LENAPE TECHNICAL SCHOOL

SECTION: PROGRAMS

TITLE: JOB SHADOWING PROGRAM

ADOPTED: August 11, 2005

REVISED: November 19, 2015

118. JOB SHADOWING PROGRAM

1. Purpose	The purpose of the job shadowing program is to provide students with structured opportunities to explore occupations. The experiences are intended to be as meaningful as possible by providing an introduction to the world of work and expand the process of career exploration. Ultimately job shadowing should help the student to make an educated decision on whether or not a certain occupation is something that they might like to explore further. The job shadowing program involves students spending time at a business, nonprofit organization, or governmental agency. The student "shadows" one or more employees during the experience trying to gain understanding of the scope of an occupation and how an employee approaches and completes tasks in the workplace. During the job shadowing experience the student observes their host and asks questions (e.g. "What do you like about your job?" "What kind of skills or training do you need?")
2. Delegation of Responsibility	The job shadowing program will be coordinated through the Job Placement Coordinator or appropriate personnel designated by the Adminstrative Director. An agreement will be signed by the student, parent, employer, and Coordinator to emphasize the significance of the experience. While the agreement will obviously not be a binding legal instrument, it will serve to remind the student of their responsibilities during the experience.
3. Guidelines	Job shadowing will be scheduled Monday through Friday during school hours. Students will be excused from school for the experience and for the time required to travel to and from the site. The student will be responsible for arranging their own transportation to and from the shadowing site. Students will confirm the job shadowing appointment, arrange transportation, show up on time, wear Lenape logo shirt, collect relevant information, reflect upon the experience, report back using approved forms, and write a thank you note. Employers will be encouraged to perform their normal activities, but be willing to explain what they are doing and why.

	Students that are doing job shadowing are not eligible for workers' compensation coverage because they will not actually be working at the site. Liability for the student at the work site will be handled by the employer in the same way that liability is handled for visitors that spend time in their facility. In addition, Lenape students and employees are afforded coverage through our institutional package policy. The policy affords coverage to all students and employees for all educational activities which are on or off our premises.