

Please **READ** and **FOLLOW** these “Do’s” and “Don’ts” while you are completing your career shadowing experience.

DO:

- ✓ Complete all required shadowing forms and interviews in a timely fashion.
- ✓ Dress appropriately for the environment.
- ✓ Drive safely to and from the shadowing site.
- ✓ Arrive on time for your experience.
- ✓ Attend and be dependable.
- ✓ Turn off cell phone as you enter the workplace.
- ✓ Be respectful, pleasant, and courteous.
- ✓ Show an interest in the workplace.
- ✓ Follow instructions.
- ✓ Comply with all safety rules and signs.
- ✓ Use all prescribed safety equipment.
- ✓ All normal school rules apply (shadowing is an extension of school).
- ✓ Send a thank you letter.

DON'T:

- ✓ Show up late or not at all.
- ✓ Use cell phone to call or text.
- ✓ Use inappropriate language or attitude.
- ✓ Horse around.
- ✓ Accept pay of any type.