

# Bring Packet to Job Shadow

## Student Role & Expectations (complete before day of Job Shadow)

### Student Role

As part of the job shadow experience, students will:

- Research the career field and business prior to the job shadow experience
- Complete all course work related to classes missed due to participating in job shadow
- Complete all necessary PP paperwork including:
  - o student schedule
  - o student role & expectations
  - o questions to ask job shadow mentor
  - o signed parent/guardian permission form
  - o job shadow student experience
  - o make a thank you note for job shadow mentor/site
  - o student survey
- Dress appropriately according to the standards of the particular site
- If unable to attend** on the appointed day, call the job shadow site before the scheduled time
- Arrive at the job site slightly before or at the agreed upon time, introduce yourself, conduct yourself in a professional manner, & thank your job shadow mentor for their time.
- No cell phone use, unless you specifically ask your job shadow mentor if you may use your cell phone in instances to take pictures.
- Check in with PP director after job shadow experience

**Student Expectations** – Holding a job requires a lot of thought and decision-making. Below is a checklist of what you can expect to learn during a job shadow.

Read through and decide which learning objectives are the most important to you.

**Rank each item 1 to 5, with 1 being the most important.** You may give each objective its own rank; the objectives do not have to be prioritized. Additional space is provided if you would like to learn something that is not listed.

<u>What can I expect on Job Shadow Day</u>	<u>Rank</u>
To see how the knowledge, I am gaining in school is used on the job	_____
To see what people, do all day on the job	_____
To understand what skills, I need to get a good job	_____
To learn what employees receive besides a paycheck	_____
To find out more about the workplace I am visiting	_____
To see how technology is used on the job	_____

*Student Role [Source: Job Shadowing Guide-Wisconsin Department of Public Instruction]*

*Student Expectations [Source: Groundhog Job Shadow Day: How to have a successful Groundhog Job Shadow Day from [www.jobshadow.org](http://www.jobshadow.org) (edited)]*

