

# Mynderse Academy

## School-to-Career



Student: \_\_\_\_\_

Job Shadow Site: \_\_\_\_\_

Job Position to Shadow: \_\_\_\_\_

Job Shadow Date: \_\_\_\_\_

# Job Shadow Information

Mrs. Stevers  
School-to-Career

Guidance Office

[kstevens@senecafallscsd.org](mailto:kstevens@senecafallscsd.org)



### **Why job shadow?**

Job shadowing immerses each student in the world of work where they can get first-hand information about job skills and careers. Job shadowing can provide experiences that are as unique as the students who participate. By bringing students into the workplace to see a professional at work, very real and tangible options come alive for them.

Job shadowing provides exciting reasons why students should apply themselves in school. It creates a critical link between education and success. Classroom exercises conducted prior to and following the job shadow experience are designed to help students connect their experience to their course work and relate the visits directly to career pathways, related skill requirements, and postsecondary educational options.

### **Why should students participate in job shadowing?**

Job shadowing:

- Helps students “test drive” a career.
- Provides an environment in which they can network with professionals.
- Demonstrates the connections between academics and careers and helps students learn by making their class work more relevant.
- Identifies the skills, qualities, training, and education needed to succeed on the job.
- Builds community partnerships between schools and businesses that enhance the educational experience of all students.
- Introduces students to the requirements of professions and industries to help them prepare to join the workforce of the 21st century.
- Encourages an ongoing relationship between young people and caring adults.

**Mynderse Academy  
School-to-Career**

**Job Shadow Confirmation Sheet**  
**Mynderse Academy**



Reminder for: \_\_\_\_\_

Date: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_

Place of Job Shadow: \_\_\_\_\_

Person to check in with when you get there: \_\_\_\_\_

Directions to worksite: \_\_\_\_\_

Dress Code: \_\_\_\_\_

Lunch arrangements: \_\_\_\_\_

\* \* \* \* \*

**Helpful Hints:**

- Don't forget to arrange your transportation to and from the job shadow site
- Be at least ten minutes early!
- Smile, be polite, offer to help whenever you can
- Always be professional!
- Review your interview questions before you go!
- Act enthusiastic and you'll be enthusiastic!
- Dress appropriately!! I repeat-Dress appropriately!!

☞ Have Fun & Good Luck ☞

**Job Shadow Permission Form**  
**Mynderse Academy**



The job shadow Program is an opportunity for students to spend a day, or part of a day, on the job with a person who works in an occupation in which he/she is interested in. This experience is an important step toward career planning and graduation. The student will be responsible for all schoolwork missed during this experience. Thank you for your cooperation!

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Job Shadow Experience:**

Worksite: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signatures of teachers from classes you will miss when Job Shadowing:

Period 1 \_\_\_\_\_

Period 2 \_\_\_\_\_

Period 3 \_\_\_\_\_

Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_

Period 6 \_\_\_\_\_

Period 7 \_\_\_\_\_

Period 8 \_\_\_\_\_

Period 9 \_\_\_\_\_

Period 10 \_\_\_\_\_

School-to-Career Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office given notice of absence?  Yes  No Date: \_\_\_\_\_

**Job Shadow Transportation Agreement**  
**Mynderse Academy**

Date: \_\_\_\_\_

I give permission for my child, \_\_\_\_\_

to drive a vehicle to \_\_\_\_\_  
(worksite)

on \_\_\_\_\_.  
(date of job shadow)

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions or concerns, please contact:

Kimberly Stevers  
School-to-Career Coordinator  
Mynderse Academy  
315-568-5500 x2155  
[kstevers@senecafallscsd.org](mailto:kstevers@senecafallscsd.org)

**Mynderse Academy  
School-to-Career  
Student Contract and Code of Conduct**

I \_\_\_\_\_, understand the importance of job shadowing to my education at Mynderse Academy. I know that it is a privilege to participate and that people outside of school are giving up valuable time to help me learn about careers. By signing this contract, I agree to fulfill all the requirements of the Job Shadow program as outlined in the student checklist and this contract.

I understand that under no circumstances am I to simply “not show up”. In the event of a serious illness, I will call the business volunteer/host organization as well as Mynderse Academy.

I understand that I am responsible for making up work in classes that I miss. I agree to arriving on time to my job shadow placement. I agree to conduct myself appropriately and to act professional at all times during my job shadow experience; including time spent being transported to and from the job shadow host.

During the Job Shadow experience, I will follow all school rules and understand that any violations will result in appropriate disciplinary actions. I understand that I am representing Mynderse Academy and that my conduct during my Job Shadow experience affects my classmates and others in the school district. If I make a good impression, everyone benefits. If I make a bad impression, it will be the impression of our school to the community.

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Student Name

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Student Signature

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Date

**Mynderse Academy  
School-to-Career  
Parent/Guardian Job Shadow Permission Form**

**Purpose:** This form notifies the parent/guardian of their student's participation in the Job Shadow program. This form must be completed before the student visits the job site.

**Transportation:** I understand that transportation is the sole responsibility of the student or parent or legal guardian. The school is not directly supervising, controlling, or providing the students' transportation.

