

# COLLEGE VISIT - ASSIGNMENT

Turn in to your Auburn program teacher on November 17, 2022

Name \_\_\_\_\_ Auburn Program \_\_\_\_\_ JR \_\_\_\_ SR \_\_\_\_

## 1. College Information

Name of College \_\_\_\_\_

Address \_\_\_\_\_

Admissions Office Phone \_\_\_\_\_ Website \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person's Signature \_\_\_\_\_

## 2. Preparation Checklist

Time of visit \_\_\_\_\_ Driving time to get there \_\_\_\_\_

Where to park \_\_\_\_\_

What are the two main reasons you are considering this college?

- a. \_\_\_\_\_
- b. \_\_\_\_\_

What are 2 questions you plan to ask on your college visit?

- a. \_\_\_\_\_
- b. \_\_\_\_\_

## 3. Research the Major Areas of Study

What majors does this college offer that would interest you?

\_\_\_\_\_  
\_\_\_\_\_

How long would it take you to complete your education here?

\_\_\_\_\_  
\_\_\_\_\_

## 4. Ask your tour guide or an admissions person or a current teacher

- a. What makes this college unique?
- b. Have you done an internship? Does the college promote and help you find internship sites?
- c. If I need a job, where is the best place on campus to work?
- d. What is the best place to eat on campus?

What will it cost to attend? What types of scholarships or financial aid does the college offer? How long does it typically take to complete a college degree here? Are there certificate programs? What programs seem most interesting?

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What are two steps you can take to compare this college with another one?

1. \_\_\_\_\_

2. \_\_\_\_\_

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## **College Visit Day - Reflections**

What did you like the most about this college?

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What did you like the least about this college?

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### **5. Include a picture of you at your college visit.**

Print the picture, email the picture or post to Auburn's Facebook page and attach a to be turned in to your Auburn Teacher!

Attach a university flier, pamphlet or program interest page or a business card from the admissions office.

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SAMPLE THANK YOU LETTER  
TO SEND AFTER COLLEGE VISIT/JOB SHADOWING

November 17,2022

College/Company Name  
College/Company Address  
City, State Zip Code

Dear \_\_\_\_\_,

I want to Thank you for hosting me on November 16,2022. Spending a day observing (at the college/business) and the various aspects of the college/career field I am interested in, has given me insight into what I may expect after graduation when I enter the college/workforce.

I appreciate the fact that you were willing to spend your valuable time with me. I really enjoyed...

Thank you again for being a wonderful host.

Sincerely,

*Student Signature*

Student Name Printed

Contact information  
Cell number and email

# JOB SHADOW or Phone Interview - ASSIGNMENT

Turn in to your Auburn program teacher on November 17, 2022

Name \_\_\_\_\_ Auburn Program \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_

## 1. Workplace Information

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person's Signature \_\_\_\_\_

## 2. Preparation Checklist

Dress Code \_\_\_\_\_

Time of visit \_\_\_\_\_ Driving time to get there \_\_\_\_\_

### Look online before going to company for the following information:

Company Mission Statement or Slogan

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## 3. Questions for you to ask an employee at the company

What are the advantages to working here?

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What has drawn you to this position? How did you prepare yourself (education and or work experience?)

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How do you advance in this industry? What advice would you give a new employee?

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## 4. Describe your favorite aspect of the experience at the Job Site.

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## **JOB Shadow Experience - Reflections**

Which aspects of the job were interesting? What did you learn?

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What did you like about the workplace?

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**5.** Include a picture of you at your **career shadow** site. Print or email the picture, post it on Auburn's Facebook page, or TAG Auburn....

**6.** Ask for a business card from the person you shadowed or one from the main desk to include with your assignment!

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# Job Shadow Experience – Tuesday, November 16, 2022

## Employer Evaluation Form

Auburn Student Name: \_\_\_\_\_  
Auburn Program: \_\_\_\_\_ JR \_\_\_\_ SR \_\_\_\_  
Employer Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Evaluation of Student

Using a scale of 1 to 5 (5 being the highest possible score and 1 being the lowest possible score), please evaluate the students on the following criteria.

