

JUNIOR SHADOW DAY OVERVIEW

What is job shadowing?

Job shadowing immerses students in the world of work where they can get first-hand information about a specific job or career field. Job shadowing can provide experiences that allow students to see a professional at work, and identify the skills, interests, and aptitudes they will need to be successful in that career path. Students will be able to connect classroom learning and experiences to real world careers.

Why is job shadowing important for college and career readiness?

- Provides students an opportunity to “test drive” a career. Positive and negative experiences are both valuable to the process.
- Provides an opportunity to network with professionals in the field.
- Demonstrates connections between academics and careers to help students relate the classroom to the real world.
- Introduces students to the requirements of professions and industries to help them prepare for the workforce of the 21st century.
- Builds community partnerships between schools and businesses to enhance the educational experience.

How should I find and set-up a job shadow?

First, you will want to identify a specific career or career field you are interested in shadowing. If you are unsure of a specific career you would like to shadow, refer to your Personality and Interests Surveys located in your Student Career Plan. Complete this information on the Junior Shadow Day Planning Worksheet.

Next, identify potential individuals or businesses in the career you are interested in shadowing. You may need to do some research in order to locate these individuals or businesses. You may also want to consider individuals/businesses you may already be familiar with (family friends, places you already go, etc.). Complete this information on the Junior Shadow Day Planning Worksheet.

Finally, reach out to those individuals or businesses to ask if you could shadow on our Junior Shadow date. Provide them with information about yourself, our school’s program, and what you would like to accomplish on that day. A sample script is provided on your Job Shadow Day Planning Worksheet. If they agree to allow you to shadow, please fill-in their contact information for the individual who will be responsible for you on that date. Submit your completed Junior Shadow Day Planning Worksheet and Registration Form to Mrs. Rhinehart by the set due date.

If you need help with this process, please see Mrs. Rhinehart to assist you and provide you with guidance in setting up a job shadow experience.

What will need to be completed prior to my job shadowing experience?

- Set-up job shadow host/contact Mrs. Rhinehart for assistance
- Complete *Junior Shadow Day Planning Worksheet* and *Junior Shadow Day Registration Form*
- Submit both forms to Mrs. Rhinehart by the due date
- Transportation to and from your shadow location must be arranged by you/your parent
- Research your job shadow host/business/organization ahead of time. This will help you better understand their business and prepare you for the day. Visit their website to get a general overview of this information.

What are the expectations for my job shadowing experience?

- Students are expected to arrive on time based on the host's hours of business.
- Students are expected to dress appropriately, following school dress code, and also meeting the business' dress code.
- Students should make a positive first impression. Introduce yourself, shake everyone's hand, make good eye contact, and show interest in learning from this experience. Also, make sure your cell phone is silenced and put away while shadowing.
- Students are expected to pack a lunch. You may also want to inquire about availability of a microwave if you may need to heat something up.
- While shadowing, students should actively observe and note as much as possible about the work environment and how this experience fits with their personal interests, abilities, and goals.
- Ask your host and other employees questions you have. Use this opportunity to find out as much as possible about this career. You have some specific questions to complete as part of your reflection worksheet, but feel free to ask them more detailed questions about the requirements and responsibilities of their job.
- Your shadowing host should try to provide you with an experience that mirrors a day in the life of someone in this career. Some possible activities may include a tour or orientation to the organization; completing hands-on tasks; demonstrations of various technology or computer programs used; and, connections to knowledge, skills, training or educational programs that professionals possess.
- Before you leave, thank your host and ask if they have a business card or email address for future contact. This is a great way to make a business connection for possible internship or summer work opportunities.
- Please remember that you are representing CASA and should exhibit our PBIS expectations. This shadow experience may also open the door for future opportunities.

What are the expectations for after my job shadowing experience?

- Students will complete a reflection worksheet about their experience.
- Students will send a thank you note to their job shadow host.

This year's Junior Shadow Day will occur on Wednesday, December 12, 2018.

All juniors will be excused from school on this date to complete a shadowing experience.

If needed, the snow date would be Thursday, December 13, 2018.

If you have questions about the Junior Shadow Day experience, please see Mrs. Rhinehart.



