



A department of Kirkwood Community College

## RESCHEDULE AND INCLEMENT WEATHER POLICIES

### **Reschedule Policy:**

If you have a conflict and cannot attend your Job Shadow, you must call Workplace Learning Connection to cancel. ***It is the responsibility of the student to ask to be rescheduled.*** A second placement depends on timing and host availability. There is no guarantee a job shadow can be rescheduled.

### **Inclement Weather Policy:**

If school is cancelled due to bad weather, your job shadow is cancelled. We will contact you about rescheduling. If it is delayed, please use discretion on whether travel is advised, and call the Workplace Learning Connection and your business host if you cannot attend.