

NEW OXFORD HIGH SCHOOL
11th GRADE CAREER SHADOWING DAY RULES AND REGULATIONS
2013 - 2014

All 11th graders should receive a copy of the rules and guidelines for career day and a copy of the timeline. When selecting a shadowing site for career day, please keep the following items in mind:

1. **STUDENTS ARE REQUIRED TO COMPLETE A CAREER SHADOWING EXPERIENCE FOR THEIR 11TH GRADE GRADUATION PROJECT. TO QUALIFY FOR GRADUATION PROJECT POINTS, STUDENTS MUST COMPLETE 4 HOURS OF SHADOWING AND HAVE A PASSING GRADE FOR THE PROJECT IN ENGLISH CLASS!**
2. **Students cannot visit a business where they are currently working.**
3. **Students cannot shadow a position in the Conewago Valley School District**
4. **Students may use their parent's place of employment as a shadowing site but may not be supervised by their parent.**
5. **All students must have their visit completed by _____.**
All visitations **absolutely must be done by the above date.** Absence on this day will be **unexcused** unless all proper forms have been submitted.
6. **The time spent at the job site(s) should be the equivalent of a "normal work day".**
Students **MUST** be on the job site(s) at least 4 hours.
7. **Students must dress appropriately according to the specific job area being shadowed.**
For example, an auto mechanic would not wear a suite and a bank teller would not wear jeans.
8. **Career Shadowing Day is a course requirement for your English class.**
All students will receive two grades for the shadowing project. In order to be eligible for receiving graduation project points, the student **MUST** have a passing grade in these two items. Grades will be based on the following:
 - 1) Business Letter
 - 2) Reflective Paper
9. **All students are required to submit the following form to the appropriate people.**
Form #1 – Career Interest Assessment – submit with your paperwork to English teacher.
Form #2 – Pre-Arranged Absence Form – submit to the main office
Form #3 – Employer Survey Form – Give to employer the day of your shadowing visitation.
Employer will return this form to the Guidance Office.
Form #4 – Employer Question Sheet – This form must be signed by the employer and returned to your English teacher with your reflective paper.
10. **Transportation is the responsibility of the student or the student's parents.**

NEW OXFORD HIGH SCHOOL
11th GRADE CAREER SHADOWING DAY STUDENT COMPLETION STEPS

- Student will receive rules, timeline, and an explanation of the career shadowing experience.**
- Complete the Career Interest Assessment (Form #1)**
- Prior to writing the business letter for an English grade, students should do the following:**
 - * Decide on a career of interest (use the Career Interest Assessment to assist you with this)
 - * Find someone in this career (use your resources)
 - * Contact someone to schedule a shadowing experience
- English teacher will assign business letter.**

Letter is to be completed by the student. This will be included as part of your English grade.

Items to have available prior to writing the letter:

- * Contact name/company/business (be certain on the correct spelling of the information)
- * Date of visitation

Forms

Form #1 – Career Interest Assessment

This form needs to be completed – steps 1 through 4 need to be turned in with the final paper to the English teacher.

Form #2 – Pre-Arranged Form:

This form needs to be signed by the student, parent/guardian, and administrator.

Upon completion, the student submits the form to the main office.

To be done on Career Day:

Form #3 – Employer Survey Form – Give to employer the day of your shadowing visitation. **THE STUDENT SHOULD RETURN THIS FORM TO THE GUIDANCE OFFICE AS PROOF OF THE SHADOWING EXPERIENCE.**

Form #4 – Employer Question Sheet – This form must be signed by the employer and returned to your English teacher with your reflective paper.

- All students must have their visit completed by _____.**
- Reflective papers will be assigned by the English teacher following the visitation.**

This will be included into your English grade.
Reflective papers are to be turned in to the English teacher. The English teacher will then submit the reflective paper to the Guidance Office to be placed in the student's career folder.
- Student turns in verification of the 4 shadowing hours to the guidance office. (Form 3)**
- English teacher turns in final grade for the project and credit will be awarded to those students who have completed the required 4 hours shadowing AND received a passing grade for the project.**

**CONEWAGO VALLEY SCHOOL DISTRICT
PRE-ARRANGED ABSENCE FOR EDUCATIONAL
TOURS AND TRIPS NOT SCHOOL SPONSORED**

**SECTION A
(To be completed by Parent or Guardian)**

When an educational trip is planned which will require a student to be absent from school an Educational Trip Form should be completed and returned to the office **one week prior to the trip.** Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent. To be excused for an educational trip, a student must have a satisfactory scholastic and attendance record. The parent/guardian agrees to make sure the student makes up any work missed during the absences whether the absence is excused or unexcused.

Parents should complete Section A only.

Student's Name: _____ Grade: _____ 1st Block: _____

Today's Date: _____ Date(s) of Absence: _____

Parent's Address: _____ Telephone: _____

Name of Adult Person Supervising Student: _____

Reason for Absence (including destination): **Career Shadowing Experience**

NOTE: Please have your child acquire assignments from all of his/her subject teachers to plan ahead for the work that will be missed during the time of the trip.

