

Trinity Christian Academy
“FOOTPRINTS”
STUDENT RESPONSIBILITIES

STUDENT RESPONSIBILITIES BEFORE GOING FOR THE JOB-SHADOWING DAY

- 1. Be certain that the permission form is signed by a parent/guardian and returned to the guidance office.**
- 2. Be certain the guidance office has approved the job-shadowing site.**

STUDENT RESPONSIBILITIES ON THE JOB-SHADOWING DAY

1. Dress appropriately. It is a good rule of thumb to dress *UP* instead of being *UNDER* dressed.
2. Listen carefully; show interest by asking appropriate questions.
3. Carry a notebook and pen.
4. At the end of the day, thank your host for allowing you to shadow him/her.
5. **ASK YOUR HOST TO SIGN YOUR FOOTPRINTS VERIFICATION FORM. *YOU DO NOT WANT TO HAVE TO WASTE THEIR TIME BY HAVING TO GO BACK TO THEM TO SIGN LATER.. BE RESPONSIBLE!!!***

STUDENT RESPONSIBILITIES AFTER THE JOB-SHADOWING

1. Complete the job-shadowing evaluation. (This is at the bottom of the verification form which should have your host's signature.)
2. Return the verification form to the guidance office. **FAILURE TO TURN IN THE VERIFICATION FORM WILL RESULT IN YOUR BEING CHARGED WITH AN UNEXCUSED ABSENCE FROM SCHOOL!!**
3. It is recommended that students write a thank you note to the host expressing appreciation for allowing them to come.

ABSOLUTE NO-NO'S

1. Do not schedule other events that will conflict with your being able to complete five full hours. If for any reason you see that you will not be on time, call your shadowing host to notify them of your delay.
2. Do not carry anything to the job site that would not be allowed at school.
3. Do not ask your host for services for which they charge their customers.
4. Do not ask to *do* anything related to the job unless it is *offered* by the host. You are there to observe and ask questions.