

Shadow visits are great opportunities for students to observe how skills learned in the classroom are used in authentic work environments.

- Students must have parent/guardian consent for this experience.
- Students must sign a form acknowledging issues such as honesty, confidentiality, attitude and general workplace behavior.
- The shadow site is considered an extension of the classroom. All school rules apply while the student is at the job site.
- **Shadowing students are covered under the U.S.D. 373 insurance/liability policy.**

Students are expected to:

- Arrive on time, appropriately dressed.
- Stay at the shadow site the entire time designated for the experience.
- Exhibit appropriate workplace behavior.
- Exhibit a respectful attitude.

Thank you –

To area businesses and professionals who host our students on shadow visits.

Your participation helps students make important decisions regarding their futures.



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Newton High School Career Development Program

Career Shadow



Connecting...

- **Classrooms**
- **Communities**
- **Careers**

Program Overview

The Career Development program is designed to enhance learning by providing work-based opportunities for students. Community, education and businesses work together to link the classroom with world-of-work experiences.

Career awareness programs such as shadowing, blend academic standards with occupational skills, broadening students' options and helping them make informed decisions about their futures.

Job Shadow

Definition: A student follows/observes an employer at a company location to learn about a particular occupation or industry. Job shadowing is designed to be a one-day experience.

Objectives:

- Prepare students to be responsible workers
- Reinforce classroom content
- Impact student awareness of appropriate workplace behavior
- Create awareness of the relationship between school curriculum and work-place application
- Increase student skill and employability levels
- Expose student to career options

Procedure

Pre-Shadow Activities:

1. Students take Career Assessment Inventories to determine career interests.
2. Instructors submit student names to facilitator for participation in shadow activities.
3. Program facilitator contacts the potential business partner to:
 - A. Explain the program
 - B. Determine partner's desire to participate
 - C. Determine employer's expectations and regulations and any additional pertinent information
4. Meet with the student to:
 - A. Clarify students career choice/shadow location
 - B. Emphasize program regulations
 - C. Explain proper work place dress and behavior

Post-Shadow Activities:

1. Participating business evaluates the student and the level of success of the shadow experience and sends employer evaluation to facilitator.
2. Student completes post-shadow assignments, which include: evaluating the experience, writing a summary of the experience and sending a thank you note to their shadow host.

What can you do to make the Career Shadow a success?

The program facilitator will consult with the business partner to gather pertinent information, such as appropriate student dress, dates/times/location, contact #, etc.

If possible, expose the student to the total operation of the business:

- Tour the facility
- Introduce student to management/co-workers as appropriate
- Acquaint student with related positions within the organization
- Explain your firm's hiring process in terms of application, interview and any required testing, etc.
- The student may have a list of questions called the Career Shadow Observation/Interview Form. This was designed to give the student an in-depth view of various aspects of the career field. The shadow host may answer the questions at his/her discretion as time allows.

