

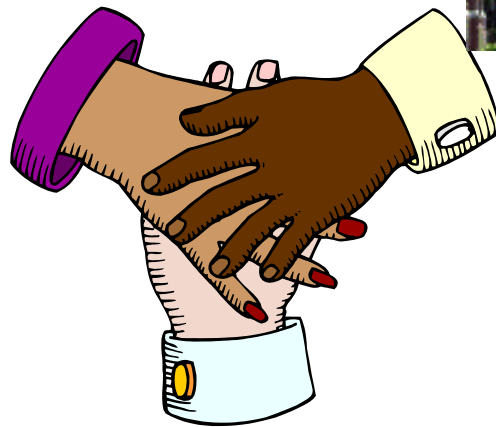
**MID-PLAINS COMMUNITY COLLEGE**

**&**

**BROKEN BOW HIGH SCHOOL**

**Career Academies**

# **Job Shadow Packet**



**BROKEN BOW SCHOOLS**

**EACH CHILD MATTERS. EVERY DAY COUNTS.**

*This document was designed by Mrs. Abie Ott from Doniphan-Trumbull HS and was modified to meet the needs of the Broken Bow High's Career Academy.*





# Career Academy Job Shadow Packet

## What is a job shadow?

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A job shadow is a learning experience that takes place at a business of your choice in our community and/or in surrounding communities. The experience should consist of a minimum of three hours.

During a job shadow, you will follow a worker during a typical day at work. You will observe and ask questions about his/her duties. Completing written assignments will help you understand, think about, and record things you see, hear, and learn.

## What are the benefits of the job-shadowing program?

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Workplace Benefits:

- Showcases your place of work by increasing visibility in your community
- Prepares our future work force
- Informs students about career in your industry or line of work
- Enables employees to easily participate in a community activity
- Strengthens and promotes involvement in education

Volunteer Benefits:

- Introduce the world of work to a young person in just a few hours
- Become a positive adult role model
- Showcases the volunteer's skills and education
- Impact a young person's life in a fun way

Teacher Benefits:

- Invites teachers to see the modern applications of a basic education
- Provides up-to-date job examples to share with other students
- Enables teachers to see new technologies being used
- Showcases their students in the community
- Enables students to understand the relevance of what is being taught

## Why are job shadows important to me?

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Job shadows give you an opportunity to:

- begin to identify career interests by observing the daily routines of workers.
- learn about the academic, technical, and personal skills required by particular jobs.
- understand the connection between school, work, and your goals for the future.
- develop the skills required to secure future employment.

## How do I make a job shadow happen?

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To start the process of setting up a job shadow, you must fill out the "Request for Job Shadow Application Form" and the "Confidentiality and Ethical & Legal Behavior" form and return to Mr. Schaaf, two weeks prior to your desired job shadow date. Make contact with your selected place of business only after receiving approval from Mr. Schaaf. Your job shadow experience cannot be at any school you have attended and should not be directly with family members. In order to be marked present for a job shadow day, you must also complete all steps on the "Job Shadow Guidelines & Checklist" form in this packet. Your attendance record must be in good standing in order to participate



# JOB SHADOW GUIDELINES & CHECKLIST

## GUIDELINES

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- Job shadow must be a minimum of three hours in length
- Your job shadow experience cannot be at any school you have attended and should not be directly with family members.
- In order to be marked present for a job shadow day, you must complete all steps on the “checklist” below.
- Your attendance must be in good standing.
- Academy participants will do two (2) job shadow experiences per semester.

## CHECKLIST

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**All students who are job shadowing must fully complete the following steps in order to be marked present for a job shadow day at Broken Bow High School. Failing to complete any portion of the process will result in an unexcused absence.**

