

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
SHADOWING EXPERIENCE  
STUDENT CHECKLIST**

Student Name \_\_\_\_\_ Program \_\_\_\_\_

Shadowing Date \_\_\_\_\_

**Date**

**Activity**

- \_\_\_\_\_ Student introduction to company (three to four weeks prior to shadowing date)
- \_\_\_\_\_ Contract for Shadowing signed by all three parties (returned to the instructor two weeks prior to the shadowing date)
- \_\_\_\_\_ Deliver the Mentor's Copy of the Shadowing Experience (two weeks prior to the shadowing date). Can be delivered when you get the mentor's signature on the contract.
- \_\_\_\_\_ Franklin County CTC Permission Slip completed in full (returned to the instructor two weeks prior to the shadowing date).
- \_\_\_\_\_ Shadowing Interview Questions completed by the student (returned to the instructor the day following the shadowing experience).
- \_\_\_\_\_ Student Site Evaluation completed by the student (returned to the instructor the day following the shadowing experience).
- \_\_\_\_\_ Job Shadowing Student Evaluation by Mentor (return to instructor by either student or mentor).
- \_\_\_\_\_ Thank you note written by student the day following the shadowing experience. Copy given to the instructor.