

MARIES R-1 SCHOOLS

JOB SHADOWING

By job shadowing you will:

- Visit a business and learn about a career field of interest.
- Become aware of the educational requirements and specific skills needed for this career.

Procedures for Job Shadowing

1. Maries R-1 Seniors are eligible to participate in ONE (1) job shadowing experience per semester of their senior year.
2. Identify and make arrangements for a job-shadow experience with a willing host.
3. Complete the Job Shadow Application to arrange permission in advance with parents and school personnel. **Students are responsible for prearranging homework and submitting all missed work. School personnel and/or parents reserve the right to deny the request for job-shadow if a student has demonstrated a flagrantly unacceptable pattern of attendance, behavior, or performance.** The completed application form must be submitted to the Guidance Office **at least one week** ahead of the event.
4. Arrange transportation at the appropriate times. Transportation is not available through the school. Complete the Job Shadow Transportation Agreement (located within the Job Shadow Application) and submit it to the Guidance Office **at least one week** ahead of the event.
5. Dress appropriately. Get advice on this if you need it.
6. Be on time. In fact, be 10 minutes early. (There is a saying in some businesses that if you are not 10 minutes early, you're late!)
7. Arrange for lunch. If no cafeteria service is available at your host site, you may need to bring a bag lunch.
8. Show interest. During your job shadowing experience complete the Job Shadow Interview Questions form. Return this form to the Guidance Office.
9. **Have the Job Shadow Application signed** by a host at your job-shadow site during your visit, thus documenting that you did participate in this event. Submit the completed application/verification to the Guidance Office.
10. Represent both yourself and Maries R-1 well. You must follow all student handbook policies while on this job shadowing experience.
11. Send a thank you note to your host. Get a business card while you are on your job shadowing experience so you have your host's name and address. Use the Job Shadow Thank You Letter Guidelines to write your note.
12. Give feedback to the people in your network, those people who helped you get to the job-shadowing experience. They are interested in you – let them hear about your experience. They would appreciate this information.
13. Share your experience with others, your teachers, classmates, and friends. You may be the inspiration for someone else to pursue a goal.
14. If you have any questions, problems, or suggestions for future job-shadowing experiences, please share that information with the Guidance Office or administration.
15. Complete the Job Shadow Student Reflection and return it to your Guidance Office.
16. Learn, grow, and have fun.

MARIES R-1 SCHOOLS JOB SHADOW APPLICATION

To Be Completed By the Student

Student Name _____ Grade _____ Date _____

Parent/Guardian Name _____ Telephone _____

Job-Shadow Career Title _____

Job-Shadow Host Person/Title _____

Company/Organization _____

Address _____

Contact Person @ Site _____ Phone _____

Date for Job-Shadow _____ Times _____

Special needs: Style of dress _____ Lunch (Circle One) Provided On Your Own

(Suit, business casual, shop clothes...)

Transportation Arrangements _____

(i.e. Student will be driving, parent/guardian will be driving, etc.)

To Be Completed By the Teacher

School personnel acknowledgement/approval, with understanding that any missed work will be made up.

Course	Teacher	Notes
1st Hour _____	_____	_____
2nd Hour _____	_____	_____
3rd Hour _____	_____	_____
4th Hour _____	_____	_____
5th Hour _____	_____	_____
6th Hour _____	_____	_____
7th Hour _____	_____	_____

To Be Completed By the Parent/ Guardian

I request that my son/daughter be allowed to attend the job-shadowing experience outlined above.

Parent Signature _____

Date _____

Job Shadow Transportation Agreement

I will be driving my child, _____ *Student Name* _____, to _____ *Place of Job Shadow* _____ on _____ *Date* _____ for the purpose of a job shadowing experience.

Parent/ Guardian Signature _____

Date _____

OR

I give permission for my child, _____ *Student Name* _____, to drive a vehicle to _____ *Place of Job Shadow* _____ on _____ *Date* _____ for the purpose of a job shadowing experience.

Parent/Guardian Signature _____

Date _____

To Be Completed by the Student

Submit to your Guidance Counselor:

1. This Job Shadow Application form **at least one week** in advance of your job-shadow event.
2. This Job Shadow Application form (afterwards) signed by your host indicating your presence at the job-shadow event.
3. Job Shadow Interview Questions form - completed during your job shadow event.
4. "Thank You" note(s) to your host(s) with stamped addressed envelope(s).
5. Job Shadow Student Reflection form – completed after your job shadow experience.
6. **The above items are due ONE WEEK from the date of your job shadow experience.**

I understand that I must complete all of the documents specified within this application in order for this job shadowing event to be accepted by Maries R-1 Schools.

Student Signature

Date

To Be Completed by the School Secretary/ Guidance Counselor

The School Secretary and the School Guidance Counselor will sign this application form after the student, the parent/guardian, and all teachers have approved this job shadowing experience.

School Secretary

School Guidance Counselor

To Be Completed by the Job-Shadow Host

_____ joined us for a job-shadowing experience on this date, _____

from this time _____ until this time _____.

Host Signature _____

Date _____

To Be Completed by the Building Principal

_____ has completed all requirements for this job shadowing experience.

Application approved by _____

Date _____

MARIES R-1 SCHOOLS

JOB SHADOW INTERVIEW QUESTIONS FORM

Student Name _____

Job Shadow Date _____ Time _____

Occupation/ Profession being shadowed: _____

Q: Briefly describe the training you received (school, other jobs, apprenticeship, etc.)

Q: What made you decide to enter your particular occupation/profession?

Q: What is your schedule? (flexible hours, nights, etc.)

Q: What are some things you really enjoy about your career?

Q: What are some things you really don't enjoy about your career?

Q: Approximately, what is the starting pay or pay range for someone in your occupation/profession?

Q: What advice would you give someone who is thinking about entering your profession?

Q: What do you think the employment outlook is for this occupation/profession?

Q: Do you have any additional comments or suggestions for me at this time?

MARIES R-1 SCHOOL

JOB SHADOWING THANK YOU LETTER GUIDELINES

It is important to thank the person who you have job shadowed. A thank you note does not have to be lengthy, however, try to personalize it. Let your host know why the experience was important to you. Your note should be hand written and handed in with your completed application, interview questions, and reflection in an unsealed, addressed envelope.

Remember to be neat and pay attention to spelling!

An Example

Date

Dear Mr./Mrs.

Thank you again for taking time to meet with me (yesterday/the date). I found it interesting to learn more about you and your (job/career/industry/company/department). The most interesting thing I learned was (what?).

Again, thank you for helping me with your career exploration.

Sincerely,

(Sign your name)

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JOB SHADOW STUDENT REFLECTION

Student Name _____ Grade _____

Name of Worksite _____

Date of Job Shadow _____ Time of Arrival _____

Name & Title of Contact Person _____

Type of Career You Shadowed _____

Complete the following questions using correct grammar and spelling. A typed reflection that answers the following questions would be spectacular!

Schedule of Events (What did you do?)

What did you learn?

What did you like about the job?

What did you dislike?

Was the experience what you expected? Explain.

Were any of your future career plans changed or reinforced by this experience? Explain.

Would you recommend his type of experience for other students? Why or why not?

Did you write a thank you note? _____ Yes _____ No

Please return this form to the Guidance Office with your completed application, Interview Questions, and Thank You Notes.

THANK YOU!