

Bowman High School



Job Shadowing

STUDENT Guide



Santa Clarita Valley School & Business Alliance

School-to-Career
Job Shadowing
STUDENT GUIDE

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School-to-Career Job Shadowing Program Student Guide

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SEE "FORMS "BEGINNING PAGE 10

School-to-Career Job Shadowing Program

Student Information

Introduction

You are being given a unique opportunity to participate in a program that will allow you to investigate where your career path may eventually lead.

Job Shadowing gives you a chance to learn what someone actually does in a job that may be of interest to you. This program will provide you with an opportunity to see first hand the kinds of jobs that exist in the business world.

Work site mentors have been recruited by the SCV School & Business Alliance and School and Business Partners program to make their workplace available to high school students for Job Shadowing. To connect with participating businesses you are encouraged to visit www.scvcareercentral.com. Businesses that are registered on the website are interested in sharing information about the workplace and about different career opportunities in their industry. In addition to visiting www.scvcareercentral.com to find Job Shadowing opportunities, you are encouraged to look through the Business Yellow Pages, to make arrangements through family and friends, or to make contacts within the community that might benefit your understanding of the workplace and the possibilities that might be available to you.

What is Job Shadowing?

Job Shadowing involves your spending from two to eight hours — no more than one work day— observing one or more individuals at the workplace. Your goal will be to learn as much as possible by observing, listening, asking questions, and taking notes while “shadowing” a workplace mentor or mentors.

What’s In It For Me?

You may be wondering how Job Shadowing will help you in your education. Below is a list of what you can expect to gain through Job Shadowing:

1. See how the knowledge you are gaining in school is used on the job.
2. Understand what skills you will need to get a good job.
3. See how technology is used on the job.
4. Explore some new career ideas for yourself.
5. Learn how much education is needed to get the job you want.
6. Understand how learning and earning are connected.
7. Meet interesting people in the community.
8. Have fun!

Student Responsibilities

Pre-Job Shadow Day

1. Pick up student Job Shadowing Information Packet from the teacher assigning the project, the Career Center Advisor, or the School-to-Career Site Coordinator.
2. Complete the forms listed below (additional forms may be required), get the signatures as indicated, and submit the forms as directed (**SEE “FORMS” BEGINNING PAGE 10**)
 - ❑ **Student Application/Resume**
 - ❑ **Parent’s or Guardian’s Permission for Field Trip and Authorization for Medical Care**
 - ❑ **Authorization for Use of Non-District Vehicle**
 - ❑ **Parent/Guardian Consent and Teacher Notification (includes Photo Release)**
 - ❑ **Waiver, Release, and Indemnity Agreement**
3. **Make contact with a business** to schedule a date and time you would like to Job Shadow from those businesses listed on www.scvcareercentral.com, or through your own contacts (see below).
4. Confirm your planned visit within one or two days prior to the visit (**see #2 below**).

1st Contact by Student to Business

- Telephone the business and ask to speak with the contact person (if known) or human resources department. Introduce yourself as follows:

(Hello, my name is _____, and I am a **(junior, senior)** at **(name of high school)**. **I saw your business listed on the School-to-Career website and I am interested in Job Shadowing with your company**).
- After introductions you will want to discuss dates and times that are convenient for you and the business host. **You will also want to discuss the expected dress code and if there are special parking or other instructions.**

2nd Contact by Student to Business

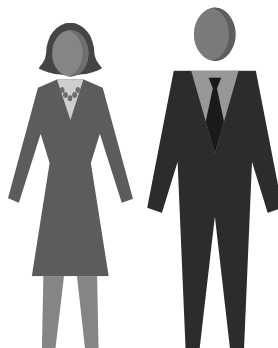
At least two days prior:

- Confirm the appointment with the contact person at the business where you will be “shadowing.”
- Confirm the **hours, the expected time of arrival and departure, and the address.** Ask for driving directions if needed.
- Review the “Student Activity: Conducting an Interview,” worksheet in the Information Packet; if assigned by your teacher, you may complete this worksheet during your morning or afternoon of shadowing, or you may use as a reference guide of the types of questions you could ask.

Plan to Dress for

Business attire for ladies:

Clothing must be clean, pressed and worn neatly, (tucked in, buttoned down). May include dress worn to the knees, pantsuit, dress pants (not jeans) with blouse or sweater (no bare midriff), and hair styled out of the face.



Business attire for men:

Clothing must be clean, pressed and worn neatly (tucked in, buttoned down). May include suit, pants (no jeans) with shirt tucked in, or sweater, optional tie, and belt. No hats, caps, or hoods. Should be clean shaven, with hair combed out of face.

