

Job Shadow Requirements:

Each student is asked to participate in a job shadow. The job shadow should be at least half of a day experience at the chosen site. You will have about **6 weeks** to complete this activity and the paper to go with it. Everything must be completed and turned in by:

You will need to think about where you might be interested in doing a job shadow and **you are responsible for making the arrangements**. Once you have made the arrangements, you must provide me with the following information:

- Where will you be doing your job shadow
- When will you be going
- How long you will be doing it (half day or full day)
- Transportation information (are you driving yourself or riding with someone)
- Contact information for the person you will be shadowing
- Parent Permission Form

You will also need to make arrangements with the school office if you are doing your job shadow during school hours. This will be an excused absence. Once you have completed your job shadow you will be required to turn in a synthesis paper about your experience. Your paper should be **2 pages, double-spaced**, and include the following:

- What made you decide to job shadow someone in this profession?
- What did you know about this job prior to your job shadow?
- What were your thoughts/impression of the career prior to your experience?
- What did you learn from your experience?
- Did your job shadow experience make you want to pursue this area or turn you off from this job?

*****You must also turn in your interview sheet with the paper*****

This assignment will be worth a total of 100 points (50 for the job shadow/50 for the paper)

Dear Parents/Guardians,

As part of the Careers class, I am asking that your son or daughter participate in a job shadow of his or her choice. Job shadowing is a great opportunity for students to get a feel of what life would be like in a specific area of work, as well as a chance for them to make connections with a potential employer.

I ask that your son or daughter take the time to pick out an area in which they would like to gain more understanding on and take the initiative to arrange that job shadow experience. I do understand that some jobs that your son or daughter would like to shadow may not be in the surrounding areas. I am not expecting that your son or daughter travels a great distance to complete this assignment and if travel arrangements are an issue, please feel free to contact me and we can work something out together.

I do ask that you sign the permission form at the bottom of the page, and have your child return it to me after the arrangements have been made. This assignment must be completed by _____. If you have any questions or concerns, please contact me:

Sincerely,

I give _____ my permission to complete a job
(Child's Name)

shadow at _____ on _____.
(Company) (Date)

(Parent Signature)

Job shadow Interview Form

Must be turned in with your job shadow paper

1. What is your current title/position?
2. How long have you been employed for this company?
3. How did you become interested in this field?
4. What type of training/education do you have?
5. What are some of your day-to-day responsibilities?
6. What do you like most about your job?
7. What do you like the least about your job?
8. What was the process like for you to get into this field?
9. What are your hours like?
10. What advice would you give to someone wanting to enter this field?