**Use this checklist to help you in completing the required steps for a job shadow experience.**

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- Fill out the “Request for Job Shadow” application form\* and turn in to Mr. Schaaf at least two weeks prior to your requested job shadow date.  
*\* Use the “Job Shadow Application Form” for the first job shadow and the “Additional Request for Job Shadow” for any request after the first.*
- Read and sign the “Confidentiality and Ethical & Legal Behavior” form. Make sure your parent’s read and sign it as well. Turn in to Mr. Schaaf. (first job shadow only)
- Read, sign (parent and student), and turn in the “Parental Permission and Release of Liability for Job Shadow” form. (first job shadow only)
- Contact sponsors/business that matching your interests only **after** receiving approval from Mr. Schaaf. When making contact, you may use the information on the “Making the Contact” form in this packet to help you.
- Do your research! Complete the “Academic Career Education Career Research & Job Shadow” worksheet, the “Job Shadow Questions” worksheet, and the “Job Shadow Tasks List” prior to attending your job shadow. Turn in a copy of all forms to Mr. Schaaf before the job shadow.
- GO TO YOUR JOB SHADOW!
- Fill out the “Student Job Shadow Report & Evaluation” and have your sponsor complete the “Job Site Observation/Evaluation” form. Turn in the forms **within three days** of your experience. (Your sponsor may choose to send or fax in the “Job Site” form on his or her own.)
- Send a thank you letter to your sponsor **within five days** of your job shadow date. (See example provided in your packet)

## WHAT TO TAKE TO A JOB SHADOW

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- Pen and paper for note-taking
- Money to cover sodas, snacks, lunch or any other personal expenses
- Your lunch, if you would like and if you will be on-site during lunchtime
- The questions you developed to ask your sponsor
- The job shadow tasks list you developed after researching the career

## WHAT TO EXPECT WHILE JOB SHADOWING

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- **Your role in shadowing is to learn** what it may be like to work in your sponsor's career field, the requirements for working in that field, and possible ways of entering the field.
- Explore any summer job or other opportunity you may hear about very carefully. *You should not appear more interested in a job than in job shadowing.*
- With most sponsors, **be prepared to sit a majority of the day** either speaking with the sponsor or other staff members.
- Whenever you have a question or need clarification on a point, feel free to ask it. All sponsor's roles are not only to show you what it might be like to work in that career field, but also to answer all of your questions.
- Some sponsors may have you work on a project with him/her. **Be honest about your skill level** (your familiarity perhaps, with a particular software program, like MS Excel). If you need basic instructions, ask. Your sponsor can assist you, and then you will know at least one area in which you need to improve your skills for obtaining future employment.
- **Ask to meet with different people** within the organization who are working in jobs similar to your sponsor's and to meet with others who are at different career stages from your sponsor. Observe the people you meet. Do they seem happy? Do they seem to like their career?
- If you will be at a sponsor's organization during the lunch period, feel free to take your lunch, if you would like. However, if the sponsor would like to take you out to eat, that is perfectly acceptable – just do not expect this.
- **Act natural and be yourself!** It is quite common to feel slightly anxious about job shadowing, but relax and enjoy!
- Keep in mind that while shadowing, you are in essence an **ambassador for Broken Bowl High School, representing both yourself and the school**. Act in a sensible and wise manner so as not to embarrass or draw undue attention to your sponsor, your school, or yourself.
- Be professional and show your appreciation. **Thank the sponsor at the end of the day and be sure to send him/her a thank you letter.**
- If you do not feel comfortable with a request made by a sponsor, you do not need to comply/accept. Should you have any problems or concerns while shadowing, please call the school and speak to Mr. Schaaf or Mr. Kujath.



# TIPS FOR SUCCESS IN THE WORKPLACE

## PROPER BEHAVIOR AT THE WORKPLACE

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- Be reliable and prompt
- Be honest
- Have a positive attitude – be friendly, courteous, polite, and cooperative with workers and clients.
- Notify the appropriate supervisor (your job shadow host) if you are going to be late or absent.
- If you do not understand something, ask questions or ask for help.

## GROOMING

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Students are expected to be well groomed and to wear appropriate attire for every business/industry program. Please refer to your student handbook for appropriate dress guidelines for school. **Make sure to ask employers about their dress code.**

### Everyone

- Be reliable and prompt
- Clean hair, neatly styled; teeth and nails clean
- Freshly showered/bathed
- Appropriate jewelry
- Light fragrance, if at all
- No hats
- Remove alternative ear and body piercing
- Follow company dress code

### Boys

- Dress shirt (tie is also recommended)
- Dress slacks – no blue jeans
- No shorts

### Girls

- Skirts, dresses or dress slacks – no blue jeans
- Appropriate skirt/dress length
- No exposed midriff, back, or shoulders
- No low cut or revealing attire
- No shorts



# REQUEST TO JOB SHADOW

## Application Form

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

You may access [www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org) for information about career clusters.

Which career academy are you job shadowing in at this time?

- Business, Marketing, and Management** – Occupations related to the business environment. Careers involving business contact with others including sales management and planning; business operations, including record keeping, accounting, information storage and retrieval; and business machine operation.
- Health Services** – Occupations related to the promotion of health and the treatment of disease. Careers involving research, prevention, treatment, and care-giving within traditional and non-traditional health care.