Students are not expected to buy new clothes to participate in a Job Shadow experience. However, students are expected to wear the most formal, conservative clothing that they own or that they can borrow.

Student Responsibilities

Day of Job Shadow

Student Activity: Conducting an Interview – Part One

Meet your Workplace Host

To find out more about your Workplace Host’s job, you may want to conduct an interview, (or this exercise may be assigned by your teacher.) Think about the reporters you have observed conducting interviews on the evening news. If you choose not to conduct an interview during Job Shadowing, the questions below may then be used as a reference for the type of questions you may want to ask—use your own judgment. **Rule of thumb—do not ask questions about your host’s salary (salary information can be researched on your own).** Make sure the questions you ask are spoken clearly, and that you make eye contact with your Workplace Host. Relax and smile. Write down the answers on this page during the Job Shadowing experience or after.

Note: You do not have to conduct an interview unless it is a class assignment. You may use these questions as a reference for the type of questions that would be appropriate.

Introductory Questions (“Getting to Know You”)

1. What is your job title?

2. What are your responsibilities?

3. How do you help this workplace meet its goals?

4. What is a typical day like for you?

5. What do you like the most about your job?

6. Why did you select this type of work?

7. How much education do you need for this job?

8. Do you need more job training after you have completed your education?

Student Responsibilities

Day of Job Shadow

Student Activity: Conducting an Interview – Part Two

Questions About Job Skills

Your Workplace Host uses many of the same skills on the job that you are learning every day in the classroom. To find out which skills are important to your Host's job, you may want to ask him/her to show you examples of how the following skills are used on the job, or you may want to use the questions below as a reference guide of the type of skills you may want to take note of and reflect on later. Remember to speak clearly.

- 1a. Do you use reading every day on the job? Yes No
b. What do you most often read on the job (for example, contracts, technical manuals)?

2. How, if at all, do you use writing on the job?

3. Is math important to your job? Yes No How?

4. Do you need good listening skills for your job? Yes No

5. When do you need to use good speaking skills to get your job done?

6. Do you ever have to work in teams on your job? Yes No

7. Do you use a computer for your job? Yes No How?

- 8a. What kinds of problems do you solve on the job?

- b. What skills do you need to solve these problems?

9. What did you learn in school that helped you the most on the job?

10. What do you wish you had studied more in school?

11. Write any questions that you would like to ask.

Notes/Personal Observations

Please use this page to jot down your own personal thoughts and observations. You may want to reflect on the following:

- How are people dressed?
- How do people greet one another?
- Are people formal or informal with each other?
- Does the office have a casual or business-like atmosphere?
- Do you think you would like to work in an office/profession like that which you are observing? Why or why not?

Student Responsibilities—Day of Job Shadow Business Host Evaluation

(Student to provide this form to Business Host)

We appreciate your taking time to host high school students at your place of business. We are very interested in the long term success of our program and would appreciate your taking a few minutes to share your assessment of the Job Shadowing experience. Your feedback will be very valuable not only to the student that *shadowed you*, but also to the overall program. Please fill out the form below and mail it to the Santa Clarita Valley School & Business Alliance, 21515 Redview Drive, Santa Clarita, CA 91350, or FAX it to (661) 260-1719 To contact the Alliance directly, please call (661) 259-0033 or visit our website at www.scvalliance.org.

Mentor Name: _____	Telephone: _____
Title: _____	Date of Job Shadow: _____
Company: _____	Telephone Number: _____
Student Name: _____	Name of School: _____

Please rate your student according to the chart

-Standards to be Evaluated	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
PUNCTUALITY Reported at the appointed time				
PROFESSIONAL APPEARANCE Dressed/groomed appropriately				
PROFESSIONAL CONDUCT Confirmed appointment in a professional manner; behaved appropriately at the work site.				
COMMUNICATIONS Related well to mentor and others; asked appropriate questions				
OVERALL EVALUATION Student was prepared for Job Shadowing; student seemed to benefit from the experience				

Do you have any comments that you would like to share with the student?

Do you have any suggestions for improving our Job Shadowing program?

Would you be willing to host another student in the near future? _____

Business Host Information Benefits/Expectations

(Student to Provide this form to Business Host)

"It is clear that for America to remain competitive and prosperous, we must expand the pool of available workers and ensure that all workers are as well trained and productive as possible.