1. Courteous to others \_\_\_\_\_
2. Interaction with host \_\_\_\_\_
3. Dressed appropriately \_\_\_\_\_
4. Arrived on time \_\_\_\_\_
5. Had a positive attitude \_\_\_\_\_

### Additional Comments:

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### Career Shadowing Program

Please answer either YES or NO to the following questions.

1. Is this your first experience with a Career Shadowing Program? \_\_\_\_\_
2. Were you satisfied with the participation of the student during this experience? \_\_\_\_\_
3. Would you participate in the experience again? \_\_\_\_\_
4. Are you familiar with the programs offered by Auburn Career Center? \_\_\_\_\_
5. Would you be willing to participate in either one of the following programs?  
Senior Internship Program (provide an internship site for a senior) \_\_\_\_\_  
Mock Interviews (practice interviewing skills with students) \_\_\_\_\_

### Additional Comments:

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Please return this form to Auburn Career Center by email to the Business Partnership office at [akelner@auburncc.org](mailto:akelner@auburncc.org) or mail Mr. Andrew Kelner to the Business Partnership Office at Auburn Career Center, 8140 Auburn Road, Concord Twp., Ohio 44077

# Military Shadow-Wednesday

Turn in to your Auburn program teacher on November 17, 2022

Name \_\_\_\_\_ Auburn Program \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_

## 1. Workplace Information

Branch of Military \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person's Signature \_\_\_\_\_

## 2. Preparation Checklist

Time of visit \_\_\_\_\_ Driving time to get there \_\_\_\_\_

Where to park \_\_\_\_\_

What are the two main reasons you are considering this branch of the military?

- c. \_\_\_\_\_
- d. \_\_\_\_\_

What are 2 questions you plan to ask on your military visit?

- c. \_\_\_\_\_
- d. \_\_\_\_\_

**Look online before going to company for the following information:**

Branch of Military Mission Statement or Slogan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Questions for you to ask a Recruiter

What are the advantages of joining the military?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What has drawn you to a career in the military? How did you prepare yourself for your Bootcamp?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What advice would you give a new enlistee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe your favorite aspect of the experience at the recruiting office.

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## **JOB Shadow Experience - Reflections**

Which aspects of the military were interesting? What did you learn?

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What did you like about this particular branch of the military?

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5. Include a picture of you at your **career shadow** site. Print or email the picture, post it on Auburn's Facebook page, or TAG Auburn....

6. Ask for a business card from the person you shadowed or one from the main desk to include with your assignment!



# Military Shadow Experience – Tuesday, November 16, 2022

## Employer Evaluation Form

Auburn Student Name: \_\_\_\_\_  
Auburn Program: \_\_\_\_\_ JR \_\_\_\_ SR \_\_\_\_  
Branch of Military: \_\_\_\_\_  
Military Name: \_\_\_\_\_  
Military Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Evaluation of Student

Using a scale of 1 to 5 (5 being the highest possible score and 1 being the lowest possible score), please evaluate the students on the following criteria.

1. Courteous to others \_\_\_\_\_
2. Interaction with host \_\_\_\_\_
3. Dressed appropriately \_\_\_\_\_
4. Arrived on time \_\_\_\_\_
5. Had a positive attitude \_\_\_\_\_

### Additional Comments:

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### Military Shadowing Program

Please answer either YES or NO to the following questions.

1. Is this your first experience with a Career Shadowing Program? \_\_\_\_\_
2. Were you satisfied with the participation of the student during this experience? \_\_\_\_\_
3. Would you participate in the experience again? \_\_\_\_\_
4. Are you familiar with the programs offered by Auburn Career Center? \_\_\_\_\_

### Additional Comments:

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