

COLUMBIA HIGH SCHOOL

14168 South West River Road
Columbia Station, OH 44028

Green Letter

Spring 2015

Dear Career Mentor,

Thank you for agreeing to work with a sophomore student from Columbia High School. We believe that giving students realistic experiences will help them define their future career goals. The student should be allowed to “shadow” someone who is doing a job which the student is interested in pursuing.

A parent or guardian has signed/will sign a permission slip allowing their student to participate in this experience on Friday, May 1, and has agreed to assume all legal responsibility and liability for the student while he/she is participating.

Here are some guidelines to follow while working with the student:

- Students have been told to dress appropriately for the career.
- Students should be at the work site for a minimum of six (6) hours.
- Students should not be allowed to do work for which they are not qualified, unsupervised, or that may harm them.
- Students should be given time to ask interview questions about such things as: salary, benefits, vacation, education required and what makes someone great at their job.
- Students should be given reasonable break(s) -we suggest a minimum 30-minute uninterrupted break, which follows Ohio Minor Labor Law.
- Students must not be paid for their experience.

We will be calling you at some point during the day to confirm that the student is present, on-time, and dressed in a professional or appropriate manner.

We hope this experience is beneficial for both you and the student. If there are any issues or problems with the student, we hope you contact us at 440-236-5003.

Thank you,

Suzie Neff
Guidance Counselor