



# VVC

# Job Shadow Program

You can be the one to help bridge the gap between a VVC students academic interests and the career path they choose!



## Host Registration Form

Thank you for volunteering to serve as a Job Shadow Host for Victor Valley College students as they explore career options. Please take a moment to fill out the form below. Information provided here will be used to match you with a student who has requested to be paired with your industry.

**Full Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Industry (please select one or more from the following list):**

- |   |  |
|---|--|
| <input type="checkbox"/> Agriculture & Natural Resources  | <input type="checkbox"/> Arts, Media & Entertainment       |
| <input type="checkbox"/> Building & Construction Trades   | <input type="checkbox"/> Business & Finance                |
| <input type="checkbox"/> Education, Child Care & Family   | <input type="checkbox"/> Energy, Environment & Utilities   |
| <input type="checkbox"/> Engineering & Architecture       | <input type="checkbox"/> Fashion & Interior Design         |
| <input type="checkbox"/> Health Science & Medical Tech    | <input type="checkbox"/> Hospitality, Tourism & Recreation |
| <input type="checkbox"/> Information & Communication Tech | <input type="checkbox"/> Manufacturing & Product Design    |
| <input type="checkbox"/> Marketing, Sales & Service       | <input type="checkbox"/> Public Service                    |
| <input type="checkbox"/> Transportation                   |  |

**Host Affiliation:**

- |   |  |
|---|--|
| <input type="checkbox"/> Alumni - Year Graduated: _____ | <input type="checkbox"/> Parent                    |
| <input type="checkbox"/> Foundation Board of Directors  | <input type="checkbox"/> Friends of the Foundation |
| <input type="checkbox"/> Other: _____                   |  |

**Additional comments or requests:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*By signing this I agree to the terms listed on the back.

**JOB SHADOW AGREEMENT**

This provisions contained herein are agreed to by and between the organization (as listed on the reverse side of this form as “Organization” and hereinafter referred to as “Organization”) hosting a Victor Valley College Job Shadow student (hereinafter referred to as “Student” and the Victor Valley Community College District (hereinafter referred to as “College”).

**The Organization agrees to**

- Participate in the Victor Valley College Foundation Job Shadow Program (hereinafter referred to as “Program”). The purpose of this Program is to help Students identify careers of interest to them in order to help Students develop an appropriate educational plan.
- Host a Student for a Job Shadow Experience that consists of up to 8 hours of on-the-job observation only. The Student may NOT engage in any work or hands on activities during the Job Shadow Experience.
- Conduct the Job Shadow Experience for Students only during the College academic term in which they are assigned.
- Supervise the Student at all times during the Job Shadow Experience.
- Not to compensate the Student for their time in any way.
- Maintain combined bodily injury and property liability damage insurance with limits of not less than one (1) million dollars per occurrence and three (3) million dollars in the aggregate.
- Defend, indemnify, and hold harmless the College from any liability or damages the College may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation of the Program covered by this Agreement resulting from the negligence, wrongful acts or omissions of the Organization, its officers, its employees or authorized agents.
- Not to discriminate on the basis of race, color, gender, sexual orientation, political affiliation, political status, disability, national origin, marital status, age, and religion in any of its policies, procedures or practices.

**The College agrees to**

- Offer Job Shadow Experience opportunities to students enrolled in guidance courses incorporating the Job Shadow Experience into instruction where appropriate.
- Assign a Student to a Job Shadow Experience that as closely as possible matches the Student’s stated areas of interest.
- Defend, indemnify and hold harmless the Employer from any liability or damages the Employer may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation of the program covered by this Agreement resulting from negligence, wrongful acts or omissions of the college, its employees, students or authorized agents.
- Carry Workers’ Compensation insurance on all students, except for paid interns covered by the Employer’s Workers’ Compensation Insurance to this Agreement, during their Job Shadow Experience Assignments as required by Education Code Section 78249.

The Organization recognizes that the College is responsible for the learning experiences of students, but reserves the right, in all emergency situations requiring immediate solution to resolve the situation in favor or safety of the public and the Organization’s own employees and business by immediately removing the student from the site, with subsequent clarification to follow between the Instructor of Record and the Organization.

Neither party shall assign this Agreement without written consent of the other party.

**Approved when signed:**

On Behalf of the Organization (see front of form for signature)

On Behalf of the College:

\_\_\_\_\_ Date \_\_\_\_\_  
Peter Maphumulo, Executive Vice President Instruction & Student Services

\_\_\_\_\_ Date \_\_\_\_\_  
Roger Wagner, Superintendent / President