Job Shadow No-Show Policy

The following policy applies to all students and alumni who have applied, been approved, and have been matched with at least one company in a given semester of the Owl Job Shadow Program.

The No-Show Policy applies:

- When a student/alumnus does not appear for their job shadow appointment that has not been cancelled at least 2 weeks before their job shadow appointment. Only in the case of an emergency should a job shadow appointment be cancelled. In such a case, the appointment should be cancelled with as much advance notice as possible by contacting Career Planning and Development at 470-578-2724.

Students who are going to be late should contact Career Planning and Development at 470-578-2724 immediately upon realizing he/she will be late, as well as their job shadow site contact.

No-Show Policy:
Upon the first no-show/late arrival, the Department of Career Planning and Development will email the student that the ability to schedule appointments with CPD staff members and the ability to participate in another Owl Job Shadow Day has been suspended until the following actions have been taken.

The student must submit an apology letter addressed to the employer, to the Department of Career Planning and Development. Once the letter has been approved, the student must send it directly to the employer. Once these actions have been taken, the student’s services will be reinstated.

No-Show/Late offenses are cumulative throughout one semester only.