# Job Shadow

Students at will have the opportunity to participate in a Job Shadow. A Job Shadow allows students to observe, first-hand, what a job/career is like in the workplace by visiting an actual work site. The student will gain a better understanding of the identified career and may begin to make connections between their talents, skills, and interests and the career. Overall, the job shadow experience will help students make viable educational and career choices.

## Student’s responsibilities BEFORE the Job Shadow:

## The student will:

## Update and review his/her EDP in Career Cruising and ensure that his/her career interests align with the proposed job shadow;

1. Make the Job Shadow request in MI Bright Future;
2. Contact WBL Coordinator to obtain WBL packet;
3. Obtain signatures from parent/guardian and counselor/WBL Coordinator on the Job Shadow Permission Form, including transportation arrangements;
4. Contact the company to schedule the date and time of job shadow;
5. Turn in a copy of the signed Job Shadow Permission Form to the WBL Coordinator
6. Inform all teachers of the scheduled job shadow prior to the day of the job shadow appointment. The student will be responsible for obtaining and completing all missing assignments as a result of class time missed; and,
7. Complete industry specific pre-job shadow requirements such as safety orientation.

## Student’s Responsibilities DURING the Job Shadow:

## The student will:

1. Be punctual. Arrive at least 5 minutes prior to your start time.
2. **Keep in mind this is a place of business**;
3. Maintain professional behavior throughout the job shadow experience;
4. **Do not bring cell phones or cameras into the business during the job shadow;**
5. Follow all safety rules;
6. Follow and respect the employer’s privacy policies and business rules, particularly if placed at a medical site;
7. Dress appropriately for the workplace/position to be shadowed;
8. Ask questions about the business and related career opportunities and complete the Supervisor Interview;
9. Have the job shadow supervisor fill out the Student Evaluation at the end of the shadow.

## Student’s Responsibilities AFTER Job Shadow is completed:

## The student will:

1. Bring a copy of the completed Job Shadow packet to , at

 to verify job shadow experience was completed;

1. Complete and send a thank you note to the company/supervisor; and,
2. Complete and turn in all missed classroom assignments by their due date.

## Work-Based Learning Coordinator Responsibilities:

## The WBL Coordinator will:

## Identify students who request a job shadow;

## Verify student attendance, discipline record, and EDP pathways are appropriate for job shadow request;

## Contact the company where the students has requested the job shadow – verify they have liability insurance and are still willing to offer the job shadow;

## Provide the student with job shadow packet and school permission slip (permission slip must be returning prior to job shadow);

## Provide safety training (after completed permission slip is returned);

## Verify the date and time of job shadow;

## Contact appropriate school personnel to document school approved absence;

1. Review student expectations’ portion of job shadow packet with student;
2. Provide an envelope for Student Evaluation by Supervisor, and;
3. Meet with student after the job shadow experience to complete final job shadow requirements.

## Expectations of the Business during the job shadow:

## The Business Representative will:

1. Provide an opportunity for the visiting student to observe work performed in his/her career of interest as well as observing daily work routines and responsibilities in the workplace;
2. Maintain student safety;
3. Provide an opportunity for the student to ask questions about the career.

 *(Please remember that the student is not an employee and cannot be asked to perform work activities).*

# Student Evaluation

(To be completed at the job shadow site by Site Supervisor at end of job shadow. This evaluation is to be placed in the attached envelope and sealed by the supervisor.)

 **Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name of Business:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
|  | Yes | No |
| Did the student arrive at the scheduled time? |  |  |
| Did the student depart at the scheduled time? |  |  |
| Was the student’s appearance/work attire appropriate for the work site and position shadowed? |  |  |
| Did the student display appropriate behavior at the work site? |  |  |
| Did the student ask appropriate questions related to the career/position being shadowed? |  |  |

Additional Comments:

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| PLEASE ATTACH A BUSINESS CARD IF POSSIBLE. |

**Supervisor Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Supervisor Interview

*(To be completed at the job shadow site by student.)*

**Student Name: Job Shadow Date:**

1. What is the primary mission of this company/organization?
2. What are the responsibilities of your department?
3. What are your day-to-day job duties?
4. What personal characteristics are important for success in this field?
5. What is your favorite aspect of your job?
6. What type of education/training would you need for this career and what types of advancement opportunities are available?
7. Is there other information you can provide to help me make a decision about entering this field?

\*\***Turn completed Supervisor Interview in to your Work-based Learning Coordinator within 5 calendar days after your job shadow**

**Student Name: Date: ­­**

**Reflection of your experience:**

Please write a short reflection of your job shadow experience and include the following in this reflection: What did you like the best about this job/career? How do your interests line up with this job or career? Were there parts of the job that you did not like or find interesting? If so, describe what you did not like or find interesting. Based on what you experienced during this shadow, do you want to learn more about this field? Has your career goal changed based on your job shadow experience?

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