

- Complete and return permission forms to your teacher.
- Turn in prearranged absence forms and gather assignments if you are missing school.
- Call the business you are visiting to confirm the date and time of your appointment and get directions to the location if necessary. (Do this at least two days ahead.)
- Dress appropriately. If you have questions about what “appropriate” is, discuss it with your teacher and call your mentor to ask what you should wear.
- Take a camera if possible. (Ask permission before taking pictures.)
- Have paper and pen to take notes.
- **BE ON TIME! BE ON TIME! BE ON TIME!**
- Introduce yourself to your mentor with a handshake and a smile.
- Be kind, courteous, responsible and attentive.
- Be a good listener.
- Ask job related questions.
- Listen to and follow directions carefully. If you don’t know what to do, ask.
- Be careful with equipment and materials both for your safety and out of respect for the property of your mentor.
- Follow rules and regulations of the business.
- Complete the tasks assigned, even the parts you don’t think are “fun” and take pride in your work.
- Thank everyone involved. **Write your mentor a thank you note.**