

Name: _____ Support Staff: _____



TMHS Job Shadow: 2018

TMHS Job Shadow Program:

A job shadow is a structured career activity where a student follows an employee at a company location to learn about a particular occupation or industry. The purpose of job shadowing is to help students explore career options. For this to be a meaningful experience, students should shadow someone in their career path interest area. The student will observe activities and gain valuable information about a possible chosen career. Since most seniors will be applying to college in the fall of their senior year, a summer job shadowing experience can be extremely valuable to this process.

Job shadowing helps students accomplish the following:

- Gain information about possible future career interests
- Observe the daily routine of an employee/employer
- Observe the system of the host's company or business
- Gain an insight of the academic, technical, and personal skills required by particular occupation
- Gain an understanding of the connection between school and work
- Gain information to assist students in goal setting and educational planning

Students are responsible to contact a potential job shadow site and arrange a date and time for their shadowing experience.

If you need assistance, ideas, or possible shadow sites, talk to your teachers, librarian, school counselors, and administrators.

Senior Job Shadow Checklist:

- 12/22/17: Juniors receive job shadow forms and consider job shadow interests.
- 12/26-3/5/18: Juniors make contact with job shadow site(s) of interest and fill out enclosed TMHS Job Shadowing Application. Juniors having difficulty obtaining a placement seek help from parents, teachers, counselors, the Librarian, and administrators. Any junior who has completed their entire digital portfolio and their job shadow prior to the end of the first semester will be eligible for Open Campus for the second semester. Second opportunity to qualify for Open Campus will be determined at the end of the third marking period. Any Junior that has completed their digital portfolio expectations or has completed their job shadow and met at least 30 Digital Portfolio expectations will be eligible for Open Campus for the fourth quarter.
- 3/5-3/8: Juniors turn in their job shadow application information ***to their assigned support staff*** along with their signed parent permission forms. Report your job shadow date to Mrs. O'Connell.
- 3/12-4/13: Any junior who has not obtained a job shadow assignment can make an appointment to meet with their assigned support staff during their study hall or after school.
- 3/27: Any Junior who has not successfully completed 30 Digital Portfolio expectations must make regular arrangements to stay after school with the teachers and/or counselor and not be eligible to attend prom until the requirement is met.
- 4/24: Any junior who has not turned in their application paperwork will be required to stay after school to meet with administration and support staff.
- 6/1/18: Last day for juniors to turn in paperwork for completing a job shadow over the summer. Anyone who does not turn in the required paperwork will have to complete his/her job shadow in the fall. **Any senior who has not completed his/her job shadow will not be eligible for Open Campus until they do so.**
- Spring 2018: Report your job shadow date to Mrs. O'Connell ***prior to shadowing***. Complete your job shadowing experience. Ask your job shadow mentor to fill out the Job Shadow Attendance and Comment Sheet. Complete your reflection when you get home that afternoon/evening. Write a thank you letter and send it in the mail the next day. You can obtain thank you letters from Mrs. Tupaj.
- For those completing the job shadow over the summer: Turn in your Job Shadowing Attendance and Comment Sheets along with the TMHS Student Job Shadow Reflection Forms to your school counselor or homeroom teacher.



DUE DATE FOR THIS APPLICATION and Permission Slip: No later than 6/1/18—To be handed into by your assigned support staff or homeroom teacher. Your assigned support staff will then contact your job shadowing mentor.

Instructions:

1. **Choose your job shadow placement and mentor based on your career interests:** *Job shadowing is an opportunity for you to spend a day with an individual in an occupation of interest in order to become familiar with the duties and physical setting of that career. Don't be afraid to think outside the box when you are choosing your job shadow placement.*
2. **Make contact and confirm your shadow visit:** *Once you have chosen a person/place to job shadow, you need to make contact. It is helpful to prepare what you are going to say in advance to introduce yourself and inform your potential mentor as to the reason for your phone call/email (your name, details about Job Shadow Day). It is also very important to have this application ready so that you can obtain all of the information needed to complete the form below.*

TMHS JOB-SHADOWING APPLICATION—Complete by March 8, 2018 (no later than 6/1)

Student Name: _____

Student Address: _____

Student Phone Number(s): _____

*Name of Person Being Shadowed: _____

*Title: _____

Career Cluster/Industry: (Please check one)

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, Audio Visual Technology and Communications
- Business, Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science

- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing
- Marketing, Sales and Service
- Science, Technology, Engineering and Mathematics
- Transportation, Distribution and Logistic
- Other _____

* Name of Business: _____

*Mailing Address (Street, City, State and Zip Code):

*Actual Location of Job Shadow Site (If different from above mailing address):

*Phone: _____ *Extension: _____ Fax: _____

*E-Mail Address: _____

Date of Job Shadow: _____ from _____ until _____ (time)

Additional Forms required? YES NO If yes, how do you acquire and fill out these forms?

