Job Shadow Criteria

Junior year --- up to 4 days, no more than 2 consecutive days*

Senior year --- up to 2 days, may be consecutive*

Shadowing Criteria:

- Shadow to take place during CVCC class time only, and must be directly related to the student's CVCC career-technical program.
- Transportation to and from shadow site (and return to associate school when appropriate) is the responsibility of student and parent/guardian.
- The student and parent/guardian shall assume all responsibility and liability for transportation of the student to/from the shadow site, and for the student while at shadow site.
- Student **may not** shadow with current employer
- Student may not shadow relatives
- No pay shall be received
- The completed Shadow Agreement must be submitted to the Job Placement Office at least 2 school days before shadow date. Agreement may be obtained from the Job Placement office. Adult students not enrolled in high school do not need parent signature.
- A copy of the completed Shadow Report form must be submitted to the Job Placement office and instructor upon return from the shadow day(s). Failure to submit the Shadow Report to the Job Placement office in a timely manner will result in an unexcused absence for the shadow day. Shadow report forms may be obtained from the Job Placement office.

Exceptions to above criteria made only with prior approval of CVCC Principal.



CUYAHOGA VALLEY CAREER CENTER

8001 BRECKSVILLE RD., BRECKSVILLE, OH 44141 PHONE 440-746-8260, FAX 440-838-8929

JOB SHADOW AGREEMENT

INSTRUCTIONS FOR STUDENTS:

- 1. PRINT USING BALL POINT PEN.
- 2. STUDENT SHALL COMPLETE THIS AGREEMENT WITH ALL INFORMATION AND SIGNATURES; ALL HIGH SCHOOL STUDENTS MUST OBTAIN PARENT/GUARDIAN SIGNATURE.
- 3. SHADOW IS TO BE COMPLETED DURING CVCC CLASS TIME ONLY.
- 4. STUDENT SHALL SUBMIT THIS FULLY COMPLETED AGREEMENT WITH SIGNATURES TO THE JOB PLACEMENT OFFICE AT LEAST 2 SCHOOL DAYS BEFORE LEAVING FOR THE SHADOW EXPERIENCE.
- 5. STUDENT SHALL SUBMIT SHADOW REPORT FORM TO JOB PLACEMENT OFFICE AND INSTRUCTOR UPON RETURN TO SCHOOL.

ALL PARTIES UNDERSTAND:

INSTRUCTOR SIGNATURE

CAREER & COMMUNITY RESOURCES SPECIALIST

- The purpose of the shadow day is to give students the opportunity to observe an employee and worksite that is related to their career-technical program. This is a non-paid observational experience and a supplement to Cuyahoga Valley Career Center classroom activities.
- All participants whose signatures appear at the bottom of this form agree to adhere to the Job Shadow Criteria listed on the reverse side of this form.
- The student agrees to conform to the code of conduct set forth by Cuyahoga Valley Career Center and the Shadow Sponsor.
- The parent/guardian shall assume all responsibility and liability for transportation of the student to/from the shadow site, and for the student while at the shadow site.

tudent Name		CVCC Program	
Shadow SiteCompany Name		Position To Be Sha	dowed
Shadow Sponsors	Sponsor's First Name	Sp	onsor's Last Name
Shadow Site Address	City	Zip	
Date(s) of Shadow			Shadow Site Fax
Time of Shadow	Until	(<mark>During C</mark>	<mark>/CC time only)</mark>
Your Associate School is:			
Tour Associate School is.			
Job Placement will dis	signatures are in place: ce Office		
Job Placement will dis form to each when all CVCC Attendance	signatures are in place: ce Office	each when all sign	natures are in place: ardian
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Job Placement will dis form to each when all CVCC Attendance CVCC Instructor	signatures are in place: ce Office DATE	each when all sign	gnatures are in place: pardian ponsor

DATE

DATE

IMPORTANT: READ GUIDELINES on BACK