



# WBL Job Shadowing Student Agreement

I, \_\_\_\_\_, understand that I am responsible for:

- My own transportation to and from the job shadowing site.
- Reporting to the site at the specified time.
- If a conflict arises, I know that I am to contact my instructor immediately.
- Dressing appropriately for the job.
- Behaving in a respectful and courteous way.

The work site will be the recognized authority while I job shadow. However;

- I am still under the jurisdiction of the school district and am expected to follow all school rules.
- I am aware that my teacher may check to see if I arrived on time, stayed at least three (3) hours and behave in an appropriate way throughout the day.

After the job shadowing experience;

- A thank you should be sent to the contact within 48 hours.
- I understand the questionnaire must be submitted no later than one week after job shadowing.

I have read the above agreement and understand my responsibilities:

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

Today's Date: \_\_\_\_\_

**(This form must be turned into your teacher prior to job shadowing.)**

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator | Title VI Coordinator | ADA/504 Coordinator  
307-777-7675, [wde-nondiscriminationassistance@wyo.gov](mailto:wde-nondiscriminationassistance@wyo.gov)

For further information on notice of non-discrimination,  
Denver Office, Office for Civil Rights  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582

Telephone: 303-844-5695  
FAX: 303-844-4303; TDD: 800-877-8339  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)