SOPHOMORE JOB SHADOW HANDBOOK

NAME: ______________________________

ADVISOR: __________________________

JOB SHADOW DATE: _________________

*Keep this handbook in your portfolio*

This booklet is also available online. You will find it on your advisor’s website. You may download the whole booklet or specific forms, for example parent permission form or job shadow observation sheet.
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# JOB SHADOW CHECKLIST

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<tr>
<th>Place of Job Shadow</th>
<th>Name of Job Shadow Host</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Telephone #</th>
<th>Address</th>
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</tbody>
</table>

To get credit for job shadow requirement for graduation, you must successfully complete each of the following tasks:

<table>
<thead>
<tr>
<th>To be completed</th>
<th>Date Due</th>
<th>Advisor Initials to Indicate Task Is Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRIOR TO JOB SHADOW</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Select a job shadow site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Call to schedule job shadow and obtain required information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Create a list of questions for job shadow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Turn in parent permission form</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AFTER JOB SHADOW</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Turn in job shadow questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Turn in job shadow reflection sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Send thank you to job host</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Share job shadow experience with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>advisor or advisor group</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WHAT IS A JOB SHADOW?

A job shadow is a worksite experience during which a student spends time one-on-one with an employee observing daily activities and asking questions about the job and industry. Students’ complete written assignments before, during, and after the job shadow to help them understand and reflect on what they see, hear, and learn at the workplace. When appropriate, students do hands-on tasks at the worksite.

A job shadow gives a student a meaningful introduction to the world of work and provides a context for understanding the connection between school and careers. Specifically, a job shadow helps a student accomplish the following:

- Begin to identify career interests.
- Observe the daily routine of adult workers.
- Gain awareness of the academic, technical, and personal skills required by particular jobs.
- Develop and apply communications skills by interacting with and interviewing workers.
- Realize that different jobs are characterized by different work cultures and working environments.
- Begin to understand the connection between school, work, and achieving goals.

MAINE LEARNING RESULTS, CAREER PREPARATION

PREPARING FOR THE FUTURE
- Analyze skills and abilities required in a variety of career options and relate them to their own skills and abilities.
- Demonstrate an understanding of the relationship between the changing nature of work and educational requirements.

INTEGRATED AND APPLIED LEARNING
- Demonstrate an understanding of the integration and application of academic and occupational skills in school learning, work, and personal lives.
Hello, my name is _______________________. May I speak to  
(student name)
______________________? I am a student at MDI High School.  
(name of potential host)
We have a job shadow day on ____________________________.
(date of job shadow)
I am interested in ____________________________
(career interest)
Would it be possible for me to shadow you for the day?

If the answer is NO:

Then respond: Okay, thank you for your time.

If the answer is YES:

Then respond: Thank you. What time should I come?

Where should I meet you?

What should I wear?

Is there a place where I can purchase lunch or should I bring a lunch?

Could I have your mailing address? My advisor will be sending you a confirmation and some information about the day in the mail. Thank you. I look forward to meeting you and learning about your job.
STUDENT QUESTIONS ABOUT WORK EXPERIENCE

Using the *Talking about Your Work* guide and your own curiosity, develop eight questions to ask your work site host.

1.

2.

3.

4.

5.

6.

7.

8.

Other questions optional.
Job shadow hosts often ask, “What do I have to offer?” The answer: THE WISDOM OF EXPERIENCE. If you’ve ever said, “If I had only known then what I know now...” this is your opportunity to share those gems of wisdom.

Tell students what you personally get from your job and why you chose your line of work. Talk about the other people you work with and how your job relates to the community, who depends on your work and why. Mention other people in the community who do similar kinds of work. Stress equality of career opportunities for both girls and boys, regardless of race or other stereotypes.

