask questions. Take advantage of the time you have to spend with industry professionals.
9. Ask for a business card from your host and other employees you'd like to thank.

### **After the Job Shadow**

10. Send a Thank You letter to your job shadow host. Use proper grammar and spelling.
11. Complete a 50 word summary about your experience.
12. Complete all assignments from the missed classes.

**I understand and agree to the requirements as outlined above.**

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Job Shadow Student Standards of Conduct

- I will be punctual and conscientious in the fulfillment of my commitment and duties.
- I will accept supervision graciously.
- I will conduct myself in a dignified, courteous, and considerate manner.
- I will take any problems, criticisms, or suggestions to my job shadow host.
- I will follow all company policies and procedures (dress code, safety, training, etc.).
- I will not chew gum or eat food while on the job shadow.
- I will not bring friends with me to the worksite.
- I will not solicit the organization or employees for donations, fundraisers, etc.
- I will notify my host/supervisor if I am not able to report for the job shadow.
- I will refrain from loud talking and inappropriate laughing.
- I will not use my cell phone for any reason while on the job shadow, including texting or taking photographs.
- I will not surf the Internet, use personal email, or play games while on the job.
- I further understand that all business information is confidential and any dissemination of photos or this information could lead to legal prosecution.

_____	_____	_____
Student Name (print)	Student Signature	Date
_____	_____	_____
Tech WORKS Representative (print)	Tech WORKS Representative Signature	Date