

Scott Community High School

**JUNIOR CLASS JOB SHADOW PROGRAM**

**Job Shadow Agreement**

Student Name: \_\_\_\_\_ School Name: Scott Community High School USD No. 466

Date of Experience: \_\_\_\_\_ Job Shadow Counselor-Cordinator: Suzette Price

Internship Work Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Agreement**

*This agreement between Scott Community High School, the employer, the student, and his/her parent or guardian defines responsibilities that each accepts and agrees to shown by their signature.*

**School Responsibilities:**

1. Provide forms and maintain adequate records.
2. Provide general related instruction.
3. Notify employer in advance if student's good standing changes (when possible).
4. Evaluate the student's documentation and help student to build online work portfolio in Xello.

**Business Partner Responsibilities:**

1. Host the student from 8:30 a.m. to 3:00 p.m.
2. Business Partner supervisor may NOT be a parent or guardian of the student.
3. Provide safe working conditions and safety instruction needed for the student learner.
4. Provide information about instruction and training in the industry field.
5. Communicate with the coordinator to discuss any issues that may arise.
6. Discuss with student rules on social media and technology use in the workplace.
7. Conform to all federal, state, and local labor laws and existing labor-management agreements that apply.
8. Allow the student time to eat a sack lunch.

**Student Responsibilities:**

1. Report to SCHS at 8:00 a.m. for briefing, attendance, and to pick up sack lunch.
2. Return to SCHS at 3:00 p.m. for debriefing and paperwork completion.
3. Perform the necessary tasks and follow instructions given by the counselor-coordinator and/or employer.
4. Secure job shadow worksite for the date of WEDNESDAY, FEBRUARY 12, 2020.
5. Secure supervisor signatures by deadline given by counselor-coordinator.
6. Inform school of transportation needs to and from worksite.
7. Complete paperwork prior to and following experience and work with counselor to upload necessary documents to online portfolio.
8. Notify the counselor-coordinator AND worksite job shadow supervisor of absence prior to starting time (when possible).
9. Report to the coordinator as soon as possible when problems arise affecting his/her job shadow experience.
10. Work to expand knowledge of employability skills needed, job site history and needs, education and training needed, and complete final reflection paperwork at end of day.

**I have read the above agreement and understand my responsibilities and relationship to the program as outlined by the agreement.**

Job Shadow Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Worksite Adult Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_