**School District of Lancaster**

**Career and Technical Education**

**Placement Agreement**

The following student has expressed interest in completing a Job Shadow placement at your place of business. Please read the Job Shadow responsibilities, verify dates and contact information, sign the bottom of the form and return to JP McCaskey High School **BEFORE** the Job Shadowing date.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone/Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Shadow Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Shadow Mentor Responsibilities**

1. Provide student with the opportunity to spend time with an employee observing daily activities and asking questions about the career and the workplace.
2. Review with the student the relevant health and safety issues and provide safety equipment, if necessary.
3. Give the student a brief tour of the workplace and introduce them to other employees.
4. Provide student with information about appropriate skills, education and behavior for the workplace.
5. If possible have the student participate in an example of a daily activity.

**Student Responsibilities**

1. Participate actively in Job Shadow activities, asking questions and paying close attention to what is being said and demonstrated.
2. Observe all safety rules and adhere to the host industry’s policies.
3. Adhere to proper behavior guidelines and dress appropriately for the Job Shadow experience.
4. Attendance to the Job Shadow is mandatory. Student must notify the school and the Job Shadow placement if unable to attend and make arrangements to reschedule the Job Shadow.
5. Complete all Job Shadow assignments, including the interview questions, summary and the thank you letter.

**Mentor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please mail/fax c/o Erin Parmer-McFalls to the following address:**

**JP McCaskey High School, 445 N. Reservoir St., Lancaster PA 17603, Fax (717) 291-6224**