

St. Clair County Schools

Job Shadow Day 2017

Student Packet

St. Clair County Job Shadowing Day

Student Shadow Orientation

Congratulations on participating in Job Shadowing Day 2017! The purpose of this day is to provide an opportunity for you to shadow adults in careers that might interest you. This opportunity will allow you to develop a clear understanding of the link between learning, earning, education, employment, along with school and success.

What is Job Shadow Day?

Job Shadowing Day for St. Clair County Schools is **Thursday, February 2, 2017**. Job Shadowing Day allows each high school junior an opportunity to spend one school day learning about prospective careers by shadowing at a business of his or her choice. The day takes place during normal school hours or hours agreed upon by the participating student and the business host. This must be approved by the student's school counselor.

Qualifications for participation in Job Shadow Day:

- Student must be a high school junior.
- Student must have fewer than (3) unexcused absences.
- Student must have a GPA of 2.0 or higher.
- Student must have no discipline referrals or suspensions.

To participate in Job Shadowing Day, you must choose a Job Shadow Host, complete the enclosed forms, and turn them in to your school's counselor by **Thursday, January 26, 2017**.

This packet includes instructions to help you with Job Shadowing Day. If you have questions, ask your school's counselor for help or email leann.ford@sccboe.org.

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Student Shadow Checklist

Participating in Job Shadowing Day allows you to spend part of the day with an adult host at a local workplace, learning what the host does in his or her job. It's an exciting opportunity for you to find out what it takes to succeed in a career you are considering! The more you put into the experience, the more you'll get out of it.

Here's a list of your key responsibilities as a Student Shadow that will help you and your host have a great experience:

- Choose a Job Shadow Host.
- Meet with your Job Shadow Host and give him/her the **Job Shadow Host Packet** BEFORE the day you shadow. This helps the person prepare for hosting you! **THIS IS A MUST!**
- Exchange contact information with your host in case of changes.
- Obtain appropriate signatures for your **Off-Campus Approval Form**.
- Fill out the forms in this packet and give them to your school's counselor by the deadline. Please read the instructions carefully!
- Ask your host about appropriate workplace dress for the day.
- The day you are with your host, be sure to follow workplace protocol, such as:
 - Arrive on time.
 - Observe all workplace and school safety procedures.
 - Dress appropriately for your job shadowing experience.
 - Interact with your host respectfully, courteously, and enthusiastically.
 - Learn about the host's job, industry, and the working world.
 - Ask questions about the host's career and current business.
- Send a thank-you note to your host within a week after you shadow.
- Fill out the **Student Evaluation Form** and **Student Shadow Report**.
- Return it to your counselor after your shadow experience.

If you have a problem finding a host, please contact leann.ford@sccboe.org.

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How to Choose a Job Shadow Host

Job Shadowing Day is a day for you to learn about a career that interests you. Here are some tips for finding a Job Shadow Host who can help you get what you want out of the day!

- **Step 1: Know the career you want to explore** - What are your interests: cars? fashion? medicine? graphic design? Make sure you have a concrete idea of what career you want to explore.
- **Step 2: Research businesses that provide careers of your interest** - Use the phone, Internet search engines, and Chamber of Commerce website member listings to see what businesses have the career.
- **Step 3: Choose a couple of businesses to ask about hosting** - You may have to call several places before finding a business to host you on February 2nd, so **do not wait until the last minute**. Make sure you call during their normal business hours. Clearly and politely explain to the person taking your call what you would like to do. If you have to leave a message and do not hear back from them, do not be afraid to call again. The key is to allow them plenty of time to look at their schedules to see if they can host you.
- **Step 4: Meet your Job Shadow Host before Job Shadow Day** - Meet your Job Shadow Host in advance and provide them with the **Job Shadow Host Packet at least one week before** Job Shadowing Day. You should also exchange contact information with your host in case anything changes. Ask about appropriate workplace clothing and obtain his or her signature for your **Off-Campus Approval Form** in this packet.
- **Step 5: Enjoy Shadowing!** - Job Shadowing Day is for you to learn about something you enjoy. Start off on the right foot by showing up on time, dressing appropriately and coming with an open mind to learn. You never know; job shadowing could lead to future jobs! Make the most of your time!

