



DuBois Area High School

Job Shadowing Permission Form

425 Orient Avenue

DuBois, PA 15801

Phone: (814) 371-8111 Fax: (814) 371-3928

Students wishing to engage in a job shadowing experience need to complete the following items.

Before job shadowing students must:

- Contact the job shadow site of their choice and fill out the Student Section, Section 1
- Have their parent/guardian complete Section 2
- Take the form to the attendance office for notification and approval, complete Section 3
 - o Please note:
 - Students will only be excused to visit the same site/career once a year.
 - Students **will not be** excused if they have missed 10 or more school days.

During job shadowing students must:

- Have their job shadow supervisor fill out the Job Shadow Supervisor, Section 5
- Complete the supervisor interview section on the back

After job shadowing students must:

- Scan the completed form to their Student Drive for their electronic portfolio and save the original copy
 - Students are responsible for maintaining this record, copies are not kept at the school

1: Student Section

Student's Name: _____ Grade: _____

Job Shadow Career: _____ Business Name: _____

Supervisor: _____ Phone: _____

Date of Job Shadow: _____ Time of excusal: _____ Time of return: _____

2: Parent/ Guardian Section

I give permission for my daughter/son to be excused for the above job shadowing experience.

Parent's Signature: _____ **Date:** _____

Home Phone: _____ Work Phone: _____

3: Attendance Office:

I certify that this student reported their pre-approved absence.

Attendance Office Signature: _____ **Date:** _____

To be completed by Site Supervisor on the day of the shadow

5: Job Shadow Supervisor Section:

Date: _____ **Arrival Time:** _____ **Departure Time:** _____

Signature of Supervisor: _____

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1. Would you be willing to participate as a job-shadowing supervisor for other students?
 1. Yes
 2. No

 2. If yes, do you have a business card and/or any other information that we could add to our job shadowing directory?
 1. Yes
 2. No

 3. What are the most important skills a student needs to obtain before applying for a job in your field?

 4. Is there anything that we can do to make this experience more effective or beneficial?

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To be completed at the job shadow site by Student

Supervisor Interview

1. How did you become interested in this field?
2. What is a typical workday like?
3. What are your job duties?
4. What is the best educational preparation for this field? Do you recommend a certain institution?
5. What skills are needed in this field and which one can/should I focus on at this point in my education?
6. What personal attributes do you feel are essential for success in this field?
7. What experiences have you had that better prepared you for your job?
8. What is your favorite aspect about your job?
9. What are some difficulties, and what motivates you to continue in this field despite them?
10. What is the future job outlook?
11. What types of advancement opportunities are available in this field?
12. Do you know of comparable job titles that I should be exploring in this field?
13. What professional journals or organizations should I know about in this field?
14. What else should I know in order to make an informed decision about going into this field?