

*This is your Informational Handout and should be kept by the student as a checklist—not to be submitted.*

# Crowder College

## Upward Bound Programs

### Job Shadowing Information Handout

Congratulations on being selected for Upward Bound Job Shadowing Scholarship! Please find the following documents, attached:

- **Job Shadowing Informational Handout:** *For your review and reference*
- **Job Shadowing Application:** *Must be completed and approved **BEFORE** Job Shadowing can begin.*
- **Job Shadowing Assignment Agreement:** *To be completed by worksite prior to start of job shadowing experience.*
- **Worksite Expectations:** *Student must complete this form with the professional overseeing the job shadowing prior to job shadowing experience.*
- **Time Sheet:** *To be completed and signed daily by student and job site supervisor. Return to your Academic Coordinator upon completion of your required hours.*
- **Job Shadowing Evaluation:** *To be completed and signed by the job site supervisor. Return to your Academic Coordinator upon completion of your required hours.*
- **Job Shadowing Reflective 500 Word Essay:** *To be completed by the student after your job shadowing experience, describing your experience and how it will apply to your future academic and career goals.*

\*NOTE: ALL forms, except for the time sheet and job shadowing evaluation form need to be turned into your Academic Coordinator **PRIOR** to beginning your job shadowing experience.

\*\*NOTE: Your 500 word essay will be submitted after completing your job shadowing experience and with your final documents.

\*\*\*NOTE: You must fulfill all of your predetermined obligations (e.g. hours, paperwork, etc.) before moving into Crowder for the summer session **AND** pass all of your summer classes in order to be paid for your job shadowing experience in August of the year the Job Shadowing experience was completed.

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