



**St. Xavier High School Career ConneXions Program**

**Job Shadow Expectations for Students**

We commend you for taking the time to do a job shadow. Important learning can occur outside of the traditional classroom setting, and you are embarking on a valuable component of your overall education.

To ensure that the job shadow is a positive experience for all parties, we expect you to do the following:

- Communicate professionally and in a timely manner with your host.
- Follow all rules, guidelines, and expectations provided by your host.
- Arrive punctually.
- Dress appropriately for the environment you are in; follow the guidelines set by the host.
- Act in a professional and courteous manner at all times.
- Inform St. Xavier High School immediately of any concerns related to your physical and/or emotional safety.
- Accept responsibilities only if you feel comfortable and trained.
- Do not cancel or fail to show up unless you are sick or you have an emergency.
- Inform your host as quickly as possible if you will need to miss due to illness or an emergency.
- Thank your host(s) verbally at the end of each day/session.
- Send a written thank you note at the end of the job shadow experience.
- Complete the Interview Worksheet and Evaluation Worksheet provided by St. Xavier High School.

I have read and accept the above expectations.

Student's name: .....

Student's signature: .....

Date: .....

Student's phone number: .....