Which career(s) are you interested in shadowing at this time?

You may access [www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org) to see careers in each cluster.

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

When would the best time to schedule a Job Shadow?

Day(s):                      M                      Tu                      W                      Th                      F

Time:                      Morning,                      Afternoon                      Either

What date(s) are you considering? \_\_\_\_\_

Do you have a business contact in mind?                      Yes                      No

If yes, name of business: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you have any physical limitations?                      Yes                      No

If yes, please describe: \_\_\_\_\_

What do you hope to gain from a job shadow experience?

Do you have any special concerns or requests?



# CONFIDENTIALITY AND ETHICAL & LEGAL BEHAVIOR

PLEASE READ THE FOLLOWING INFORMATION AND SIGN BELOW

*This form **MUST** be turned in with the "Request for Job Shadow Application Form" in order to be approved for a job shadow.*

## Confidentiality

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*Why is confidentiality important?* A job shadow experience is a privilege. It is not uncommon for students to come across private information during a job shadow. Students have a legal and ethical duty to safeguard the privacy of businesses, clients, or patients while participating in a job shadow. Any release of confidential information is grounds for legal action against students, parents, and schools. Following the guidelines below protects students, business, clients, and patients by explaining what can or cannot be *done, said, or written* about during or after a job shadow experience.

What are some examples of confidential information?

- Names of customers, clients, or patients
- All customer, client, or patient information such as medical or account information
- All workplace information including financial status, hiring information, and firing information
- All employee/staff information such as salary, medical data, account information, or personal issues discussed in confidence

What can students share about their job shadow experience?

- Students cannot tell anyone specific or identifying information about customers, clients, patients, employees, or employers. Legally, students can only talk or write about "general" information. For example, saying, "Mr. Smith, the accountant I job shadowed, worked on Mrs. Jones's taxes today and she owes \$500," would be very identifying. The correct way to discuss this situation would be to say, "I observed an accountant preparing someone's taxes today."

## Ethical & Legal Behavior

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Behaving ethically and legally involves knowing the difference between right and wrong and choosing to do the right thing. Ethical and legal behavior is expected from all students participating in a job shadow. The following are legal terms and definitions to be aware of. Laws exist prohibiting each of the following:

- Defamation of character – *Damaging a person's reputation by making public statements that are false or malicious (written or spoken).*
- Invasion of privacy – *Intrusion into a person's private affairs; public disclosure of private facts about a person; breach of confidentiality; using a person's name without his or her permission.*

## Acknowledgements

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**Student:** I understand that I am responsible for making arrangements for missed assignments prior to the job shadow experience using a pre-arranged absence form obtained from the office. I also understand that I will be responsible for completing a job shadow packet, an evaluation, and thank you note to my host. I have read all the information about confidentiality and ethical and legal behavior stated above. I understand that I am representing both Broken Bow Public School and the Career Academy program and will take responsibility for my actions during and after my job shadow experience.

**Parent/Guardian:** I give my permission for my child to participate in a job shadow experience. As a parent/guardian, I understand that Broken Bow Public School assumes no responsibility for health, accident, or transportation insurance for my child to and from the job shadow site and/or while at the job shadow site. I have read and understand the information about confidentiality and ethical and legal behavior stated above.

Student name (print): \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENTAL PERMISSION AND RELEASE OF LIABILITY FOR JOB SHADOW

## BROKEN BOW HIGH SCHOOL CAREER ACADEMY

We, as the parent(s) and guardian(s) give permission for \_\_\_\_\_  
(Student's name)

to participate in a job shadow at \_\_\_\_\_ on \_\_\_\_\_  
(job shadow site) (date)

Student's Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Male Female

Grade level: \_\_\_\_\_ Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**In case of a medical emergency:**

*Broken Bow High School phone: 308.872.2475*

Parent/Guardian: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Other Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Ph. #: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List Any Medications or Allergies: \_\_\_\_\_

Medical Insurance/Carrier Policyholder: \_\_\_\_\_

Group/Subscriber # \_\_\_\_\_ State Medical Coupon/Award# \_\_\_\_\_

We realize this job shadow is a part of the career academy and we have reviewed the job shadow program guidelines with our student. We understand the purpose of the Broken Bow HS Career Academies is to provide students an on-site opportunity to experience a prospective occupational setting; to learn from working professionals the qualifying factors to enter, progress, and derive satisfaction from their prospective career. It will be our responsibility to notify the Broken Bow HS office of our student's excused absence the day of the shadow. The student is responsible for providing transportation to and from the work site. The student should make prior arrangements with teachers for any make-up work involved.

