

Job Shadow Information Kit

The job shadow kit is a tool to be used by any secondary teacher who would like to use a job shadow experience as part of their classroom experience. The job shadow kit includes the **Opportunity Middle College Job Shadow Agreement form which must be completed by all job shadow students**. The job shadow kit contains the following forms, activities and evaluations:

Table of Content

1. Job Shadow Explanation Sheet
2. Opportunity Middle College Job Shadow Agreement
 - *This form requires the signatures of a parent or legal guardian, the employer adult mentor, the teacher or school official and the student and should be returned one week prior to job shadow experience.*
3. Checklist for Students
4. Job Shadow Student Questions
5. Job Shadow Reflection Sheet
6. Job Shadow Mentor Comments
7. Telephone Guide
8. Thank You Letter Guide
9. Thank You Letter Sample

Job Shadow Explanation Sheet

Job Shadow: A job shadow is a structured career activity where a student follows an employee at a company location to learn about a particular occupation or industry. The purpose of job shadowing is to help students explore a range of career options. The employee who is hosting the student is called an adult mentor. A high school student's job shadowing experience usually lasts one school day. The student experiences a one-on-one relationship with an adult mentor observing activities and gaining valuable information about their chosen career.

Job shadowing helps students accomplish the following:

- Gain information about possible future career interests.
- Observe the daily routine of their adult mentor.
- Observe the system of the host company or business.
- Gain an insight of the academic, technical, and personal skills required by particular occupation.
- Gain an understanding of the connection between school and work.
- Gain information to assist student's in goal setting and educational planning.

Opportunity Middle College Job Shadow Agreement

Learning about business is simpler for students who, through observation or otherwise, gain an understanding of how the world of business works. However, for this to be a meaningful experience, students should job shadow someone in their career path interest area. Job Shadowing is an exploratory experience where students are with an adult mentor(s) for one school day at the work site. These mentors provide an opportunity for students to experience the world of work and apply their education in a real world setting. This experience helps students understand the relevance of education through application.

Students are responsible to contact a potential Job Shadow site and receive approval from an adult mentor at the work site to visit as a Job Shadow activity. The job shadow mentor must be over 21, and have at least two years of experience in their career field. Students are also responsible to have the Job Shadow Agreement signed and returned to the appropriate school personnel no later than one week prior to the Job Shadow experience.

School personnel may not have visited the business site, may not have met the hosts, will not be present when the student is at the site and will not supervise the visits.

In order to take part in the Job Shadow experience the student must:

- Have Job Shadow Agreement Form completed and signed by their parents or guardians submitted to school officials at least one week prior to Job Shadow day.
- Have contacted their Job Shadow hosts to make arrangements and set-up times.
- Have transportation plan.

Transportation is the responsibility of the parent(s) or guardian(s) of the student.

Student Name: _____

Job Shadow Site (Business Name): _____

Business Address: _____

Date of Shadow Experience: _____

Host Name: _____

Host Work Phone Number: _____

Host Job Title: _____

I, _____, give permission for my student, _____ to be released to visit the site listed above for the purpose of job shadowing and agree with the travel arrangements listed above. **I understand that school personnel may not have visited the site, may not have met the host, will not be present at the site and will not supervise the visit.**

Parent Signature Date

Student Shadower agrees to the following responsibilities:

Shows honesty, punctuality, a cooperative attitude and a willingness to learn

Conform to the rules and regulations of the site throughout the duration of the shadow experience

The student will follow the dress and conduct codes as agreed upon prior to the job shadow day

Complete the forms and job shadow packet assignments prior to experience

The terms of this agreement are effective from _____ to _____. Either party can cancel this agreement at any time upon written notice to the other at least 30 hours prior to the shadow day.

Student Signature Date

Job Shadow Site and Supervisor agree to the following responsibilities:

The Job Shadow Site will provide an opportunity for the student to observe, and ask questions about the actual work an employee is required to accomplish in the course of a day .

The Job Shadow Site will advise DCSD of any dress code or special behavior prior to the shadow date.

In the event of injury or accident, the Job Shadow Site will provide immediate emergency care base on humanitarian considerations, and will promptly report the event to DCSD. DCSD will complete an accident report as if the accident had occurred on district property. District students participating in a job shadow are covered by the District Liability Insurance while at the Job Shadow Site.

The Shadow Site agrees to indemnify and hold harmless the district from any and all claims and losses resulting from the Shadow sites performance to this agreement. The District agrees to indemnify and hold harmless the Shadow Site, officers, agents and employees from any and all claims and losses resulting from District performance of this agreement.

The terms of this agreement are effective from _____ to _____.
Either party can cancel this agreement at any time upon written notice to the other at least 30 hours prior to the shadow d ay.

Supervisor Signature Date

The School Coordinator agrees to the following responsibilities:

The Shadow Site agrees to indemnify and hold harmless the district from any and all claims and losses resulting from the Shadow sites performance to this agreement. The District agrees to indemnify and hold harmless the Shadow Site, officers, agents and employees form any and all claims and losses resulting form District performance of this agreement.

The terms of this agreement are effective from _____ to _____. Either party can cancel this agreement at any time upon written notice to the other at least 30 hours prior to the job shadow day.

District Signature Date

Checklist for Job Shadow Students

BEFORE

1. Review the job shadow information packet.
2. Arrange the job shadow experience.
 - Call potential Job Shadow site.
 - Explain to them that you would like to Job Shadow for 4-6 hours after the regular school day.
 - Receive confirmation verbally.
 - Send Job Shadow Agreement form to employer for their signature as the Job Shadow Supervisor.
 - Call employer and confirm date and time to meet adult mentor prior to the Job Shadow experience.
 - Ask employer to return Opportunity Middle College Job Shadow Agreement Form if they have not already.
 - Ask mentor about appropriate dress for the Job Shadow experience.
 - Thank them!
 - Complete and turn in Job Shadow Agreement to your teacher no later than one week prior to Job Shadow experience.
3. Complete pre-experience activities as required by your teacher.

