

Mount Vernon High School

Culminating Project

Job Shadow Handbook

Class of 2019

Job Shadow Forms (Evaluation & Reflection)

DUE October 10, 2018

How to best prepare and plan your Job Shadow:

High School and Beyond Plan (HSBP) Assignments: March-April

Assignment 1: *Career Cruising* My Career Matchmaker Assessment

Assignment 2: *Career Cruising* My Post-Secondary Plan

Assignment 3: *Career Cruising* My Activities and Experiences Resume

Plan & Arrange Your Job Shadow: May-June

Use the attached planning documents to research your career and contact local businesses/professionals.

Sign up for Google Classroom (code: 7rqwjvb) and seek help from your advisor or Mrs. Weimer in NM 203.

Complete Your Job Shadow (min. 4 hours): June to September

Read the conduct guide, prepare questions, take your camera, notetaking materials, and required forms.

Job Shadow Supervisor Evaluation & Reflection: due October 10, 2018

Complete your reflection and submit with your evaluation to your advisor. Upload photos to GDrive.

QUESTIONS? Contact Anna Weimer at aweimer@mvsd320.org

Planning: Career Cruising Investigation

Career Cruising has the information you should know BEFORE you go into job shadow. This will help you form appropriate questions and better understand your job shadow experience. Using complete sentences, answer the questions below prior to completing your job shadow.

1. Name of Career: _____
2. Job Description (duties and responsibilities):
3. Salary (average wages and benefits):
4. Qualifications (required or beneficial training or schooling):
5. Schools or programs you can attend to receive training (including location, cost, etc...)

Planning: Making Contact

Now that you've selected a career you'd like to shadow, you need to find a local business or professional who will allow you to observe, interview, and experience their job.

Find Possible Locations:

Google

Adults - advisor, teachers, parents, Mrs. Weimer in NM 203 (we all know multiple people in multiple professions!)

College and Career Center - they host field trips and professionals here at MVHS

Using the resources above, identify:

List local businesses or agencies you can contact about shadowing:

Business and/or Person's Name: _____

Phone Number: _____

Business and/or Person's Name: _____

Phone Number: _____

Business and/or Person's Name: _____

Phone Number: _____

Making Contact - Be polite, consistent, and persistent to find a place to shadow in your chosen career.

How to "Cold Call" a business or professional.

1. Write out a draft of how you will introduce yourself.
 - a. Hello, my name is _____. I am a student at Mount Vernon High School. I am interested in learning more about _____ (insert career or job) and was wondering if you'd be willing to allow me to shadow.
2. Know the requirements and know your availability (calendar!)
 - a. minimum of 4 hours spent shadowing
 - b. If you work or have other commitments - know your availability. It is hard to reschedule!
3. Ask what you'll need. (Specific dress? Paperwork? Background Check?)
4. If they say it is possible, but ask you to call back - KEEP TRYING. But also call others.

Planning: Conduct Guide

Impressions are important... so be prepared! This conduct guide will vary considerably depending on the type of career you're shadowing, especially the dress code. Use this as a guideline, not a rule.

Communication:

- Introduce yourself and your purpose when calling to inquire about job shadowing.
- Prepare a script, write questions, and be clear about your needs and availability.
- Be clear and professional in your language and conversations.
- If for some reason, you can no longer attend the agreed upon time - COMMUNICATE WITH THEM ASAP.

Punctuality:

- Show up on time. Plan to arrive 10-15 minutes early.

Professional Conduct:

- Smile, make eye contact
- Use a firm handshake
- Use a friendly greeting, "nice to meet you"
- Be attentive; sit up straight, don't fidget, keep feet flat on the floor.
- Speak clearly; be pleasant, no slang, no swearing

Professional Dress:

- Understand the career expectations for where and who you are shadowing
- If you're unsure, ask what would be best!
 - In office, professional settings: avoid jeans, sweats, etc - nice shirt, pants, and shoes is best
 - In more hands on environments: boots, warm clothes (if you'll be outside), etc

Planning: Sample Question List

The following are a list of sample questions that will allow you to get the most from your job shadow experience. It is recommended that you prepare a few questions ahead of time for your host so that you get the type of information that you are interested in as well as show a high level of engagement in this project.

1. What is the main purpose of this organization?
2. What are the responsibilities of your department?
3. What are your job responsibilities?
4. What people, equipment and type of data do you work closely with?
5. What type of education or training have you had?
6. What type of education or training do I need to have in order to do this job?
7. Is there any type of certification needed to do this type of work?
8. How did you decide to do this type of work?
9. What do you like most about your job?
10. What do you like least about your job?
11. What is the most challenging part of your job?
12. What kind of benefits comes with working for your company and/or a job like yours?
13. What kind of hours do you work?
14. What is an estimate of a wage that a person in your position might make?
15. What type of high school classes would you recommend a student take to prepare for a job like this?

Other Questions:

Required Form: Hours Log and Supervisor Evaluation

DUE OCTOBER 10, 2018

Student Name: _____

Supervisor: _____ **Phone:** _____

Supervisor Email: _____

Career Title and Business/Agency: _____

HOURS LOG (MINIMUM 4 HOURS TO MEET REQUIREMENT)

Date(s) of Shadow _____ Hours Completed _____

Date(s) of Shadow _____ Hours Completed _____

Date(s) of Shadow _____ Hours Completed _____

Date(s) of Shadow _____ Hours Completed _____

EVALUATION

While under your supervision, please rate the student's performance in the following categories by circling the number (1 being need improvement, 5 being exceeds expectations):

Punctuality (on time or early)	1	2	3	4	5
Preparedness (relevant questions, demonstrates knowledge of career)	1	2	3	4	5
Appropriate dress	1	2	3	4	5
Communication skills (speaks clearly, asks questions, listens)	1	2	3	4	5
Overall Professionalism	1	2	3	4	5

Comments:

Supervisor Signature: _____ **Phone:** _____

THIS FORM SHOULD BE SUBMITTED TO YOUR ADVISOR BY OCTOBER 10, 2018

Required Form: Student Reflection

DUE OCTOBER 10, 2018

Student Name: _____

Career Title and Business/Agency: _____

Job Shadow Supervisor: _____ Phone: _____

Questions:

Describe your time spent with your supervisor.

Describe **three** specific experiences from your job shadow.

1. _____

What did you learn from, feel, or think about this experience?

2. _____

What did you learn from, feel, or think about this experience?

3. _____

What did you learn from, feel, or think about this experience?

What are three skills or traits you think someone pursuing this career needs to have after watching your supervisor? Why are those important skills or traits for this career?

What appealed to you the most about this career? Why?

What appealed to you the least about this career? Why?

How does this experience shape your path forwards? Is this still something you want to pursue?

If so - how will you (classes, work experience, development of certain skills, etc)?

If not - why not and what are you considering now?

What are three skills you improved upon by having this experience?

Modifications: If you were to do this again, what changes would you make to your process or experience?

UPLOAD PHOTOS TO YOUR GOOGLE DRIVE

Student Signature _____ **Date** _____

THIS FORM SHOULD BE SUBMITTED TO YOUR ADVISOR BY OCTOBER 10, 2018