We fully understand the nature of the activity described above and the risk of injury or loss of property associated with that activity.

The signing of this permission slip releases the school district, the job site, and all employees from any claims made by the child or on behalf of the child should injury or loss of property occur as a result of his/her participation.

We give consent for information from our child's school record to be used with collective data research.

We acknowledge that we have read this Permission and Release form and fully understand its contents and the consequences of signing this form.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**A copy of this form will be on file at BBHS. A second copy of this form will be taken to the job site.**



# REQUEST FOR JOB SHADOW REQUIRED DOCUMENTATION!

*You must turn this in for every job shadow BEFORE the job shadow date.*

## TO BE COMPLETED BY STUDENT

Career Academy Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Contact Person for Job Shadow: \_\_\_\_\_  
(MAKE SURE YOU USE CORRECT SPELLING! If you don't know or aren't sure....ASK!!!!)

Job Title/Position Shadowing: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

I am scheduled to meet this person at \_\_\_\_\_ on M T W Th F \_\_\_\_\_  
(Date)

My career field interest is \_\_\_\_\_

Number of hours scheduled for the job shadow: \_\_\_\_\_  
(If you are asked by your job shadow host to stay longer than three hours and you are able to do so, please take advantage of the opportunity.)

## Other questions for you to ask...

1. Do you have any special dress code requirements? \_\_\_\_\_
2. Will I need to bring my own lunch, money for lunch and/or snack breaks, how long will my lunch break be, etc.? \_\_\_\_\_

**Remember that your job shadow experience must be a minimum of three hours.  
Preferably, you will shadow for an entire day!**

## TO BE COMPLETED BY PARENT/GUARDIAN

### Job Shadow Program Participation Form and Parent Permission

YES, my child may participate in this job shadow experience.

NO, my child may not participate in this job shadow experience.

*I agree for my child to participate in this job shadow experience. I acknowledge that my child will be marked present at school when he/she has completed ALL required steps for participation in the job shadowing program. I acknowledge that my child must request and complete all missed assignments in all classes.*

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Print this form and turn it in for each job shadow.**



# MAKING THE CONTACT

**The Broken Bow Career Academy coordinator must approve all job shadows before you make any contacts. You are going to contact the business yourself, here are some suggestions...**

Before contacting the employer, make sure that you have the person's full name. In addition, make sure that you contact them at a convenient time. For example, do not call a restaurant during meal hours.

1. Introduce yourself, your school, and your purpose for calling.

"Hello, \_\_\_\_\_ is (the manager/supervisor) available please?"

"Hello, my name is. \_\_\_\_\_ I am a student at Broken Bow High School and am interested in job shadowing at your company. I would like to do a job shadow that would give me the opportunity to spend three to six hours in your business setting. I would like to observe your workplace and interview a worker to learn more about this occupation. This will help me make informed decisions for my future. Do you think you can help me? If not, do you know of someone in your field that may be willing to assist me with this project?"

**\*Remember they are doing you a favor; try your hardest to work around their schedule!**

**Make sure you say "Thank you!"**

2. Make sure that you have the following information before you hang up.

Date of the job shadow: \_\_\_\_\_

Beginning and ending time of the job shadow: \_\_\_\_\_

Name of the business you are shadowing: \_\_\_\_\_

Name of the person(s) being observed and their title(s): \_\_\_\_\_

Address of the job shadow: \_\_\_\_\_

Phone and email address: \_\_\_\_\_

What is your dress code? \_\_\_\_\_

**\*Be prepared to answer questions about yourself, your experience(s) and why you have chosen this career. You may refer to your research that you have already done.**



# Academic Career Education

## CAREER RESEARCH & JOB SHADOW

*The following must be completed before you job shadow.*

*You should receive approval from the Broken Bow Career Academy coordinator to shadow this career.*

*This form may be completed in pen or pencil as it is a working document for you. You may use*

*<http://www.nebraskacareerconnections.org> or <http://www.bls.gov/oco> for the information needed below.*

**This form must be used for each new career you shadow.**

Name: \_\_\_\_\_ Date of shadow: \_\_\_\_\_

Grade: \_\_\_\_\_ Career interest: \_\_\_\_\_

### CAREER PATHWAY INFORMATION

Visit [www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org) for this information.

