

**NEWTOWN HIGH SCHOOL**

**CAREER SHADOW INFORMATION FORM**

**STUDENT AND PARENT MUST SIGN THE BACK OF THIS FORM ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE INFORMATION PERTAINING TO THE CAREER SHADOW. THE FORM SHOULD BE RETURNED TO MRS. LATOWICKI SO SHE CAN MAKE A COPY TO HAVE ON FILE.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Community Volunteer: \_\_\_\_\_ Career: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work #: \_\_\_\_\_ Email: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Time: \_\_\_\_\_

Directions to Work Place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Instructions, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(OVER)**

**By signing up for a career shadowing experience, you have taken an important step forward by thinking about your future. Before you go out on your shadow appointment, it is important to prepare yourself:**

- Make sure you have filled out, and have a parent sign, the Career Shadow Absence Form and that both you and a parent have read and signed the Career Shadow Information Form. This must be returned to Mrs. Latowicki in the Career Center *before* you can participate in your career shadow day.
- The day spent participating in a career shadow is an excused absence, but please remember that you are responsible for any work you miss for the day.
- Think of any specific questions you would like to ask regarding this job. Discuss this with your parents or Mrs. Latowicki.
- Remember that your career shadow volunteer is a professional who is giving freely of his/her time to help you. Therefore:
  - Please be early to your appointment. Allow yourself plenty of time.
  - If you can't make your appointment, call Mrs. Latowicki at 426-7679 as soon as possible.
  - Wear clothes that are clean and neat and appropriate for the workplace.
  - When you meet your shadow volunteer, offer your hand if he or she offers his or her hand to you. Repeat the volunteer's name in your greeting. "Hello, Mr./Ms. So and So, I'm glad to meet you", is always appropriate and look them in the eye when you speak.
  - Don't chew gum.
  - Be enthusiastic and appreciative.
  - When your day is over, shake hands with your volunteer, look him or her in the eye, and thank him or her for their time.
- Try not to be nervous. This isn't an interview. Remember that the shadow volunteer is anxious to help you, that's why he or she volunteered. Enjoy yourself and make the most of your day.
- **Finally, and very important, please remember to write your shadow volunteer a note of thanks. Mrs. Latowicki will provide you with a thank you note. You write the note and return it to Mrs. Latowicki in the Career Center to mail.**

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Please return to Mrs. Latowicki so she can make a copy to have on file.**