

RESPONSIBILITIES FOR THE JOB SHADOW REQUIREMENT

To receive credit for a Job Shadow, you need to :

- Complete, sign and return the Responsibilities sheet (applications will not be processed till this requirement is in to Mr. Kamimoto).
- Register with the Chamber of Commerce
- Complete a Job Shadow application on-line or (find your own).

Upon being placed by the Yakima Chamber of Commerce:

- complete a signed agreement form with 2 signatures and the insurance information and get Mr. Kamimoto's signature at least **3 days** before attending the job shadow.
- contact the Business to confirm, reschedule or cancel the job shadow at least 24 hours in advance
- take your agreement form with you and return the signed agreement (business signature) to Mr. Kamimoto upon completion of the job shadow
- complete an evaluation on-line
- write a Thank You card (card will be provided, **you need to provide the correct stamp**)

** For job shadows done on your own, responsibilities are the same as students being placed by the Chamber of Commerce. **Papers must be in at least a week in advance** with a date, time, contact person and phone number before an SIA is issued.

If a placement is not completed for any reason (not showing up, not rescheduling or canceling), you will not receive credit for it. Getting another may be a little difficult with the demands placed on the Chamber of Commerce for placements.

I understand my responsibilities and obligations in regards to applying for and completing a job shadow for credit either through the Greater Yakima Chamber of Commerce or on my own.

I also understand that this a requirement for Ram Prep and I accept the consequences of not fulfilling this obligation. **ALL REQUIREMENTS ARE DUE NO LATER THAN MAY 18, 2009**

Print - Student name

Name of Ram Prep Teacher

Student signature

date

Parent signature

date