



Job Shadowing Agreement

Turn in to your Leadership Teacher

The School agrees to:

- Maintain students' shadowing records.
- Provide support to the student.
- Serve as a liaison between the student and job site supervisor if needed.

The Student agrees to:

- Complete and turn in all required paperwork in a timely manner and write a thank you note to the employer.
- If a cell phone or electronic device is brought, it will not be used at any time during the job shadow day. It will be kept in a pocket or bag at all times.
- Show honesty, punctuality, courtesy, a cooperative attitude, proper grooming, professional appropriate dress, and a willingness to learn.
- Conform to the rules and regulations of the workplace in addition to the school's Code of Conduct.
- Notify shadowing site if absent.
- Represent his/her school to the public and have an effect on whether the business will be willing to work with students again.

The Parent/Legal Guardian agrees to:

- Be responsible for student's behavior at the shadowing site and school.
- Provide transportation for child.
- Provide health insurance for child.
- Give permission for child to receive emergency medical treatment in case of injury or illness.
- Release the business from responsibility.
- Give permission to the school district for all still photographs, videotapes, or audio recordings taken of child to be used in whole or part.
- Understand the school personnel may not be present when student is at the site.

Student

(signature)

Date

Parent/Guardian

(signature)

Date



Job Shadowing Permission Form

As parent/legal guardian of _____, my child has my permission to participate in a job shadowing experience at _____ (business name) on _____ (date) from _____ to _____ (time).

I have reviewed the **Job Shadowing Agreement** with my child and I agree to the following:

1. I understand that school personnel will not be present when my child is at the worksite and will not hold the business responsible should an accident occur.
2. I give permission for my child to receive emergency medical treatment in case of injury or illness, and authorize the school to send a copy of my child's emergency information to the shadowing site if necessary.
3. I give permission to Tall Pine STEM Academy to photograph and video my child at the shadowing site to be used for media and educational purposes.
4. I will be responsible for my child to and from the site. The automobile used for transportation will be insured pursuant to the laws of the state of South Carolina.

Transportation arrangements:

(Parent/Legal Guardian Signature)

(Date)

Home phone: _____ **Work/Cell Phone:** _____

TO BE COMPLETED BY THE BUSINESS JOB SHADOW SITE

I agree to allow _____ (student name) to shadow me, _____ (business person name), at _____ (business name) on March 13, 2023. The hours of the job shadow day will be from _____ to _____ (time).

-I understand that the school personnel will not be present during the shadowing experience and that my business will not be held responsible should an accident occur. Student emergency information will be provided.

-I understand it is my responsibility to make arrangements with my employer prior to hosting this student's experience.

Business signature

Date

Telephone

Email address



Job Shadowing Day 2023

Tall Pines is excited to announce that our students will have a unique opportunity to explore jobs and careers that interest them. We believe that hands-on, real-world experiences are key to our students' education. Our Job Shadowing Day will be held **Monday, March 13th**, and will allow students to explore a career of their choice by going to work with a professional in that field and learn from them. Students should brainstorm possible jobs and careers that interest them and ask a professional in that field if they are willing to host them on Job Shadowing Day. Students will spend the day at work rather than at TPSA. They will have a set of questions to ask of the employer, as well as a set of questions to answer themselves when the experience is complete. A job shadow experience can last 2-8 hours to fulfill the requirements.

We can't wait to see all of the awesome places of business that our students visit and learn from! Our goal is to have 100% of students secure a Job Shadow site. If for some reason, a student is unable to secure a Job Shadow site, they will attend TPSA on March 13th and career activities will be available to them. Students can also talk with their teachers about possible ideas for Job Shadowing sites. If you have any questions, please contact Mrs. Roberts at bbrober@clemson.edu.

We are looking for businesses that would be able to host 1 or more of our students for this Job Shadow Day. If you have a business that is willing to serve our students in this way, or know one that would, please contact Mrs. Roberts. The business can host a student for 2 hours or more. Any opportunities will be shared with our students.

In order to participate in a Job Shadow experience, students must have the **Job Shadowing Permission Form** and **Job Shadowing Agreement** turned in to **Leadership Class** by **MONDAY, MARCH 6**.