

Job Shadow Requirements/Student Responsibilities

Before Shadowing

1. Student must have prior approval from the A+ Coordinator before initiating any job shadow.
 - a. Student must locate and receive approval from the shadow site.
 - b. Student must provide appropriate contact information to A+ Coordinator at least 5 days prior to starting job shadow.
 - c. Any job shadow not receiving prior approval will not be eligible for A+ hours.
2. Job shadow must occur on a non-school day (i.e. summer vacation, spring break, winter break, teacher in-service, etc.). Students may not miss a regularly scheduled school day to attend a job shadow.
3. The Park Hill School District code of conduct is in effect at the job shadow site.
4. Prompt attendance is required. Student must provide own transportation to and from shadow site.
5. Student must dress appropriately for the placement.
6. Per state law, a maximum of 12.5 A+ hours can be accrued through job shadowing.
7. Job shadow placement cannot occur with parent or immediate family member. It can occur at parent's place of employment, but parent cannot be job shadow supervisor.

While Shadowing

1. Observe Actively. Note as much possible about the environment, such as other workers, the manner in which

interactions with co-workers and customers occur, and the general pace.

2. Ask questions to clarify what you are observing and learn more about the professional's career progression.
3. Take brief notes, if possible, but do not try to write everything down.
4. Ask the professional for their business card for future follow up.
5. Expect to be asked about your interests, goals, and academic experience.

After Shadowing

1. Send a brief note or email to thank the professional for participating in the observation/job shadow.
2. Student must submit a post-shadow, typed activity report to the A+ Coordinator as documentation of the completed A+ hours.
 - a. NO REPORT= NO A+ HOURS!
3. Report Requirements
 - a. Must include all requirements of the job shadow report.
 - b. Report is due to A+ Coordinator within 14 days of job shadow. (First week of school is acceptable for summer job shadow).

JOB SHADOW REPORT

Student Name:

Business Name:

Person Shadowed/ Title:

Phone:

Email:

Date(s) & Time:

Signature of Professional:

(Feel free to attach a business card)

3-4 typed paragraphs addressing any and/or all of the following interview questions.

1. What is your job description?
2. What type of education, certification, or licensing requirements are required for this career?
3. Is continuing education or training needed to maintain certification or licensure?
4. What classes in high school would help me with this career?
5. What benefits are available in this line of work (insurance, paid time off, daycare, etc)?
6. What is the average wage in this type of career (ballpark estimate)?
7. What do you like best about this job?
8. What are some challenges or frustrations in this job?
9. What style of supervision is typically used in this type of job?
10. What do you think this field will be like in 5-10 years?
11. Do you have any special advice for someone entering this field?

1-2 typed paragraphs addressing any and/or all of the following reflection questions.

1. Was this job shadow what you expected? Describe.
2. Did this activity change your opinions of the occupation? If so, how?