**STUDENT PROCEDURES AND GUIDELINES**

**Before the Job Shadow:**

1. Complete the Job Shadow App/Parent Permission Form and Pre-Assessment. Econ students remember that even if you are not participating in a job shadow you still need to complete both sides of the form. Return to Mrs. Johnson as soon as possible. Complete any needed paperwork required by the business.
2. Students are responsible for their transportation. If you need transportation let Mrs. Johnson know when you are returning your Job Shadow App.
3. If arranging your own job shadow: you will need to pick-up an Assignment sheet from Mrs. Johnson. Remember to give Mrs. Johnson at least two weeks advanced notice so she can confirm the job shadow with your business host.
4. Once the job shadow date has been set, share your introductory letter to Mrs. Johnson using Google Docs - [johnsonmary@student.pleasval.k12.ia.us](mailto:johnsonmary@student.pleasval.k12.ia.us). Introductory letters not sent at least a week before the job shadow may be canceled. (Not applicable for job shadows that student is given a week or less notice)
5. Review the Student Evaluation before attending your job shadow.
6. Be prepared, if you don’t know what the business does where you are shadowing look online for information.

**Day of the Job Shadow:**

1. Parent/guardian should call the attendance office to excuse you from classes. On the day of the job shadow sign-in/out if you attend classes before or after the job shadow. YOU ARE ONLY EXCUSED FOR TRAVEL TIME AND THE LENGTH OF THE SHADOW.
2. If you are unable to attend the job shadow you must call the business as soon as possible to reschedule.
3. Be prompt, five minutes early. Know where the business is located and where you are meeting your business host. (Google Maps is a good resource: [www.google.com/maps](http://www.google.com/maps)) Plan for weather and road construction delays.
4. Be courteous. Greet/shake hands; let the staff who welcomes you know your name and that you are a PV student there for your job shadow; if the person who welcomes you is different let the person know who your business host is.
5. Your business host has volunteered their time to help you explore career options. Remember to give respect by showing interest, enthusiasm and lots of questions! As you go through the job shadow you may discover this is not the career for you – maintain the courtesy and respect.
6. Have fun! Remember this is your day to learn, don’t hesitate to ask questions. Your employer may not have time for questions so don’t be offended if they don’t can’t answer, instead ask if they would answer the question at the end of the job shadow or if you can email them your questions.
7. Thank your Business Host and any other staff members who were involved in your job shadow.

**After the Job Shadow:**

1. Sign-in if you are returning to school. If you are running late be sure to let Mrs. Johnson know so she can confirm with your business host.
2. Within a week after the job shadow share your thank you letter on GoogleDocs. Complete the Student Evaluation and return to Mrs. Johnson. Complete any paperwork required by the business.