CAREER CLUSTER	CHOSEN CAREER
EMPLOYMENT OPPORTUNITIES (demand/outlook)	

### SELECTED CAREER INFORMATION

Visit [www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org) or [www.bls.gov/oco/](http://www.bls.gov/oco/) for this information.

JOB DESCRIPTION	
EDUCATION REQUIRED	H.S. COURSES NEEDED / RECOMMENDED
DUTIES AND RESPONSIBILITIES	SKILLS (Basic, Transferable, Workplace)
WORKING CONDITIONS	WORK ENVIRONMENT
DRESS CODE	TYPICAL WORK HOURS
SALARY / WAGE	BENEFITS
PROMOTION POSSIBILITIES	
OTHER INFORMATION FOR CONSIDERATION	



# JOB SHADOW QUESTIONS

Using the career research you have collected, develop a list of questions (five minimum) you want to ask. Write the questions on the provided lines. Please write in complete sentences and turn in a copy of your questions to the Broken Bow Career Academy coordinator.

Take these questions with you when you job shadow. Place your answers to the questions in the blank space provided directly under the question. Keep this handout as you will need it to write your concluding report/evaluation.

**Question 1:**

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**Question 2:**

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**Question 3:**

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**Question 4:**

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**Question 5:**

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# JOB SHADOW TASKS LIST

Using the career research you have collected, determine at a minimum of five (5) tasks you actually think you will observe on your job shadow. Write these tasks in the space provided. Be specific in explaining the tasks. You may list up to ten tasks.

Take this list with you when you job shadow. Put a checkmark next to the tasks you observe. Keep this list. You will need it to write your concluding report/evaluation.

***\* = required***

\*Task 1: \_\_\_\_\_

\*Task 2: \_\_\_\_\_

\*Task 3: \_\_\_\_\_

\*Task 4: \_\_\_\_\_

\*Task 5: \_\_\_\_\_

Task 6: \_\_\_\_\_

Task 7: \_\_\_\_\_

Task 8: \_\_\_\_\_

Task 9: \_\_\_\_\_

Task 10: \_\_\_\_\_



# STUDENT JOB SHADOW REPORT & EVALUATION

Upon completion of your job shadow, you must fill out this report & evaluation. The form **must be completed within three school days** after your job shadow experience. You will not be counted as excused for a job shadow until all steps have been completed.

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Job Shadow: \_\_\_\_\_

Occupation Observed: \_\_\_\_\_

Please rate the following questions or statements. (#1 is the lowest, #5 is the highest)

How would you rank your overall experience?	1	2	3	4	5
Was your experience worth the time away from school?	1	2	3	4	5
Shadowing increased my understanding of the workplace	1	2	3	4	5
My shadowing experience helped me to think about career options.	1	2	3	4	5
Would you recommend this business as a shadow for other students?	1	2	3	4	5

Complete the following questions.

Did you arrive at your business shadow on time? Yes No  
*If not, please explain.*

What did you like best about your job shadowing experience?

What did you like least about your job shadowing experience?

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

Your address  
City, State Zip

(3 spaces)

Date of letter

(4 spaces)

Mr./Mrs./Dr. Contact's Name  
Company  
Street Address  
City, State Zip Code

(2 spaces)

Dear Mr./Ms./Dr. Contact's Last Name:

(2 spaces)

***Introduction paragraph: Thank your host for the opportunity to do the job shadow.***

Thank you for allowing me to job shadow you last Thursday. I truly enjoyed myself and learned a lot about being a civil engineer. Everyone in your office, and in the field, was very helpful and friendly.

***Body paragraph: Describe some of the things you learned as a result of the job shadow and the effect it has had on your future goals and/or career and educational plans.***

I learned so much about the field of engineering, I never knew there were so many kinds of engineers: civil, architectural, structural, electrical, and mechanical. I especially enjoyed designing trusses using the computer. I never would have known house trusses could be so fun! This experience has opened up a lot of computer options for me to consider as I plan my future.

***Conclusion paragraph: Add any additional comments you have and thank them again for the opportunity.***

As we discussed, I would be very interested in working with your company on any special projects, as an intern or part-time employment in the summer. Thank you for spending time with me and helping me learn more about my options.

Sincerely,

***Sign name here!***

(4 spaces)

Type your first and last name here.

**Required documentation!**

**Upon completion, make a copy and turn it in to Broken Bow Career Academy Coordinator.**

**Mail the letter within a week of the job shadow.**