JUNIOR SHADOW DAY PLANNING WORKSHEET

Student name: _____

Career(s) you are interested in shadowing: 1. _____

2. _____

3. _____

Shadowing contact list:

Contact Person: Business/Organization: Contact Number/Email:	Contact Person: Business/Organization: Contact Number/Email:
Contact Person: Business/Organization: Contact Number/Email:	Contact Person: Business/Organization: Contact Number/Email:
Contact Person: Business/Organization: Contact Number/Email:	Contact Person: Business/Organization: Contact Number/Email:

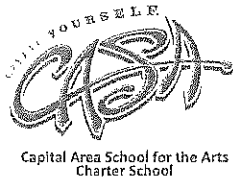
You are expected to call or email your various contacts to set up your shadowing experience. Please feel free to use the following script. If emailing, make sure you are using a business appropriate email address.

“Hello. My name is _____ and I am a junior at Capital Area School for the Arts Charter School. I am interested in pursuing a career in _____. I am contacting you to see if you would be interested in allowing me to shadow you/your business/organization. I would like to shadow on Wednesday, December 12, 2018. I am interested in shadowing to learn more about knowledge, skills, and education I would need to become a _____. If I would able to shadow on this date, I would very much appreciate it.

If you agree for me to shadow at your business, could you please provide me with the following additional information: name of shadowing experience supervisor (person responsible for student at shadow), contact phone number and email address, business address and/or meeting location, parking location, arrival time (minimum of six hours should be spent at shadowing experience), appropriate work attire, and any additional materials I may need to bring.

Thank you for your time and consideration.”

Once you have confirmation from a contact that you can shadow at their business/organization, you will need to complete the registration form and return it to Mrs. Rhinehart by November 1, 2018.



JUNIOR SHADOW DAY REGISTRATION FORM

Student Name: _____

Shadowing Career/Career Field: _____

Shadowing Host Organization/Company Name: _____

Address: _____

Supervisor Name and Title: _____

Phone: _____ Email: _____

Shadowing Date: _____ Shadowing Hours: _____ to _____

Transportation: _____

Dress Code: _____

I understand that participation in the Junior Shadow Day experience is a required component of CASA's College and Career Readiness program. I have reviewed the requirements of the Shadow Day experience, and understand that I am responsible for the following:

- completing a shadow experience for a minimum of six hours
- arranging the necessary transportation to and from my shadow experience
- demonstrating school and workplace-appropriate behavior and representing CASA within the business community
- completing the Junior Shadow Day reflection and submitting it to Mrs. Rhinehart by the due date
- appropriately thanking my shadow experience host

Student Signature

Date

I have read all information regarding the Junior Shadow Day requirements and experience. I understand the Capital Area School for the Arts Charter School and the hosting site identified above assumes no responsibility for the health, accident, or transportation insurance while my child is out of school for his/her shadowing experience. I hereby release these entities from any and all liability resulting from my child's participation in Junior Shadow Day.

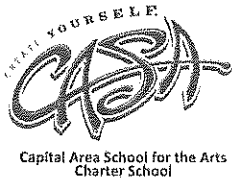
I agree to provide or arrange transportation to and from the job site. If applicable, I give permission for my child to drive to and from his/her job shadow site.

Parent Signature

Date

Please return this form to Mrs. Rhinehart by Thursday, November 1, 2018.

If you have any questions, feel free to contact her.



JUNIOR SHADOW DAY REFLECTION

Student Name: _____

Shadowing Career/Career Field: _____

Shadowing Host Organization/Company Name: _____

Shadowing Date: _____ **Shadowing Hours:** _____ to _____

Directions: Answer the following questions in complete sentences. Please be thorough and detailed in your responses.

1. Describe the department/work site you visited.

2. What types of work activities did you observe during your shadowing experience? What were the work responsibilities related to this type of career?

3. What are the typical working conditions (hours, stress level, travel, working space, mobility, etc.) of this type of career?

4. What academic skills (math, writing, science, etc.) are needed for this type of career?

5. What soft skills (teamwork, leadership, good communication skills, etc.) are needed for this type of career?

6. What types of education or training is needed to possess this type of career? What are specific programs your shadow host would recommend to receive the best preparation for this career?

7. What is the outlook for this career in the future? What changes does your shadow host predict for the future of this career? What advice does your shadow host have for you if you are pursuing this as a future career?

8. What did you like best about your shadowing experience?

9. What did you like least about your shadowing experience?

10. What surprised you most about what you observed, heard, did, or learned, relating to this career?

11. How do your personal interests, abilities, skills, and goals fit with this career?

12. What are potential challenges you might face if you were to pursue this career in the future?

13. Describe how your shadowing experience influenced your feelings about this career? Are you still interested in pursuing this type of career? If no, what other career/career field would you like to learn more about?