

A+ JOB SHADOWING

Modification: As of September 2011, the A+ state modified its requirement for tutoring. In addition to tutoring and mentoring, the new requirement now includes job shadowing...*“perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing.”* With this addition, students may earn **12.5 hours** of the required 50 hours by job shadowing.

Students are responsible for contacting a business or employer about Job Shadowing opportunities. Please make sure you follow the instructions below:

- 1) **Prior to job shadowing**, student and parent must complete this permission form and give to Site-Based A+ Coordinator
- 2) Student may only job shadow during school days with written parent/guardian consent and submitted in advance and approved by the Site-Based A+ Coordinator
- 3) Submit your completed **observation and verification forms no later than one week** after you finish your job shadowing
- 4) Student may Job Shadow more than one day and more than one business to complete 12.5 hours
- 5) Student may not job shadow a family member
- 6) Student may not job shadow where they work
- 7) Student may not job shadow a teacher or building personnel
- 8) Student must dress appropriately and behave professionally at all times
- 9) Student must follow all rules and protocols of the company

Job Shadowing experience must be in one or more of the following career focus:

(B) Arts

(E) Human Services

(C) Natural Resources/Agriculture

(F) Business Management and Technology

(D) Health

(G) Industrial Engineering and Technology

Parent/Guardian consent:

My son/daughter _____ has my permission to participate in Job Shadowing to earn up to 12.5 hours towards the A+ program requirement. I understand that my student is responsible for providing his/her own transportation to and from the Job Shadow site.

Parent/Guardian Signature _____ **Date** _____

JOB SHADOWING INFORMATION:

Name of Company	
Address of Company	
Name of staff the student will shadow	
Email and Phone number of the staff	
Dates and Times of expected Job Shadow	