

**Please read and follow these “Do’s” and “Don’ts” while you are completing your career shadowing experience.**

**DO:**

Complete all required shadowing forms and interviews in a timely fashion.  
Dress appropriately for the environment.  
Drive safely to and from the shadowing site.  
Arrive on time for your experience.  
Attend and be dependable.  
Turn off cell phone as you enter the workplace.  
Be respectful, pleasant, and courteous.  
Show an interest in the workplace.  
Follow instructions.  
Comply with all safety rules and signs.  
Use all prescribed safety equipment.  
All normal school rules apply (shadowing is an extension of school).  
Send a thank you letter.

**DON'T:**

Show up late or not at all.  
Use cell phone to call or text.  
Use inappropriate language or attitude.  
Horse around.  
Accept pay of any type.