

2009 Job Shadow Day Checklist

MONDAY, FEBRUARY 9, 2009

- _____ Complete the application and submit to Joan Ozdogan. Paperwork Includes:
- Application (must be completed electronically)
 - Disclaimer/Waiver Form
 - Resume (must be submitted electronically)

FRIDAY, FEBRUARY 20, 2009

- _____ Complete FCPS field trip permission forms and submit to Joan Ozdogan
- Paperwork Includes:
- FCPS Field Trip Form
 - FCPS Pre-Arranged Absence Form
 - FCPS Field Trip Driver's Form (if student is driving)

MONDAY, MARCH 2, 2009

_____ Contact employer-hosts via email AND telephone to accept the shadow opportunity and to confirm attendance. Students should also request specific information about the visit (parking, required identification, etc.) Students should not simply leave messages with the employer-hosts, but should be sure to make direct contact through email and telephone.

THURSDAY, MARCH 5, 2009

- _____ Review host organization's website and prepare questions to be asked

THURSDAY, MARCH 5, 2009

- _____ Read the following handouts and bring them with you to the job shadow site:
- Shadow Assignment Sheet**
 - Student Expectations** and follow all guidelines including what you need to do, bring, wear, etc. for your day in the business community
 - Snow Day** Instructions/Procedures
 - Questions** to ask during your job shadow experience

FRIDAY, MARCH 6, 2009

- _____ Shadow Day

MONDAY, MARCH 9, 2009

- _____ Write a **thank you e-mail** following the sample given. Send to Joan Ozdogan for review. Once approved, send to host with "cc" to joan.ozdogan@fcps.edu and cara.kirby@fcps.edu

MONDAY, MARCH 9, 2009

- _____ Complete **Evaluation** electronically and email to joan.ozdogan@fcps.edu