**Job Shadowing Visit 2022-2023**

Check Job Shadow due date: \_\_\_Dec 2 \_\_\_Feb 24

This Job Shadow was completed: \_\_\_At the site \_\_\_Virtually

1. **Complete the form and collect the signature below.**
2. **Please place a business card from the site you visited in the box below.**
3. **Take a picture of this form and submit to Google classroom assignment.**

Virtual Job Shadows are permitted. If completing virtually, the pre-intern should complete the form and then email/text to the site’s contact person. The site’s contact person would print, sign, and place the business card on the form when taking a picture of the form to return to the pre-intern. Then submit to Google classroom.

| **Place Business Card on top of this box when taking a picture of the form.** |
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Student Name and ID Number:

Troy Pre-Internship Coach:

Company Name:

Contact Person:

Job title (of person you shadowed):

Address:

Phone:

Date/Time:

Signature of Contact Person:

There is a second step to completing the job shadow. Answer the 10 brief questions on Google classroom - **Job Shadow Part 2** has the link to the Google form.

**Note: Job shadows are not to be completed during required school attendance hours.**