I certify the above information to be correct: _____

Signature of Parent/Guardian

**SECTION B
TO BE COMPLETED BY AN ADMINISTRATOR**

_____ Excused

_____ Unexcused – Reason for classifying absence as unexcused:

Signature of Administrator: _____

SECTION C

(Must be signed by the student's teacher(s) only after Section A & B have been completed to insure the procurement and completion of assignments.)

	Subject	Teacher
1		
2		
3		
4		
5		

RETURN TO THE MAIN OFFICE PRIOR TO THE SHADOWING EXPERIENCE!

**NEW OXFORD HIGH SCHOOL
11th GRADE CAREER SHADOWING DAY EMPLOYER SURVEY**

This form should be taken along to the career shadowing day visitation by the student. It is to be given to the employer at that time. The employer should complete this form upon completion of the visitation.

Employer:

Thank you very much for assisting New Oxford High School students in participating in Career Shadowing Day. The purpose of the day is to help students determine if their possible career choices are ones that are suitable for them. It gives them the opportunity to learn about entry-level requirements, the pluses and minuses of the job, and, most important, your own personal insights into your occupation. As you know, there is nothing like hearing it from the source.

We hope the day was rewarding for both student and employer. We ask that you complete the bottom portion of this form and mail it or fax it to the New Oxford High School Guidance Office at your earliest convenience.

Thank you again for your participation in the career-shadowing program.

New Oxford High School Guidance Department and English Department

THE STUDENT SHOULD RETURN THIS FORM TO THE GUIDANCE OFFICE FOR GRADUATION PROJECT POINTS.

STUDENT NAME _____

COMPANY NAME _____

COMPANY ADDRESS _____

PHONE _____

EMPLOYER CONTACT PERSON _____

DATE VISITED _____ TIME: FROM _____ TO _____

DO YOU FEEL THE SHADOWING EXPERIENCE WAS WORTHWHILE? _____

ADDITIONAL COMMENTS (USE REVERSE SIDE IF NECESSARY) _____

SIGNATURE OF PERSON SHADOWING: _____

**NEW OXFORD HIGH SCHOOL
11TH GRADE CAREER DAY QUESTIONS AND ASSIGNMENT**

This form is to be taken along to the Career Day visitation. The student is to complete this form, have the employer sign it, and attach it to the reflective paper.

Suggested Questions:

1. Describe your job duties. Have I seen a typical day at your job?
2. What hours are you expected to work?
3. What are the advantages/disadvantages about your job?
4. What high school courses would be beneficial to do your job? Do you need further education?
5. What is the employment outlook in this career, and what are the possibilities for promotion?
6. What abilities or skills, other than those studied in school, are necessary in this career?
7. Are benefits important to you? What benefits do you receive?
8. Do you have any advice for a high school student about choosing a job?
9. Is this your first career, or have you held other jobs?

Signature of shadow person _____

REFLECTIVE PAPER REQUIREMENTS

Use the following as a cover sheet for your career day assignment, which is described below.

1. **Name**
2. **Name of your selected career.**
3. **Name of the site you visited within this career choice.**
4. **Date that you went**
5. **Name of the contact person and anyone else you spoke to during your visit.**

PAPER GUIDELINES:

- **1 typed, double-space page**
- **3 paragraphs**
- **Answer the following questions:**
 - **Why you chose this place for your visitation?**
 - **How the visit encouraged or discouraged you as far as a future career in this field?**
 - **What have you learned about your chosen career from your visitation?**

The Career Day paper is due _____

REMEMBER: YOU MUST HAVE A PASSING GRADE FOR THE PROJECT AND A MINIMUM OF 4 HOURS SHADOWING TO HAVE YOUR GRADUATION PROJECT COMPLETED!

Student's Street Address

City, PA Zip code

Current Date

Company Name you are contacting

Attn: Name of specific person you want to contact

Company's Street Address

City, PA Zip code

Dear Mr./Ms./Mrs./Miss _____:

Would you permit me to shadow you sometime before the middle of May for New Oxford High School's Career Day? Currently a junior, I am required to shadow someone in a field of interest. _____ interests me, and I hope to attend post-high school education in this or a related field. The length of stay should be a normal work day, but if that is not convenient, a minimum of four hours is required. After the visit, I will be writing a reflective essay to help me evaluate the experience, so any information you may have about your career would be helpful. I need to decide if this career is suitable for me.

I will contact you or your business either by email or voicemail on your phone. If having a student shadow you is something you and/or your employer would be interested in allowing, please contact me with a response as soon as possible, even if the answer is negative so I know to look elsewhere. Once I hear from you, I will contact you again by phone or email, if you prefer, to see if there are any special accommodations I need to make on the specified day such as bringing lunch or money for lunch and any dress code requirements I may be asked to follow.

If you have any questions or concerns, please contact me at (717) ____ - _____. I look forward to your response and spending the day with you if this is permissible. Thank you for your time and consideration.

Sincerely,

Your name here