



# A Capstone Job Shadowing Experience for Career Readiness

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## Agreement

### **Introduction**

The ASPIRE Job Shadowing Program at Fox Lane High School offers seniors an opportunity to step outside the traditional classroom and explore an area of personal or career interest. The student's participation is strictly a job shadowing experience for educational purposes. Through this real-world learning experience, students gain exposure to professional environments, build workplace skills, and reflect on their future goals.

This agreement outlines the expectations for all individuals involved—students, parents/guardians, and site supervisors—to ensure the experience is safe, meaningful, and beneficial for everyone.

### **Program Purpose and Eligibility**

The ASPIRE Program is designed to help students build confidence, independence, and professional awareness by immersing them in a field of interest. Whether a student is exploring a potential college major, career pathway, or service opportunity, the job shadowing opportunity acts as a bridge between high school and what comes next—college, the workplace, military service, etc.

Senior high-school students must meet all graduation requirements and ASPIRE session requirements in order to be eligible to participate.

### **Shadowing Timeline**

Shadowing placements will begin in May, depending on each student's AP exam schedule. Start dates are: Monday, May 4, 11 or 18th, 2026 - Students will contact the company directly indicating their start date.

Students are expected to attend all classes until their final AP exam is completed. The shadowing experience begins the following Monday and concludes on Friday, June 12, 2026. Students are expected to work 25 hours per week.

### **Compensation**

ASPIRE shadowing placements are unpaid. Students are compensated through the experience and knowledge gained, rather than financial earnings. The experience replaces their traditional classroom instruction for the duration of the program.

### **Student Responsibilities**

- Maintain journal entries reflecting their workplace experiences
- Meet weekly with a designated faculty mentor
- Adhere to the expectations and conduct standards of their workplace site, including dress code and professionalism
- Establish clear learning goals and reflect on their progress
- Maintain accurate time logs, reviewed and signed by the site supervisor
- Prepare and deliver a formal presentation on what was learned on Tuesday, June 16th at FLHS

### **Site Supervisor Responsibilities**

Site supervisors play a key role in guiding and mentoring students throughout the shadowing experience. Supervisors agree to:

- Provide an orientation and expose the student to different roles and tasks within the organization
- Communicate regularly with the student and notify their faculty mentor of any issues related to attendance, professionalism, or engagement
- Complete a final evaluation form
- Sign weekly timesheets
- Comply with all labor laws and regulations

**Attendance and School Closures**

Students are not expected to attend their internship on days when school is closed. Known closures during the internship period include:

Friday, May 22, 2026 and Monday, May 25th for Memorial Day weekend

Senior Trip, Wednesday, May 27, 2026 - School-sanctioned; no makeup hours required

Senior Prom, Friday, May 29, 2026 - Hours must be made up if absence or early dismissal is approved.

Students must inform both their site supervisor and mentor if they are going to miss any additional time or are experiencing challenges that impact their shadowing performance.

**Agreement and Signatures**

By signing below, the student, parent/guardian, and site supervisor acknowledge that they have read and understood the expectations of the ASPIRE Program. Each party agrees to uphold their responsibilities to ensure a successful and meaningful shadowing experience.

**Student**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Site Supervisor**

The site supervisor will complete a Google Form from the ASPIRE office to show agreement of the program.

***\*\*Once complete, this form MUST be hand delivered to one of the ASPIRE coordinators\*\****

***DUE DATE: Monday, April 27, 2026***