

JOB SHADOW CODE OF CONDUCT

The student must have approval from teachers, parents, and the Career Center before participating in a job shadow.

The student is responsible for contacting each teacher for assignments, completing all homework, and handing in the JOB SHADOW PRE-ARRANGED ABSENCE FORM to the attendance office prior to the job shadow experience.

The student agrees to meet with the Career Center for orientation and to complete the JOB SHADOW PACKET. The student will also write a thank you note to the host.

The student will observe the following guidelines:

Punctuality

Show up on time

Plan to arrive 10-15 minutes early

Professional Conduct

Smile and make eye contact

Use a firm handshake and friendly greeting

Avoid slouching or shuffling, be attentive

Speak distinctly and pleasantly, avoid slang

Professional Dress and Grooming

Wear clean and neat clothing, dress appropriately for where you are doing your job shadow.

Jeans are only allowed if appropriate to the workplace

Shirts should be tucked in

Clean shoes, laces tied, appropriate to outfit

Modest jewelry

Hair must be clean, styled or combed

Proper personal hygiene

NO tee shirts with logos, hats, or shorts

NO tight pants and NO tight or short skirts, revealing necklines or waists

Construct a thank you note to be sent to the professional immediately following the job shadow. You need to use a formal thank you note, original thank you note, or a letter thanking the professional for the opportunity to spend time there. List 3 or more things that were especially meaningful to you. Remember to sign the letter.