

# Franklin Technology Center

## Job-Shadowing Host Information / Agreement

Your participation will give our students an opportunity to explore their chosen career path, and assist them in establishing future goals. Your time, and experience are valuable resources.

- Student will be given the opportunity to observe business and industry during their vocational block time (approximately 3 hours), within their program area. Joplin High School students may have the opportunity to observe for a full school day 8:00am-3:00pm.
- Student will arrive for shadowing on time and remain until dismissed by shadowing host.
- Student will complete tasks given by host and abide by all company safety regulations.
- Student will share this experience with others.
- Students will protect the confidentiality of host and will not discuss sensitive information with others.
- Failure to comply with the condition set forth may result in disciplinary action.
- Joplin RVIII School District has liability insurance that covers student while job shadowing.
- Student and parent/guardian will complete a shadowing contract, and copy will be forwarded to the company contact person.
- The student will bring a Host Evaluation with him/her and we ask for the host to mail, fax or send this back with the student to the Job Shadowing Office within one week.
- Job shadowing office will follow up with student to evaluate the job-shadowing experience.

Franklin Tech strives to provide simulated work experiences; nevertheless, simulation is not real world experience. Your participation in the shadowing program is vitally important to the success of our programs. Again, thank you for your participation.

Additional Comments can be made on a separate sheet of paper and faxed back to the school. Fax # 417-625-5266

Company \_\_\_\_\_ Date: \_\_\_\_\_

Company Official Signature \_\_\_\_\_

If you have any questions or concerns, please contact Steve Reed or Meridith Johnson at the Job Shadowing Office with Franklin Technology Center – 417-6255260