**Elkhart Area Career Center**

**Student Learners Roles and Responsibilities for Participation in the**

**Job Shadow Program**

Prospective students should demonstrate that they have acquired the competencies for the job shadow program and that they are ready to apply and further develop these skills during the job shadow period. In addition, students are required to:

• Adhere to dress and behavior guidelines.

• Participate in all approved activities structured by the instructor and the site supervisor/mentor, focusing on the training plan.

• Complete, sign, and submit all documentation as directed by the instructor.

• Communicate with the instructor or throughout the job shadowing experience, especially if concerns or problems need to be addressed.

• Evaluate and share information about the job shadow experience.

• Comply with the policies and procedures of the job shadowing site.

• Meet established criteria of the job shadow program (e.g., pass ISTEP; not seek job shadowing with family members; maintain passing grades and good attendance and discipline records)

• Comply with training agreement.

• Comply with policies and procedures of the work site.

• Maintain up-to-date weekly work reports and cumulative hour summaries.

• Cooperate with the instructor in securing appropriate job shadow placement.

• Notify instructor and job shadow site supervisor/mentor if unable to report to the site or seminars/classes.

• Have transportation to and from the job shadow site.

• Participate in job shadow recognition/celebration activities.

• Cooperate with the site supervisor/mentor and instructor; engage in the program as a learning experience; observe business etiquette, and abide by safety rules.

• Furnish the instructor with requested information.

• Demonstrate honesty, punctuality, respect, courtesy, cooperative attitude, proper health and grooming habits, and a willingness to learn both in the seminars/classes and at the job shadow site.

• Remain at the assigned job shadow site for the duration of the job shadowing period except by mutual agreement of all parties.

• Maintain confidentiality guidelines.

***The Student-Learner also agrees to***:

1. Perform the necessary tasks and follow instructions as given by the instructor and/or business supervisor;

2. Abide by the regulations and policies of the business and the school;

3. Attend the related class as required;

4. Provide transportation to and from the assigned job shadow site;

5. Notify the instructor and the business supervisor on days absent or late prior to starting time (when possible);

6. Not report to the job shadow site on days absent from school;

7. File complete weekly reports on his/her activities as required;

8. Report to the instructor as soon as possible when problems arise affecting his/her job shadow placement;

9. Study the student handbook and accept the conditions set forth therein;

10. Not hold the business liable for accidents or injuries sustained during training;

11. Dress appropriately for the school-related program as well as the job shadow site;

12. Support all activities related to the job shadowing program, including the year-end recognition ceremony;

13. Keep all matters confidential.

**Failure to keep the above conditions may result in termination of the program.**

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| Printed Name of Student-Learner |  | Home School |
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| Signature of Student-Learner  |  | Date |
|  |  |  |
| Signature of Parent/Guardian |  | Date |
|  |  |  |
| Signature of Site Supervisor  |  | Date |
|  |  |  |
| Signature of Program Instructor  |  | Date |
|  |  |  |
| Signature of Education/Careers Coordinator |  | Date |

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This is a training agreement between the student, employer, school, coordinator, and parent/guardian. Compliance with Federal and State laws governing employment will be required. The employer, school site coordinator, parent/guardian, or school administrator may discontinue the training at any time, but each agrees to notify all other parties in advance. Elkhart Community School Corpora­tion has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping conditions, and national origin, including Limited English Proficiency. For further information, clarification, or complaint, please contact the Education to Careers Coordinator of the Elkhart Area Career Center/Elkhart Community Schools.