

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.