*Tom Donohue, President and CEO
U.S. Chamber of Commerce*

Benefits to Business Host

- Teaching the new generation of workers about job expectations and experiences entering the new millennium
- Assisting in the recruitment of present and future employees
- Reducing the training period and requirements for those students who continue their employment with the same employer
- Creating a partnership between business and education
- Providing an opportunity for community involvement

Expectations of Business Host & WM. S. Hart Union High School District

- The place of business will provide a safe working environment for the student. The student is covered by the William S. Hart Union High School District insurance and/or personal insurance while going to and from the workplace and while at the place of business. All state and federal rules and regulations regarding the employment of minors must be followed. Students participating in job-shadowing activities are covered under the District's Worker's Compensation program. Students continue to be a responsibility of the District independent of the learning site.

Student Responsibilities

Post Job Shadow Day—Part One

The *Thank You Letter*

- Thank you letters are important to building good relationships
- Thank you letters should be sent within one week of the experience
- Thank you letters need not be long
- Thank you letters should mention in some detail what you are grateful for and should express your gratitude in an enthusiastic, appreciative way!
- Thank you letters are your chance to show appreciation and express why you liked the experience, how you are going to use what you learned, and to share one thing you enjoyed the most about your day.

S A M P L E — *Thank You Letter*

Month/Day/Year

Space

Space

Space

Name of business host/ (Mr./Mrs./Ms. First Name/Last Name)

Name of business/company

Address

City, State, Zip Code

Dear Mr./Mrs./Ms. (*Last Name*):

Thank you so much for the opportunity to Job Shadow with (*Company Name*) and for all of your (*assistance, information, guidance, encouragement, or the like*).

Job Shadowing with you was very rewarding (*mention here what you liked about this experience, what you gained from the experience, and the like*).

It was a pleasure learning about your company. Thank you again for this opportunity which will help me with my future career and school goals.

Sincerely,

(*Your signature*)

Your first and last name typed

****THIS IS A SAMPLE LETTER – PLEASE PERSONALIZE IT
TO REFLECT YOUR OWN EXPERIENCE!**

Student Responsibilities

Post-Job Shadow Day—Part Two

Post-Job Shadow Day Student Evaluation Form

- **Now that you have completed your Job Shadowing experience, take some time to reflect on what you observed and how it might affect your plans for the future.**
- **Unless this is a class assignment, this information will be for your own personal reflection and can be filed for future reference.**

1. What were the title and responsibilities of your Workplace Host?

2. Which parts of the job were of interest to you?

3. Which parts of the job would you find boring?

4. Would you consider a career in this field? Why or why not?

Required Forms

- The forms listed below may be required in order for a student to participate in Job Shadowing.
- Students will need to review the forms with their parent(s)/guardian(s), have the forms signed as indicated, and submit the forms to the appropriate School-to-Career Site Coordinator, Career Path Advisor, Career Advisor, ROP Advisor, English teacher, or other designated person at the school site, or to the SCV School & Business Alliance.
 - A. Student Resume
 - B. Parent's or Guardian's Permission for Field Trip and Authorization for Medical Care (necessary only if student is participating during the school day)
 - C. Authorization for Use of Non-District Vehicle (necessary only if student is Job Shadowing during the school day) **(Pick up from teacher, counselor or coordinator)**
 - D. Parent Consent and Teacher Notification
 - Parent Permission—Photo Release
 - Teacher Notification for School Field Trip (necessary only if student is participating during school day)
 - E. Waiver, Release, and Indemnity Agreement

Please remember that it is the student's responsibility to make sure that all of the above forms have been reviewed, signed, and submitted to the appropriate school personnel prior to the Job Shadow experience..

STUDENT APPLICATION/RESUME (Please Print Clearly or Type)

Please mark one:

- 1) *I am interested in Job Shadowing, which is a one-day (half-day or full-day) opportunity to “shadow” a business host and to gain insight into the world-of-work.*
- 2) *I am interested in an internship, which involves a greater time commitment and hands-on experience in a particular business/profession.*

Student Name: _____ School: _____

Grade Level: _____ Sex: M F Age: _____ Have you participated in Job Shadowing or have you had an internship before? Please explain : _____

Are you currently in a Career Path? If so, please state the Career Path: _____

Type of business you would like to Job Shadow or Intern with? (List three (3) choices - first choice first): _____

Career Interests (List which careers interest you the most): _____

Job Experience (List three job experiences you have had and include dates and a brief description. You may include baby-sitting, mowing lawns, washing cars, writing for the school newspaper, etc.): _____

Special Skills (List what skills you already have to be successful on the job, such as computer skills, good communication, or using a calculator): _____

Interests and Hobbies (List any clubs you belong to and any personal hobbies and interests you may have, such as computers, music, sports, video games or animals): _____