DAY OF

1. Show up on time. Plan to arrive about 10 to 15 minutes early.
2. Keep this in mind when you arrive
 - Shake hands
 - Maintain eye contact
 - If your host does not give you a business card, ask for one politely.
 - You will need it to complete Job Shadow Student Questions.
 - Take your resume.
 - Remember to thank your mentor verbally.
3. Ask your adult mentor to fill out the Adult Mentor Comment Sheet. You may bring this back to school with you or the adult mentor may send it to your school.

AFTER

1. Complete and turn in your Job Shadow Question Sheet.
2. Complete and turn in your Job Shadow Reflection Sheet.
3. Write your business Thank-You letter and mail it.
4. Complete other assignments required by your teacher.

Job Shadow Reflection Sheet

1. What is one thing you learned in your job shadow experience that relates to your math* class?

* You may substitute any school subject area of your choice.

2. If you were to do this again, what would you like to do differently if you could?

3. What could you teach someone else about being successful with a job shadow experience?

4. What is important to you about this job shadow experience?

Job Shadow Student Questions

1. What is the primary mission of this organization?

2. What are the responsibilities of your department?

3. What are your responsibilities?

4. How does your job relate to the overall organization?

5. What other people do you work most closely with?

6. Are computers used on the job? If yes, in what capacity?

7. What type of education/training does this job need?

8. What type of education/training have you had?

9. How did you decide on this type of work?

10. What do you see as the demand for jobs like yours in the future?

11. What do you like most about your job?

12. What do you like least about your job?

13. What are salary ranges? (what is typical starting salary, what is the typical top salary)

14. Do you have any advice for me as I consider my career options?

15. How do you use math, science, social studies, English and other school subjects in your work?

Job Shadow Mentor Comments

Please return this form with the Job Shadow student

Name of Job Shadow Adult Mentor _____

Title of Adult Mentor _____

Phone _____ FAX _____ E-mail _____

Company Name _____

Address _____

City/Zip _____

Type of Business _____

Thank you for participating in our Job Shadow experience. This has been a very worthwhile opportunity for our students and teachers because of such great business partners who are willing to partner with education. Would you please give us some feedback on the Job Shadow experience. We would like to use your input to strengthen the experience for both students and employers.

What would you suggest to improve this experience for you and your business?

What would you suggest to improve this experience for the student?

Other comments? _____

Would you be interested in participating in any of the following activities:

Mentor a one day job shadow student	yes	no
Career Fair presenter	yes	no Topic or Industry? _____
Classroom career speaker	yes	no Topic? _____
Host a field trip to your site	yes	no If yes, indicate type of field trip _____

High school intern	yes	no
Grade Level Preference (if any)	ALL	High School Jr. High Elementary

Thank you for your comments. If you have questions or concerns about this activity please call 246-6379, Opportunity Middle College.

Telephone Guide

IF YOU DO NOT KNOW THE NAME OF AN ADULT MENTOR AT YOUR JOB SHADOW SITE YOU MAY WISH TO BEGIN THE TELEPHONE CONVERSATION LIKE THIS:

"Hello, my name is _____. I am a student at Opportunity Middle High School and I am interested in arranging a job shadow opportunity with your company. I would like to speak with the person in your company who is responsible for making these arrangements."

IF YOU KNOW THE ADULT MENTOR THEN YOUR CONVERSATION MAY BEGIN LIKE THIS:

"Hello, my name is _____. I am a student at Opportunity Middle High School. I am calling to make arrangements with you to job shadow you at your place of work on (date). I would like to see what you do at your work place and learn more about your company and your specific job. I have an assignment to have you sign a Job Shadow Agreement form prior to the job shadow activity. May I mail or FAX it to you?"

THE TELEPHONE CONVERSATION SHOULD INCLUDE:

- agree upon the date, time and place to meet
- discuss the appropriate dress required for the work place
- discuss the required forms for adult mentor participation

Forms are:

1. Opportunity Middle College Job Shadow Agreement will need to be signed by the job shadow adult mentor and returned to the school prior to the job shadow experience.
2. Job Shadow Student Question Sheet will need to be answered by adult mentor during job shadow experience.
3. Adult Mentor Form will need to be returned during or following the job shadow by the adult mentor.

Thank-You Letter Guide

Write your letter and prepare the envelope right after completion of your Job Shadow experience. It is important to mail the letter the following day.

While you write your letter remember the following:

- Be neat
- Watch your spelling
- Begin your letter with a sentence that specifically thanks the employer for allowing you to spend time at his/her place of business.
- State something specific that you learned or enjoyed during your job shadow experience..

On the following page you will find a sample thank-you letter. It is a guide for you to use. Please remember to use your own words and personalize your letter for your situation!!!

Sample Thank You Letter

April 28, 2012

Supervisor Name
Supervisor Title
Business Site Name
Address
City, State Zip

Dear Supervisor Name,

Thank you for giving me the opportunity to job shadow at ACME yesterday. I realize that this took time away from your regular responsibilities, and I am most grateful for all the information that you were able to provide regarding your job at ACME.

As I have shared my experiences with my family and friends, I have become more interested in learning about the career area of ----- . My math, organizational skills and computer skills are right in line with the skills needed to succeed in the ----- field. I plan to take more computer classes next semester as we had discussed.

Now that I am interested in the ----- career path, I will be able to set some goals for my education plan.

Again, thank you for your part in enabling me to plan for my future.

Sincerely,

Your Name
Your Address