WHAT YOU DO

- Job description:
  - Major tasks, sub tasks
  - Equipment or tools you use
  - Description of your typical day
- What you like and dislike about the job
- What you would change if you could
- Avenues available to you for making suggestions on the job

WHAT YOUR WORK IS LIKE

- Working hours
- Salary range, fringe benefits (health insurance, retirement, credit unions, etc)
- Communication skills you use—reading, writing, speaking
- Kinds of thinking you do (critical thinking, problem solving, decision making)
- History of this kind of work
- Why you chose this type of work
- Underlying attitudes and values important to your job
- Interpersonal skills you find most important and why

HOW IT AFFECTS YOUR PERSONAL LIFE

- Family time
- Leisure time
- General health, tension-fatigue vs. stimulation-fulfillment-increase in energy.
- Job-related skills you use
THE FUTURE IN YOUR FIELD
- Degree of opportunity for women and men
- Opportunities for advancement
- Personal qualities needed
- Employment projections: effects of technology and new knowledge on your work
- Effects of the country's economic condition on your job
- Other jobs you could do with the same skills

JOB ENTRY
- How you got started in this job
- Other jobs you have held
- Skills you already had that you use now; how you acquired them

Show students examples of what your job requires you to read, write and compute. Students will be interested in seeing the practical application of what they are learning to what different people do for a living. For example, here's how one occupation, a chef or baker, can be related to different school subjects and skills. **Analyze your own job in a similar way:**

<table>
<thead>
<tr>
<th>School Subjects and Skills</th>
<th>Job Skills of Chef/Baker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Interpret recipes</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Weigh/measure (fractions, equivalents)</td>
</tr>
<tr>
<td>Communications</td>
<td>Take orders</td>
</tr>
<tr>
<td>Science</td>
<td>Understand yeast growth, food properties</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Regional foods, interest; history of foods; market value or product</td>
</tr>
<tr>
<td>Humanities</td>
<td>Gourmet foods, foreign terms</td>
</tr>
<tr>
<td>Health/PE</td>
<td>Nutritional values, lift heavy items</td>
</tr>
<tr>
<td>Industrial/Technical</td>
<td>Kitchen design</td>
</tr>
<tr>
<td>Business/Office</td>
<td>Balance budgets</td>
</tr>
<tr>
<td>Human Relations</td>
<td>Deal with customers</td>
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</tbody>
</table>
Appropriate behavior at the workplace is important whether you are participating in a job shadow or you are a permanent employee. The following tips will help you have a successful experience at the worksite:

1. Be honest.

2. Have a positive attitude - be friendly, courteous, polite and cooperative with workers and clients.

3. Be reliable and prompt.

4. Notify your job shadow host and the school if you are going to be late or absent.

5. If you do not understand something, ask questions or ask for help. It is better to admit you are learning than to make a costly mistake.

6. Respond positively to constructive criticism.

7. Take responsibility for your actions.

8. Give your best effort at all times.

9. Challenge yourself to be a lifelong learner.

10. Always be open to change.
PARENT/GUARDIAN JOB SHADOW PERMISSION FORM

My son/daughter has permission to participate in job shadowing, a work-based learning experience.

Student Name:____________________________________________

Work Site:________________________________________________

Work Site Host:________________________________________

Work Site Phone #: _________________________________________

In Case of Medical Emergency:

Parent/Guardian’s Name:_______________________________
Day Phone:___________________

Emergency Contact Person:_____________________________
Phone:________________________

Family Physician:______________________________
Phone:________________________

List Any Medication:_____________________________Allergies?__________________

Other:___________________________________________________

Name of Medical Insurance Carrier:____________________
Phone:________________________

The undersigned authorizes and directs any medical or surgical care including anesthesia, laboratory x-rays and other procedures necessary in the emergency medical care of the above named minor during the work-based learning experience.

TRANSPORTATION:
Transportation is the sole responsibility of the parent or legal guardian. Participation in the program is voluntary. The school is not directly supervising, controlling, or providing the students' transportation.
Job Shadow Day is a school activity and students shall therefore abide by all MDIHS rules, practices, and agreements at all times, from the time they leave until the time they return.

Students shall dress in accordance with high school dress code policy.

The undersigned understands there is an inherent risk in participating in community and work-based learning activities and agree to hold harmless both the school district and the learning site for any accidents or injuries occurring during placement.

I hereby understand that my son/daughter part of the job shadow experience and assume all risks, hazards, and injuries incidental to such participation and do hereby waive, release, absolve and agree to hold harmless the learning/work site and MDI High School from any claim arising out of an injury to my child.

I understand that some learning/work sites may include travel. This travel is NOT provided by MDIHS but rather by the learning/work site and therefore MDIHS will not be liable for their negligent acts.

The parent/guardian and student understand that even though these experiences are non-paid, the student may perform work-related activities. School personnel may not have visited the worksite, met the hosts, nor be present when the student is on site.

