

Coe-Brown Northwood Academy Portfolio

#6 – Career Interning: Job Shadows (Note: Two (2) Required) Grades 9-12

Pre-Approval

Person to be shadowed: _____

Position held by this person: _____

Company/Organization: _____

Date(s) of shadow: _____

Location: _____

Description of planned shadow: _____

Pre-approval should be completed by the student's advisor. If the advisor is not available, a counselor or administrator may pre-approve.

Pre-Approved by (signature): _____

Date of pre-approval: _____

Certification of Completion

(to be completed **immediately** after the event)

Please submit a one-page reflection of the shadow experience and detail **what** about this program was particularly important or enjoyable. The essay should also describe how this program fits the student's current situation and/or future plans. This reflection should be added to your Portfolio during your senior year. Please have the same person who pre-approved this activity, certify its completion (i.e. advisor, counselor, administrator).

This certifies that _____ has taken part in the above described program and has presented me with a summary of the program.

Certified by: _____ Date: _____