

VIRTUAL WORKPLACE EXPERIENCES

IN-FIELD EXPERIENCE: A DAY ON THE JOB OR VOLUNTEER SERVICE DATE GUIDELINES AND CHECKLIST

Adapted from the Work-Based Learning Resource: Job Shadowing

Student Name:	
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Prepare for a “Day on the Job” or “Volunteer Service Day” (DOJ or VSD)

___1.	Call prospective job host and arrange appointment (exact time, date, and location).
___2.	Complete the following form and turn them in to {teacher name, date} ___ Parent Permission Form
___3.	Call your job host a day or two before your DOJ or VSD activity to confirm details (time to arrive, location, what to wear, and lunch (if applicable)).
___4.	Take a copy of your Parent Permission Form, Interview Worksheet, Evaluation Worksheet, and a notebook to the location to record what you experience and learn.

Completing the “Day on the Job” or “Volunteer Service Day” (DOJ or VSD)

___5.	Complete Interview Worksheet with responses from your job host.
___6.	Complete Evaluation Worksheet describing what you observed during your DOJ or VSD.
___7.	Turn in final forms: ___ Completed Interview Worksheet ___ Completed Evaluation Worksheet ___ Thank you Letter (must be typed) or handwritten card and a properly addressed and stamped envelope