Directions to the Site:

Detailed parking instructions (including costs):

Where do I report on the shadow date?

Lunch arrangements (including approximate cost):

Dress Code (Please Check One):

- Business Casual (Dress Slacks)
- Casual (Jeans, Sneakers)
- Professional (Dress, Suit)
- Other (Please Specify)

Other special instructions or information I need to know?:

❖ If you have any questions or would like more information about the job shadowing program, please contact my school counselor at Tourtellotte Memorial High School at (either lcanney@thompsonpublicschools.org or jmaliff@thompsonpublicschools.org). **Someone from the school will be contacting you after June 1st** to confirm that we have made this arrangement.

❖ My phone number/contact info is _____ in case you need to contact me.
Thank you for your time and I look forward to seeing you

TMHS JOB-SHADOWING ATTENDANCE AND COMMENT SHEET

****Bring this form, along with your generated questions with you to the job site.***

Student Name: _____

Name of Contact Person: _____

Name of Workplace: _____

Address/Location of Workplace: _____

Career/Type of Work: _____

To be filled out by the Contact Person

Time Student Arrived _____ Time Student Departed _____

Please comment about this student being at your workplace today:

- YES! I want to remain in your database as a Job-Shadowing Contact Person.
- NO, Please remove me from your database.

Signature of Contact Person: _____

Please return this form to the student completed, signed, dated, and sealed in an envelope.

JOB-SHADOWING—What you need to KNOW...

1. Look at your individual job shadow application. If you are unclear about any part of the instructions, call your shadow site to verify the shadow day, the exact location of the office/business, where you enter, parking details, etc. The phone number to the shadow site is on the application. Keep this instruction sheet until your shadowing day. It also has the address of your contact person. You can use this when writing your thank-you letter. It is a good idea to take a “practice run” to your shadow site prior to your actual visit. **DO NOT LOSE YOUR JOB-SHADOWING APPLICATION.**

2. If you are ill and must be absent on your scheduled job-shadow day, please notify your job shadow mentor and let them you will be unable to attend due to illness. If possible, schedule another day for your shadowing experience.

ON YOUR JOB-SHADOW DAY...

1. Get up early enough to allow sufficient time to get ready and arrive at your job shadow site 15 minutes early. You are expected to dress **PROFESSIONALLY unless you have special arrangements** (See Completed Application). If you are unsure about what this means exactly, ask your parents or your teachers for advice.
2. Take your “Job-Shadowing Attendance and Comment Sheet” with you on your job shadow day. You are to give this sheet to your supervisor when you arrive and tell him/her that you need it to be completed and returned to you before you leave on your job shadow day. The contact person needs to complete the middle section. Be sure to have this sheet in your hands when you leave.
3. Bring your lunch or money with you to purchase lunch if needed.
4. Some of you may need money for parking.
5. If you have a personal medical issue make sure you are prepared.
6. You may take your cell phone, but **do not** have it on during the job-shadowing experience.
7. **Make a favorable impression.** Use a firm handshake when meeting people, make eye contact and smile.
8. **Don’t be afraid to ask questions.** Your host understands that you are there to learn as much as you can.
9. **Be appreciative.** Professionals are busy people. We are very fortunate to have so many adults from a wide variety of career fields willing to work with Tourtellotte students. Remember that these individuals take time out of their busy workdays to accommodate you. Please express your appreciation with a handshake and a sincere thank you when it is time to leave.
10. Complete the job shadowing reflection form when you get home from your shadow experience. This sheet is to be returned to your school counselor **NO LATER than 2 DAYS AFTER YOUR SHADOW.**
11. See Mrs. Tupaj to write a personal thank you letter to your contact person **NO LATER THAN DAYS AFTER YOUR SHADOW.**
12. **Have a great time!** This is a chance to go outside the classroom for a novel learning experience. Enjoy your visit and make the most of it.

**Job Shadow Program
Tourtellotte Memorial High School
Job Shadow Parent Consent Form**

Please turn into your support or homeroom teacher by 3/8/18, and no later than 6/1. **Report the date of your job shadow to Mrs. O'Connell.**

Parent/Guardian Permission Form

I give permission for _____ to participate in a job shadow which will take place on _____ between the hours of _____ and _____ at _____ with _____.

Job Shadowing is an important experience for students as they gain to consider future professions or occupations. I understand that my child will be granted release time from school for this experience and is responsible for making up any work missed promptly.

Please sign and have your child return this permission slip to their homeroom teacher. Please feel free to contact school counselor Mrs. Canney or Ms. Maliff with any comments or concerns you may have at lcanney@thompsonpublicschools.org, jhanny@thompsonpublicschools.org, or 923-9303 ext. 551 or 552.

Thank you.

Parent/Guardian Signature

Date