

TO: Parent/Guardian

FROM: Centennial Senior High School

DATE: For 2012-13 School Year

RE: 10th Grade Job Shadow Activity

Does it feel strange to now have a son/daughter in the tenth grade? Was it just last year that he/she was starting high school? Time does have a way of slipping away, and before we know it your student will be ready to graduate and enter the world of work.

Centennial Senior High School is committed to providing a variety of career exploration opportunities for their students, therefore, there will be career goals incorporated into every student's school year, grades 9-12.

One of the career activities 10th graders will participate in will be a Job Shadow activity. A Job Shadow brochure and Job Shadow Informational Packet will be given to each 10th grader in advisory, and reviewed with the advisory teacher. Please ask to see this information, as your role in this activity is crucial. The students are given one full school year to organize, and complete the Job Shadow activity.

Included are several forms that you will need to complete in order for your student to participate in this activity. We encourage your involvement with your student in selecting a job shadow placement and thank you ahead of time for your willingness to help.

Shadow Day Information for Student

_____ will be accompanying _____ to
(student's name) (adult being shadowed)

_____ on _____
(place of employment) (date of job shadow)

_____ (address of employment) _____ (phone number)

Contract to Transport Student/Release for Liability

I understand that it is my responsibility to transport my 10th grader to and from the place of employment where he/she is pursuing the Shadow Day assignment. I further understand that Independent School District #12, Centennial High School, and its employees are not liable for any accident or injury to my 10th grader occurring during the Shadow Day experience.

_____ Date
(signature of parent/guardian)

*Turn form into the Attendance Office prior to date of Shadow Day experience. Parents are also asked to call attendance to verify excuse at 763-792-5207

JOB SHADOWING

GRADE 10 ADVISORY ACTIVITY

Checklist for Job Shadow Activities

- 1. Review Job Shadow forms and information with advisory teacher**
 - 2. Share this information with a parent/guardian**
 - 3. Give some thought to where a good job shadow experience could be**
 - 4. Contact the business you want to job shadow**
 - 5. You may follow the script on the next page when speaking with the business**
 - 6. Mail the Job Shadow Guidelines For Employer sheet to the business contact one week in advance of your job shadow**
 - 7. Return the permission forms to the school Attendance Clerk, let your advisory teacher know when and where you will be job shadowing**
 - 8. Complete the Job Shadow questions during the day of your shadow. You must return completed forms to your advisory teacher.**
 - 9. Send a Thank You note to the business and person who offered you the job shadow. You may use the letter in your packet, or write your own.**
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Sample Script to Set up Job Shadow

Hi, my name is _____ and I would like to speak with someone at your business about setting up a one day job shadow experience.

My name is _____ and I'm a sophomore at Centennial Senior High. One of the high school requirements for me this year is to complete a one day job shadow experience. Would it be possible for me to come to your business and do this?

If they say yes, tell them you will send a guideline sheet to them prior to the job shadow. Get the name of the person, their title, the name of the company, the address and telephone number. Ask them about the time you should arrive, what type of clothes you should wear, and if there is a lunch room on the premises. Make sure you share this information with your advisory teacher.

Sample Thank You Note following Job Shadow

Dear _____,

I would like to take this opportunity to thank you for hosting me at your workplace for my Job Shadow.

It was an enjoyable and informational experience. I learned a lot about your company and this field of work.

Again, thank you for taking the time to help me with my education.

Sincerely,

JOB SHADOWING GUIDELINES **FOR EMPLOYER**

A. Brief Overview of the Job

1. General nature of the position
2. Example of a typical work day
3. Hours and working conditions (overtime, day/night shifts, benefits, etc.)
4. Work contacts (Supervisors, clients/customers, co-workers, etc.)
5. Equipment, tools, and materials used
6. Opportunities for transfer or promotions
7. Other occupations available in the field

B. Requirements

1. Training, education or experience necessary
2. Licensing, tests, exams, etc.
3. Professional affiliations
4. Personal qualifications

C. Advantages and Disadvantages

1. Present a “real life” picture
2. Clarify common stereotypes and misconceptions
3. Do not try to oversell or recruit

D. Steps to take right now to prepare for the job

1. School courses which are relevant
2. Most advantageous schools at which to apply
3. Majors and degrees recommended
4. Helpful skills or general background information
5. Employment outlook
6. How to get your “foot in the door”

STUDENT INFORMATION

1. Student's Name _____
2. Shadowing Location _____
3. Contact Name _____
4. Phone Number _____

QUESTIONS TO ASK JOB HOST DURING JOB SHADOW DAY

1. **What is the main purpose of this organization?**
2. **What are the responsibilities of your department?**
3. **What are your responsibilities?**
4. **Who do you work closely with?**
5. **How are computers used in this job?**

6. What type of education or training do I need to do this job?
7. What type of education or training have you had?
8. How did you decide to do this type of work?
9. What do you like most about your job?
10. What do you like least about your job?
11. What is the average starting salary?
12. Do you have any advice for me as I consider career choices?

QUESTIONS ABOUT JOB SKILLS

Remember to speak clearly. Your workplace host uses a lot of the same skills that you are now learning in your classroom. To find out which skills are most important to your host's job, ask your partner to show you **examples** of how the following skills are used on the job!

- 1. Please give me an example of how you use reading every day on the job.**
- 2. Please show me some examples of how you use writing on the job.**
- 3. Please show me how math is important to your job.**
- 4. Please give me a specific example of why it's important to have good listening skills.**
- 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? How so?**
- 7. Please show me what you need to do on your computer for your job.**

Company Fact Sheet

General Information:

Company Name: _____

Contact Person: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

(Note: If fact sheet is available, remainder of form may not be necessary)

Description of product or service provided by company:

Number of employees: _____ Business hours: _____

Short history of company:

Occupations within company:

Directions to location of company:

Other relevant information: (Parking, security passes, special dress requirements, etc.)

Note: Please attach a company brochure if available.

STUDENT EVALUATION

Thank you for agreeing to host a Centennial Senior High student for their JOB SHADOW requirement. Without your help, our students could not benefit from your expertise and experience in the WORLD OF WORK. Could you please take a few extra minutes to complete this student evaluation, so we may have a record of your responses?

Did the student arrive at the business site on time?

Did the student ask a variety of questions during the course of the job shadow?

Was the student knowledgeable as to why they were involved in a job shadow?

Would you consider hosting a job shadow student in the future?

Name

Telephone Number

Business Organization

Job Title