*Parent/Guardian Initials* \_\_\_\_\_

**Supervision:** School personnel will not be present to supervise when the student is at the site.

*Parent/Guardian Initials* \_\_\_\_\_

**Insurance/Liability:** Mynderse Academy insurance policies will address any medical or emergency situation in accordance with the coverage provided within that policy.

*Parent/Guardian Initials* \_\_\_\_\_

\* \* \* \* \*

Please complete the information below:

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Contact Number: \_\_\_\_\_


Parent/Guardian Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mynderse Academy  
School-to-Career**



### **Day of Job Shadow – Student Instructions:**

- Show up on time – arrive 10-15 minutes early. If you are sick or an emergency arises, call your job shadow host immediately to inform them that you will be late or unable to attend. Contact Mrs. Stevers at school (315-568-5500 x2155) after calling your shadow host.
- When you arrive, introduce yourself and ask for the person you will be shadowing. While you are introducing yourself to your host, shake their hand.
- Dress appropriately, be polite, and make a good impression for yourself and the school.
- Start to develop your professional network. Ask for their business card to follow up with them after the job shadow experience.
- Listen carefully and observe. Ask as many questions as possible (see sample questions). Bring a notebook or paper and pen with you to take notes while observing.
- While shadowing, actively observe and note as much as possible about the environment and interactions with co-workers and customers.
- Demonstrate good manners and language. Do not chew gum; do not bring electronic devices with you to the job shadow experience. Do not use your phone while job shadowing. Be friendly and bring your smile and an enthusiasm for learning.
- Say thank you!



### **After Job Shadow – Student Instructions**

- Complete student reflection form in packet.
- Write and send a thank-you letter to the business sponsor host.
- Submit all paperwork to Mrs. Stevers in the School-to-Career office in the Guidance Dept.



**Job Shadow Student Reflection**  
**Mynderse Academy**



*To be handed in to the School-to-Career office  
after completion of your job shadow!*

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Name of Worksite: \_\_\_\_\_

Date of Job Shadow: \_\_\_\_\_

Name & Title of Contact Person: \_\_\_\_\_

Type of Career you shadowed: \_\_\_\_\_

\* \* \* \* \*

Schedule of Events (what did you do?):

What did you learn?:

What did you like about the job?:

What did you dislike about the job?:

Was the experience what you expected?

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

Would you recommend this type of experience to other students?

Please explain why or why not

Have you sent a thank you note?      \_\_\_\_\_Yes      \_\_\_\_\_No

**PLEASE RETURN THIS FORM TO MRS. STEVERS WHEN COMPLETE!**

**THANK YOU!!**

## **Sample Job Shadow Interview Questions**

1. What is your occupation and job title?
2. What are your job duties and day-to-day activities?
3. What do you like best about your job?
4. What don't you like about your job?
5. How did you become interested in this type of work?
6. Why did you choose this career?
7. What kind of personal satisfaction do you get from your job?
8. What special training do you need for your job?
9. What kind of technical knowledge is required for this job?
10. How are technology demands increasing or changing?
11. What kind of experience was required for this job?
12. What personality traits are important for this job?
13. What are the normal work hours?
14. Are certain times of the month or year busier than others times?
15. Is there opportunity to work overtime?
16. How are you compensated for overtime work?
17. Are there special perks that come with this job?
18. What is the salary ranges for different levels in this field?
19. Do you have to depend on others in order to accomplish your job?
20. Do you take work home?
21. What is the level of job security in this occupation? Why?
22. What are the opportunities for advancement in this occupation?
23. What on-going education is required for this occupation?
24. To be hired for this occupation what is the best education/training?
25. Is it difficult to get admitted to an education/training program for this occupation?
26. How difficult is it to find employment when you have completed the basic education and training?
27. What is the long-term future of this occupation in terms of job availability?
28. What are the job opportunities for this area of work?
29. Does this business/organization do drug testing?
30. What part-time jobs, high school classes or extracurricular activities would best prepare you for this occupation or the education/training required for this occupation?
31. How do you use math, reading, writing, business, technology, science, and foreign language skills in their daily work?
32. What advice would you give a student interested in this career?

## SAMPLE THANK YOU LETTER

[Date]

[Name of Person Job Shadowed]

[Title]

[Organization]

[Address]

[City,] [State] [Zip Code]

Dear [Name]:

Thank you for giving me the opportunity to job shadow you at [Name of Organization] on [date]. I realize that this took time away from your regular responsibilities, and I am most grateful for all the information you were able to provide regarding your job at [Name of Organization].

As I shared my experiences with my family and friends, I have become more interested in learning about the career area of [fill in blank]. My math, organizational skills and computer skills are right in line with the skills needed to succeed in the [fill in the blank] field. I plan to take more computer and business classes next semester as we had discussed.

Having the opportunity to job shadow you and explore this career field has really helped me plan for my future. I now will be able to set some educational goals and research colleges.

Thank you again for sharing your day with me and helping me explore this career field.

Sincerely,

Your Name]

Mynderse Academy