

## **Job Shadowing Guidelines and Documentation**

### **Traditional Job Shadowing**

Students will attend the workplace with their chosen professional(s) to get a firsthand look at the work process for their chosen career field. Students will collect verification/evidence/artifacts from their job shadowing hours that substantiate what they saw or experienced in the workplace. Additionally, students will conduct interviews and career research. The student's overall reflection of the career will be expressed in an evaluation essay.

### **Project verification must include, but is not limited to:**

- Documented interviews with *no less than 3* individuals currently working in the career of choice
- Job Shadowing of 1-5 individuals currently working in the career of choice. Students will produce the appropriate documentation for each individual they follow.
- Investigation of the educational/training requirements for the career of choice to include time/cost factor, specific schools, colleges or universities offering appropriate programs of study and include the research in the portfolio\*.
  - \*Screen captured/downloaded research with MLA style Works Cited page or an Annotated Bibliography are required.
- Completion of 3-5 page written statement which includes research, interviews, and an evaluation of the career exploration experience and reflections on the career path itself with an MLA-style works cited page.

**Use the checklist on the following page to track each of the required tasks.**

**TRADITIONAL JOB SHADOW**

**Documented interviews with *no less than 3* individuals currently working in the career of choice. Fill in the requested information:**

**1**

Name of Professional Interviewed	Date	Method of Documentation

**2**

**Job Shadowing of 1-5 individuals currently working in the career of choice. Students will produce the appropriate documentation for each individual they follow. Fill in the requested information:**

Name of Professional Shadowed	Place	Date	Hours

**3**

**Investigation of the educational/training requirements for the career of choice to include time/cost factor, specific schools, colleges or universities offering appropriate programs of study and include the research in the portfolio.**

Use this checklist to keep track of your research (taken notes, saved sources) in each area listed:

- \_\_\_\_\_ Educational/training requirements for this field
- \_\_\_\_\_ Time needed to pursue education/training for this field
- \_\_\_\_\_ Cost of training/certification for this field
- \_\_\_\_\_ Schools that offer appropriate programs of study for this field

**4**

Now, create a Works Cited page or an Annotated Bibliography to accompany your research.

**5**

**Completion of 3-5 page written statement evaluating the experience.**

Use this checklist to keep track of the essential parts of an evaluation included in your essay:

- \_\_\_\_\_ Explain what you saw, did, and learned through this experience (Communicate the nature of this profession clearly from your point of view.)
- \_\_\_\_\_ Explain what you THINK and how you FEEL about this profession after doing your research and completing your job shadow hours
- \_\_\_\_\_ Include research on the career field and interviews completed as a part of the job shadow