

Tooele Jr. High Job Shadow Agreement

What: Job Shadowing is an exploratory experience where students are with an adult worksite supervisor(s) for one school day at the worksite. These worksite supervisors provide an opportunity for students to experience the world of work and apply their education in a real world setting, which helps students understand the relevance of education through application.

When: Wednesday, **January 28, 2026**, every 7th grade student at Tooele Jr. High School, who are interested in doing a job shadow, arrange with the help of parents to spend the day with a worksite supervisor (parent, relative, or close neighbor) who is working in an area or related area that the student may be interested in. The district strongly recommends the student shadow a parent for this activity. Students not participating in a job shadow can complete an alternate assignment, see page 3.

Where: Students are responsible to contact a potential Job Shadow site and receive approval from an adult worksite supervisor at the worksite to visit as a Job Shadow activity. The job shadow worksite supervisor must be over 21, and have at least two years of experience in their career field.

Turn In your CCA teacher: Students are also responsible to have the Job Shadow Agreement signed and turn in to your CCA teacher by **Friday, January 23, 2024**.

Transportation is the responsibility of the parent(s) or guardian(s) of the student.

Student Name: _____

Job Shadow Site (Business Name): _____

Business Address: _____

Date of Shadow Experience: January 28, 2026

Worksite Supervisor Name: _____

Worksite Supervisor Work Phone Number: _____

Worksite Supervisor Job Title: _____

School personnel will not have visited the business site, will not have met the worksite supervisor(s), will not be present when the student is at the site, will not supervise the visits, and will not be responsible for the safety and transportation of your student.

In order to take part in the Job Shadow experience, the student **MUST**:

- Have this Job Shadow Agreement Form completed and signed by their parent(s) or guardian(s) & submitted to College and Career Awareness teacher before the day of the job shadow.
- Have contacted their Job Shadow worksite supervisor (parent, relative, or close neighbor) to make arrangements and set-up times. The district strongly recommends the student shadow a parent for this activity.
- Be prepared to complete a worksheet on what they learn at their job shadow and pre-activity materials in conjunction with their College and Career Awareness class.
- Have parental transportation arranged.

Student job shadowing agrees to the following responsibilities:

- Shows honesty, punctuality, a cooperative attitude and a willingness to learn
- Conform to the rules and regulations of the site throughout the duration of the shadow experience
- The student will follow the dress and conduct codes as agreed upon prior to the job shadow day
- Complete the forms and job shadow packet assignments prior to experience
- Complete the job shadow worksheet during or right after shadow experience
- Participate in the job shadow.

The terms of this agreement are effective on Wednesday, January 28, 2026. Either party can cancel this agreement at any time upon written notice to the other at least 30 hours prior to the shadow day.

Student Signature

Date

Job Shadow Site and Supervisor agree to the following responsibilities:

The Job Shadow Site will provide an opportunity for the student to observe, and ask questions about the actual work an employee is required to accomplish in the course of a day. The Job Shadow Site will advise TJHS and the student of any dress code or special behavior prior to the shadow date.

In the event of injury or accident, the Job Shadow Site will provide immediate emergency care based on humanitarian considerations, and will promptly report the event to TCSD. TCSD will complete an accident report even though the accident did not occur on district property. The District Liability Insurance while at the Job Shadow Site covers district students participating in a job shadow as long as negligence is not an issue.

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Worksite supervisor Signature

Date

(Parent, Relative, or Close Neighbor)

Tooele School District Job Shadow/College/Career Exploration Day Agreement

ALTERNATE: In the event that a job shadow cannot be arranged, a student can complete one or more of the following and complete a 1-2 page summary of what you learn to be turned into your College & Career Awareness teacher. This can be completed at home on January 28. It is not a regular school day, as teachers will be involved in the Reality Town events. **ALL 7th GRADE STUDENTS ARE EXCUSED FROM SCHOOL.**

- ☐ Virtual or College Campus Tour
- ☐ Research Scholarships - Some Keys to Success (ktsutah.org), Tooele High School Counseling - Scholarship page
- ☐ Explore Pathways of Interest for High School
- ☐ Explore Technical Colleges, Job Corp, Military, etc. opportunities

I _____, understand that my student,
_____ has been informed of the Job Shadow/College/Career
Exploration Day. **My student will be exploring future opportunities at home on that day in place of the Job Shadow experience.**

Parent Signature

Date

In your report, please include the following:

Which events did you complete?

What are your findings?

What can you do with the information you found?

Name _____ Period _____

Job Shadow/Interview Report

Who you are Job Shadowing: _____

Company: _____

Position: _____

Questions to ask during your job shadow:

1. What do you like most about this career?
2. What do you like least about this career?
3. What training/education is required to do this job?
4. How did you learn about this career option?
5. What are the tasks or duties of this career choice?
6. What would be your typical working hours?
7. Are there job opportunities in this career field for students?
8. What is the most important thing you learned in this career?
9. If you could be in a different business or profession than you are currently, what would it be and why?
10. If you could give me one piece of advice, what would it be?

*Write a paragraph about what you have learned doing this job shadow. Is it a yes or no career for you?