

**Professional shadowing is a great way to help you plan your future career prospects and also to earn 10 Passport points!**

**You can only shadow at a host organisation ONCE.
No passport points will be awarded for visiting a host organisation multiple times.**

In order to claim your points you have to meet certain criteria.Did your professional shadowing:

|  |  |
| --- | --- |
| Enable you to explore future career ideas or areas of work? |  ✓ / 🗶 |
| Count towards your degree course?  |  ✓ / 🗶 |
| Last for a minimum of ½ a day – 1 day? |  ✓ / 🗶 |

If you answered ✓🗶✓ and are happy for the College to use what you tell us to develop and enhance our careers programme, as well as promote the value a professional shadowing to fellow / future students, you meet the criteria – please read on!

**First we need to know a bit about you:**

|  |  |
| --- | --- |
| Name |  |
| Student ID(e.g. 100763004) |  |
| Department |  |
| Year of study(e.g. 2nd year undergraduate) |  |
| Contact email |   |

**… and about the professional you shadowed. Please note that we cannot award Passport points without this confirmation. We will follow up with a sample of organisations for verification purposes:**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company/Organisation |  |
| Contact email |  |
| Contact telephone |  |

**Now for the reflection!**

Tell us a little about your opportunity to shadow a professional. Did it help you with future careers decisions? What kind of things did you observe? Did you get involved with helping the professional at all?

|  |
| --- |
| (500 words) |

|  |  |
| --- | --- |
| Are you happy for the Careers Service to quote from the text you’ve provided to promote the value of shadowing a professional to or to follow up with you directly to find out more about your experience?  |  ✓ / 🗶 |

Please email your completed **form AND** **written confirmation from your professional host below** to passportaward@rhul.ac.uk . If you have not completed the form fully you may be contacted for further information. You will be notified by email if you have been awarded the 10 points, but these will not show up immediately on Campus Connect.

**Professional shadowing host confirmation**

*Please submit this form OR an alternative written confirmation from the professional/host organisation.*

|  |  |
| --- | --- |
| Student name: |  |
| Organisation name: |  |
| Date professional shadowing took place: |  |
| I confirm that the above named student attended the organisation to shadow a professional for a minimum of ½ day – 1 day maximum, and that the student has not attended this organisation before. |
| Signed (representative of host organisation):*Actual or electronic signature accepted, but not just typing a name in the box.* |   |
| Name: |  |
| Date: |  |