Community Service (List any volunteer work you have done to help your community, such as raising money for the needy, working at an animal shelter or helping senior citizens; include work you have done through clubs such as the Boy or Girl Scouts. You may include personal giving, such as donating your money to a cause or recycling): _____

What do you hope to gain from this experience? _____

Referred By: (Counselor, Career Path Advisor, Career Advisor, ROP Advisor, STC Site Coordinator, Administrator)

Print Name/Title

Date

*Submit completed application/resume to the
SCV School & Business Alliance
FAX: (661) 260-1719
On-Line: www.scvcareercentral.com*

Parent Consent Teacher Notification

Parent Permission — Photo Release

Your son or daughter has a unique opportunity to participate in a Job Shadowing experience at a workplace. He or she will be shadowing a Workplace Host, who will lead him or her through a department in the workplace. They will discuss a typical workday and explore different aspects of working in a particular industry and what skills they are learning in school that are needed in the working world. We encourage you to review the Job Shadowing Student Guide and discuss some of the topics addressed in it, such as “Dress for Success,” the “Thank You Letter,” and “Conducting an Interview.”

I understand that Job Shadowing activities may attract attention from the media and is also used to promote partnerships between schools and employers, so there is a possibility that children will be photographed during their experience. I grant permission to photograph my son/daughter for these promotional and educational purposes.

In order for your child to participate, this form must be filled out and returned to his or her teacher, the school STC Site Coordinator, or other designated school personnel:

Permission to Participate in Workplace Job Shadowing/Permission to Photograph Son/Daughter for Promotional and Educational Purposes:



My son/daughter, _____, may participate in a Job Shadowing experience as indicated on the form “*Parent’s or Guardian’s Permission for Field Trip and Authorization for Medical Care*”



PARENT/GUARDIAN SIGNATURE: _____

Teacher Notification For School Field Trip

(Necessary only if student is participating during the school day)



Student Name: _____

Date of Trip: _____

Class:

Teacher Signature:

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

**IT IS UNDERSTOOD THAT ANY AND ALL WORK MISSED WILL BE
COMPLETED BY THE STUDENT**

Work-Based Learning Job Shadowing Program Waiver, Release, And Indemnity Agreement



Student Name—Please PRINT _____

Date/Times of Participation: _____

Transportation: Transportation arrangements are completely the responsibility of the parent/guardian. William S. Hart UHSD will not provide transportation and will have no responsibility for arranging student transportation, carpools, or transportation routes.

Supervision: This program has been designed by the SCV School & Business Alliance, however, when students are Job Shadowing at the place of business there will be no direct William S. Hart UHSD supervision.

For and in consideration of permitting the Undersigned William S. Hart UHSD, hereinafter referred to as *The District*, student to enroll in and participate in *The District's* Work-Based Learning Job Shadowing Program, assigned to work at)



(Name and Address of the Company/Job Shadow Location)

(hereinafter referred to as *The Company*, the Undersigned Parent/Guardian does hereby voluntarily release, discharge, waive and relinquish any and all rights to actions or causes of action against *The Company* and *The District*, its officers, agents, employees, and volunteers, for bodily injury, personal injury, property damage, or wrongful death as a result of this student's participation in the program, whether incidental or not, to *The District's* Work-Based Learning Job Shadowing Program.

The Undersigned Parent/Guardian further agrees to defend, indemnify, and hold harmless *The Company* and *The District*, its officers, agents, employees, and volunteers from all loss, cost and expense arising out of any liability or claim of liability for bodily injury, personal injury, property damage, or wrongful death, sustained or claimed to have been sustained, arising from activities of *The Company* and/or *The District*, or those of any of their officers, agents, employees and volunteers, whether such act is authorized by the Agreement or not.

The provisions of this agreement apply to any damage or loss caused by the negligence of *The Company* and/or *The District*, and any of their officers, agents, employees, or volunteers. IT IS THE INTENTION OF THE UNDERSIGNED PARENT/GUARDIAN BY THIS AGREEMENT, TO EXEMPT AND RELEASE **THE COMPANY AND THE DISTRICT** AND ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS FROM ANY AND ALL LIABILITY CAUSED BY NEGLIGENCE.

The undersigned acknowledged that he/she has read the foregoing three paragraphs, has been fully informed and has a complete understanding of the legal consequences of signing this agreement. In addition, the Undersigned accepts complete responsibility for this student's transportation to and from the *The Company* and acknowledges that no supervision is being provided by *The District* at *The Company* in connection with this activity.



Parent/Guardian Name—Please PRINT: _____

Parent/Guardian Signature: _____ Date: _____



Student Signature: _____ Date: _____