

BROCKWAY JR.-SR. HIGH SCHOOL  
JOB SHADOW AGREEMENT  
100 Alexander Street  
Brockway, PA 15824  
Telephone 814-265-8414

Purpose: The job shadow experience is designed to provide a learning opportunity for the student to help him/her make a more informed career decision.

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ AGE: \_\_\_\_\_

STUDENT CAREER OBJECTIVE: \_\_\_\_\_

DATE(S) OF JOB SHADOW: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

JOB SHADOW WILL TAKE PLACE AT \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Name of Person Student is Shadowing: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**JOB SHADOW AGENCY RESPONSIBILITIES:**

1. The student will *NOT* perform work assignments or duties. The student will be strictly an observer of the daily routine of the agency.
2. The student will be under the supervision of an agency employee throughout the job shadow experience.
3. Exposure to hazardous work areas or materials will not be a part of the student-learner's observation.

**STUDENT-LEARNER RESPONSIBILITIES:**

1. The student-learner will not attempt any work assignments while an observer at the job shadow agency.
2. The student-learner agrees to be present on the assigned date and time. If unable to attend on the assigned date and time, the student-learner agrees to notify the job shadow agency and the Brockway School-to-Work coordinator prior to the expected arrival time at the job shadow site.
3. The student-learner agrees to abide by all company policies and procedures while a guest at the job shadow site.
4. Transportation to and from the job shadow site should be by the most direct route and is the responsibility of the student and/or parent or legal guardian.
5. The student-learner will be appropriately dressed for the job shadow site.
6. Anything the student-learner sees or hears at the job shadow site which should not be shared with the public will be kept confidential.
7. The student-learner acknowledges that he/she is representing Brockway School District and should, therefore, act accordingly. School rules are to be followed.
8. Any violation of the above responsibilities may result in restriction of the privilege to participate in future job shadow experiences.

**SCHOOL RESPONSIBILITIES:**

1. The job shadow program is under the direct supervision of the Brockway School District.
2. The Brockway Job Shadow coordinator will place the student at a job shadow site related to his or her career choice, or one that the student-learner would like to explore.

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|--------------------------|---------------|-----------------------------|---------------|
| _____<br>Student-Learner | _____<br>Date | _____<br>Parent or Guardian | _____<br>Date |
|--------------------------|---------------|-----------------------------|---------------|

|                                 |               |                                  |               |
|---------------------------------|---------------|----------------------------------|---------------|
| _____<br>Job Shadow Coordinator | _____<br>Date | _____<br>Brockway Administration | _____<br>Date |
|---------------------------------|---------------|----------------------------------|---------------|