

	Student Checklist
1	Completed Application submitted with 2 teacher referrals (Due Oct. 11, 2019)
2	Submitted Profile to Mentor (Draft #1)
3	After receiving site from Mr. V decide on 2-3 possible dates Submit Job Shadowing Request Form to Mr. Brunner
4	Once Mr. Brunner approves dates; complete an Introductory email utilizing the template provided send to mentor to be approved. After mentor approval, email to professional time and date options (cc'd mentor)
5	Send reply email to Professional confirming date and time (cc mentor) Completed within 24 hours of receiving reply email from professional; Complete Job Shadowing Confirmation Form and submit to Mr. Brunner to notify him of actual job shadowing date and time.
6	Complete Job Description Handout (Due 7 days prior to job shadowing event)
7	Complete Company Information Sheet (Due 7 days prior to job shadowing event)
8	Review Job Shadowing Question Sheet Add or change any questions to personalize it
9	Submit to mentor: Job Description Handout, Company Info Sheet and questions (6,7,& 8 from above) (Due 7 days prior to shadowing event)
10	2-3 days before Job Shadowing Event; Email or call mentor: Review all details ie: transportation, clothing, prepared questions, padfolio, pen, etc...
11	Within 24 hours communicate with mentor to discuss the experience and review thank you note with mentor to be sent to professional within 48 hours of the event
12	Completed and submitted Job Shadowing Student Evaluation (Due 5 days after Job Shadowing Experience)