Job Shadow Weather Policy: The St. Clair County Job Shadowing Weather Policy follows that of the St. Clair County Board of Education. In case of inclement weather and school closings, Job Shadowing Day will be officially canceled and rescheduled for March 23, 2017. Students should notify their hosts if this occurs.

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Job Shadowing Off-Campus Trip Approval Form

Once you choose your host for Job Shadowing Day, fill out the form with the appropriate signatures and give it to your school's counselor by Thursday, January 26, 2017.

****NOTE:** This form requires signatures from your workplace host, your parent or guardian, and principal.

Student Name: _____ School: _____

Business: _____

Business Address: _____

Name of Workplace Host: _____

Workplace Host Signature: _____

Date: Thursday, February 2, 2017

Time: Arrive at 8:00 am sharp and concludes at 2:30 pm, unless otherwise agreed upon by the host and school coordinator.

Mode of Transportation: Student will provide his or her own transportation to and from worksite.

Cost: Lunch (Host may provide lunch, but be prepared to buy your own. You may need to bring lunch.)

Purpose of trip: Students will have the opportunity to shadow adults in careers. They will learn how important education is in a competitive, changing world. Students will participate in an educational component linked to their shadowing experiences upon their return to class.

Principal's Signature: _____

Parent's Signature _____ Date _____

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Student Shadowing Report

The purpose of this form is to help you get the most out of your Job Shadowing Day. Please read the form before you shadow to give yourself an idea of questions to ask and things to learn during your experience. The completed form is due on Monday, February 6, 2017, to your school's counselor. If you do not turn in the completed form, your absence on February 2, 2017, will be an unexcused absence.

Student's Name: _____

Host's Name/Position: _____

Company Address:

INFORMATION ABOUT HOST'S JOB

How is your host's typical workday spent?

Is the job repetitive or is each day different? Explain.

Did you notice any task completed by your host that is not necessarily in his/her job description?

How many hours a week does your host work? Does he/she work weekends? Nights?

Is he/she expected to be involved in the community as part of his/her job?

What is a typical salary range for this job? For this field, what is the typical starting salary range?

From an introductory position, what steps are typically taken to advance in this field?

What type of uniform/attire does your host wear?

What type of interaction, if any, does your host have with his or her boss (supervisor)?

How does your host interact with his/her co-workers?

INFORMATION ON "APPLYING SCHOOL CURRICULUM" TO YOUR HOST'S JOB/CAREER

Circle the classroom subjects you observed your host using. Explain how skills from each subject were used.

Reading

Writing

Mathematics

Science

History

Art

Civics/Government

Music

Other

HOW DOES YOUR HOST USE PROBLEM SOLVING SKILLS IN HIS/HER WORKPLACE?

Organizing and Planning

Interpreting Information

Thinking Creatively

Decision Making

Analyzing Problems

HOW DOES YOUR HOST USE INTERPERSONAL SKILLS IN THE WORKPLACE?

Communication _____

Teamwork _____

Leadership _____

Listening _____

EDUCATIONAL/SKILLS REQUIREMENTS FOR CAREER HOST'S FIELD

What basic skills and knowledge does your host need, and how does he or she use them?

What post-secondary training does your host have? Technical Training? Bachelor's Degree?
Master's Degree? _____

Does your host's job require any reoccurring training? What new skills has he/she had to learn since starting in this field?

What steps can you take while still in high school to prepare yourself to enter this field?

Write a brief paragraph about what you learned from Job Shadowing Day. What surprised you the most about the career? What did you learn about the work world that you did not know? Do you think you may still want to pursue a career in this field? Why or why not?