

Job Shadowing Training Agreement

Student's Name: _____ Birth Date: _____ Age: _____

Student's Address: _____

Telephone: _____ Cell Phone: _____ Email: _____

Mother's Name: _____ Telephone: _____ Cell Phone: _____

Father's Name: _____ Telephone: _____ Cell Phone: _____

Current Career Objective Pathway: _____ School System: _____

School Name: _____ Telephone: _____

Business/Industry Shadowing: _____ Telephone: _____

Career & Technical Education Teacher: _____ Date of Job Shadowing: _____

This training agreement briefly outlines the responsibilities of the student, parents, teacher, and business/industry.

Parent/Guardian

1. Approves and agrees that the student may participate in the job shadowing experience.
2. Encourages the student to effectively carry out the requirements and all components of the program.
3. Assumes responsibility for the conduct and attendance of the student.
4. Responsible for transportation arrangements for the student to and from the job shadow site (if transportation not provided by school system) and will be responsible for any liability involved.
5. Holds the school, school system, CTE teacher and training agency harmless for risks associated with transportation and indirectly monitored activities (e.g., Job Shadowing).

Student

6. Complies with the rules and regulations of the healthcare site.
7. Adheres to all policies and regulations as set forth by the school, CTE teacher, and business/industry.
8. Shall not perform duties in which he/she has not received instruction.
9. Any student failing to comply with policies, rules and regulations is subject to dismissal from the program.
10. Shall be responsible for transportation to and from the job shadow site if applicable.
11. Shall not displace adult workers who can perform such work as assigned in the work-based experience.

CTE Teacher

12. Secures appropriate experiences for job shadowing based on the student's career objective/pathway.
13. Counsels the student about the shadowing experience, behavior, attitude, academics, etc.
14. Reinforces career shadowing experience with related classroom instruction.

Business/Industry

15. Recognizes that the student is participating in a Job Shadowing experience designed for career exploration.
16. Provides supervision and instruction of the student in acquiring the competencies necessary for success in their career objective during the job shadowing experience.
17. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
18. Adheres to wage/hour; child labor; and all federal, state, and local laws pertaining to student employment.

Signatures are required for student to participate in Job Shadowing.

Date: _____

Parent/Legal Guardian

Student

CTE Teacher