

## Job Shadow Experience Agreement Form

<b>Student Name</b>	
<b>Job Shadow Site</b>	
<b>Host Supervisor</b>	
<b>Company Address</b>	
<b>Company Phone Number</b>	

The following parties mutually agree to the following responsibilities:

<b>STUDENT</b>	
I agree to...	
<ul style="list-style-type: none"> <li>• follow all the guidelines/requirements established at the job shadow experience location</li> <li>• perform the assigned duties in a professional manner</li> <li>• discuss any worksite problems immediately to host site and school supervisor</li> <li>• adhere to company policies</li> <li>• report on time to job shadow experience location at designated time</li> <li>• dress appropriately and safely for the job shadowing experience location</li> <li>• participate during the designated hours and length of time</li> <li>• provide own transportation to and from job shadowing experience location</li> </ul>	
_____	_____
(Signature of Student)	(Date)
<b>JOB SHADOW EXPERIENCE LOCATION HOST</b>	
I...	
<ul style="list-style-type: none"> <li>• will provide an overview of the job shadow experience location and its operations, as well as safety instructions</li> <li>• will adhere to all State and Regulations regarding employment, child labor laws, etc.</li> <li>• will fulfill my obligations as a host (sign agreement form, journal log, etc.)</li> <li>• understand the student may be removed from the job shadowing experience if he/she does not follow guidelines or meets expectations</li> </ul>	
_____	_____
(Signature of Host Supervisor)	(Date)

## Job Shadow Experience Journal Log

\*It is the student's responsibility to complete a journal log.

As the Job Shadow Experience Host please verify student's work hours by signing below.

<b>Student Name</b>		
<b>Job Shadow Site</b>		
<b>Host Supervisor</b>		
<b>Date</b>	<b>Work Hours: Begin</b>	<b>End</b>
<b>Summary</b> (duties performed and/or observed)		
<b>Reflection</b> (what did you learn? is this still a career you would consider? etc.)		
As Host Supervisor, I verify the above student has received _____ hours of job shadowing experience.		
Signature:	Title:	Date:
Optional Comments from Supervisor regarding the Job Shadowing Experience:		

Thanks again for allowing our student to have a school to job shadow experience!