I have read and understand the responsibilities and policies involved in the job shadow program.

Student Signature:__________________________________________
Date:__________________________

I, as parent or legal guardian of the above-named student, hereby agree to the conditions of participation in the job shadow program.

Parent/Legal Guardian Signature:_______________________________
Date:_____________________________
DAY OF THE JOB SHADOW

~ INSTRUCTIONS ~

1. Show up on time - arrive 10-15 minutes early! If you are sick or having a problem, call your host immediately to inform him/her you will be late or unable to attend.

2. When you arrive, introduce yourself and ask for the person you will be shadowing. While you are introducing yourself to your host, shake his/her hand.

3. Give the employer the Employer Evaluation form and return envelope.

4. Dress appropriately, be polite, and try to make a good impression for yourself and the school.

5. Listen carefully and observe. Complete the Job Shadow Observation Sheet.

6. At the appropriate time, ask questions. Use the Job Shadow Question Sheet. Also, feel free to ask additional questions.

7. Demonstrate good manners and language. Do not chew gum. Use friendly smiles and bring an enthusiasm for learning.

8. SHAKE YOUR MENTOR’S HAND AND THANK HIM/HER.
JOB SHADOW OBSERVATION SHEET

Name______________________________________________

A. Basics
1. Describe the location of the work site (on the water, downtown, etc.).

2. Job environment? (circle response)
   Where does your job shadow host mainly work? Inside or Outside

   How does your job shadow host work? Alone or With others

   What was the general attire worn by workers? Casual or Formal

3. Do the workers wear safety boots, safety glasses, etc.? Yes No

4. The Facilities
   Lunch/break room yes no
   Child care center yes no
   Health care/first aid yes no
   Outside seating areas yes no
JOB SHADOW HOST FEEDBACK

Thank you for participating in and assisting with the job shadow experience. Please help us evaluate the experience by responding to the following items. The information will be helpful in improving our program.

Job Shadow Host: __________________________ Name of Business: ______________________

Student: ________________________________

Student arrived on time          YES              NO
Student’s attire was appropriate YES              NO
Student participated            YES              NO
Student’s behavior was appropriate YES              NO

1. Did you alter your day to accommodate the student? If yes, how?

2. What benefit do you feel the student gained from this experience?

3. What did you enjoy the most about participating in this experience?

4. How could this experience be improved?

5. Would you be willing to participate in this program again? Yes   No

6. Would you, or a representative from your company, be willing to be placed on a list of available career speakers? Yes   No
AFTER THE JOB SHADOW

❖ Complete the Student Reflection Form.

❖ Complete the Job Shadow Evaluation.

❖ Write a thank you letter and address the envelope. (Do not seal). See “thank you letter” guidelines.

❖ Share your experience with your advisor/advisor group.
POST JOB SHADOW REFLECTION

Now that you have completed your job shadowing experience, take some time to think about your experience.

1. Describe the job site you visited.

2. What type of work activities did you observe during your job shadowing experience?

3. What did you like best about your job shadowing experience?

4. What did you like least about your job shadowing experience?

5. What surprised you most about what you observed, heard, did and/or learned?

6. Would you consider a career in the career area you visited? Why or why not?

7. If you wanted to have the job you visited, what might you do to prepare in the next five years, both in high school and afterwards?
JOB SHADOW
STUDENT EVALUATION

Name____________________________________

Job Shadow Host: ____________________________

Occupation: __________________________________

Name of Work Site: ___________________________

1. Were you able to observe an occupation that interested you?

2. Did you have enough time to ask questions?

3. Was there enough time to see the complete work site?

4. How was the shadowing experience helpful to you? Explain.

5. Were you able to assist with any of the work? Explain.

6. Would you recommend this site for other students? Explain.

7. What could have made this experience more beneficial for you?
SAMPLE

THANK YOU LETTER

Using the model below, draft a thank you letter to your host.

Your street address or PO Box
Town, State, Zip Code
Date (month, day, year)

Host name, Title
Name of Company
Street Address
City, State, Zip Code

Dear (Mr. or Ms. + host’s last name):

Paragraph 1: Thank your host for the opportunity to do the shadow.

Paragraph 2: Describe some of the things you learned as a result of the shadow experience.

Paragraph 3: Add any additional comments you have.

Sincerely,

(Sign your name - in pen.)

Type your name