

The Northern Virginia Technology Council
Groundhog Job Shadow Day – Friday, March 6, 2009

STUDENT EXPECTATIONS

As a participant in the NVTC 2009 Groundhog Job Shadow Day, I agree to the following:

- Contact my job shadow volunteer host by email and telephone before March 2nd to obtain the following information (**see sample e-mail**):
 1. Expected length of time for the job shadow (start and end time)
 2. ID requirements for building/site entrance
 3. Appropriate clothing to wear for the job shadow experience
 4. Specific location in the building where you will meet your job shadow host
 5. Any special directions to the workplace site (plan to look at the company website for directions or “map quest”, then make a “trial run” prior to March 6th)
 6. Parking information (Will you need to pay for parking?)

- **CARRY WITH ME ON MARCH 6TH (THE DAY OF THE JOB SHADOW):**
 - DIRECTIONS TO THE COMPANY WHERE I WILL SHADOW

 - STUDENT ASSIGNMENT SHEET WITH PHONE NUMBERS FOR MY SCHOOL CONTACT, PARENTS, AND CARA KIRBY, EVENT COORDINATOR.
(NOTE: CALL JOAN OZDOGAN (703.222.7464) IMMEDIATELY IF YOU BECOME LOST OR STUCK IN TRAFFIC, THEN CALL YOUR PARENTS AND CARA KIRBY.)

 - TWO OR THREE COPIES OF MY RESUME

 - A PICTURE ID (IDENTIFICATION—SUCH AS A DRIVER’S LICENSE OR SCHOOL ID)

On the Day of the Job Shadow, I will:

- Dress professionally (as indicated by your volunteer-host) on the day of the job shadow
- Use Cell Phone Etiquette -- cell phones should be turned off while with a shadow host, and used only for emergencies or to arrange transportation at the end of the session, with permission of the host.
- Have cash and change for unforeseen expenses; parking, lunch, vending machines, etc.
- Take a prepared set of questions to ask my volunteer host, if appropriate time is available
- Before leaving my volunteer host, ask for his/her business card so that I can send a thank you letter within one week after the job shadow experience
- Complete the Student Evaluation form and submit to Joan Ozdogan, Chantilly Academy.

IN THE EVENT OF AN EMERGENCY THAT PREVENTS YOU GETTING TO YOUR JOB SHADOW

DESTINATION ON TIME ON Friday, March 6, 2009

Immediately call Joan Ozdogan (703.222.7464)/your teacher and parents

**Then call Cara Kirby, Event Coordinator, at 703-208-7795 or
703-303-2128 (before or after business hours)**

**IF YOUR SCHOOL IS CLOSED DUE TO BAD WEATHER,
DO NOT TRAVEL TO YOUR JOB SHADOW ASSIGNMENT
(SEE INCLEMENT WEATHER POLICY)**

The Northern Virginia Technology Council's
11th Annual Groundhog Job Shadow Day
Friday, March 6, 2009

SNOW/INCLEMENT WEATHER ANNOUNCEMENT

Student Instructions

SNOW DATE: March 13, 2009

To all Students:

Please plan to allow an extra 20-30 minutes for your travel time to your job shadow site on Friday morning, March 6th, in the case of rain or heavy traffic.

Delayed Opening on Friday, March 6th

If it snows/sleets and FCPS announces a "delayed opening", you will report to your job shadow site as planned, since most of the job shadows will begin at approximately 9:30 a.m. However, if for any reason you cannot arrive at your job shadow on time as planned, you must telephone your shadow host (see assignment sheet for number), Ms. Ozdogan (703.222.7464), teacher, and the event coordinator, Ms. Cara Kirby at 703-208-7795 or 703-303-2128

School Closings

If Fairfax County Public Schools announces that its schools are closed on Friday, March 6th due to inclement weather conditions; do NOT travel to your job shadow site.

