

Job Shadowing

In September 2011, the state modified its requirement for tutoring in the A+ program.

The new requirement now states: **Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing.** With this new requirement, a student can earn 12.5 hours of the required 50 hours by job shadowing.

Details:

Students are responsible for contacting a business or employer about Job Shadowing. The A+ Office will not find Job Shadowing opportunities for the students.

1. **Prior to Job Shadowing**, fill out Job Shadowing paperwork and permission forms from the A+ Office.
2. **Post Job Shadowing Paperwork** must be returned to the A+ Office **within 1 week** after the Job Shadowing opportunity. If Job Shadowing is completed during the summer, paperwork needs to be turned in the first week of school.
3. Students can Job Shadow on vacation days from school, during the summer, evenings, or on weekends. Avoid missing a school day to Job Shadow. Excused absences will not be granted by the Attendance Office for Job Shadowing.
4. Students may Job Shadow more than one day and more than one business in order to reach the 12.5 Job shadowing hours.
5. If earning hours by Job Shadowing, the hours must be earned **BEFORE the 3rd quarter of senior year.**
6. Students cannot Job Shadow a family member.
7. Students cannot Job Shadow where they work.
8. Students cannot Job Shadow a PHHS teacher or any other district teacher because we do not want you to miss school for Job Shadowing. If you are interested in Job Shadowing a teacher, look outside our district and Job Shadow on a day they have school and we don't.
9. Dress appropriately. You are representing our school and this could be a potential employment opportunity, or you may want to use this person as a reference.
10. **NO CELL PHONES** during Job Shadowing.

Job Shadowing Participation Form- RETURN TO A+ OFFICE BEFORE JOB SHADOWING

Name _____ Date _____

Year of Graduation _____

Business / Career Focus:

- Arts and Communication
- Natural Resources/ Agriculture
- Health
- Human Services
- Business Mgmt. and Technology
- Industrial Engineering and Technology

Parent/Guardian Consent:

My son/daughter _____ has my permission to participate in Job Shadowing for the A+ Program. I understand that my child is responsible for providing his/her transportation to and from the Job Shadow site. I also understand that it is possible the person he/she is shadowing , as part of observing the person's career, will transport my child.

I hereby give my permission and support my child's participation in the Job Shadowing for the A+ Program.

Parent signature _____ Date _____

Job Shadowing Info:

Job Shadow Host's name _____

Career/ Job Title _____

Name of Company _____

Address of Company _____

Job Shadow Host's email _____

Job Shadow Host's phone (to verify Job Shadowing) _____

Date and time of expected Job Shadowing _____

Job Shadowing Observation Form

Fill this form out during Job Shadowing. You may use another sheet of paper for your responses.

This form is due within one week after Job Shadowing (unless completed during the summer)

Student's name _____ Job Shadow Host's name _____

What is the Job Shadow Host's job title?

What are his/her responsibilities?

What is her/his typical work day?

What does he/she like most about the job?

What does he/she like least about the job?

How much education or training is required for this job?

List how examples of reading, writing, and math are used in this position.

Describe how speaking and listening skills are used for this job?

What kind of technology is used for this job?

What parts of the job did you find interesting?

What parts of the job did you find boring?

Would you consider a career in this field? Why or not?

Job Shadow Verification Form

This form is due within one week after Job Shadowing (unless completed during the summer)

To completed by the JOB SHADOW HOST:

Name of Job Shadow student _____

Date(s) student Job Shadowed _____

Time student arrived _____ Time student left _____ Total time: _____

Job Shadow Host's name and job title _____

Company _____

I verify that the student (listed above) Job Shadowed at my place of employment. I understand that Job Shadowing is a part of the A+ Program and my signature verifies this student's attendance and participation.

Signature of Job Host _____ Date _____

To be completed by the PARENT of the Job Shadowing Student:

My son/daughter _____, has completed Job Shadowing hours with the Job Shadow Host listed above. I understand that my signature verifies that he/she has earned hours for the A+ Program.

Signature of Parent _____ Date _____