

COORDINATOR OF JOB SHADOWING

BENEFITS/EXPECTATIONS: STUDENT EXPECTATIONS

- Establish business contacts and build references within career interest.
- Add real-life experience to learning.
- Build problem-solving skills through real-life experiences.
- Application of guidance and counseling to assist in career decision making.
- Broaden career goals.
- Enhance career opportunities by volunteering, job shadowing, mentoring, apprenticeships, summer internships, and employment.
- Enhance academic and vocational skills required by employers.
- Build desirable work ethic.
- Adhere to industry standards and program guidelines.

COORDINATOR CHECKLIST

ACTION PLAN	TIMELINE	RESPONSIBLE PARTY
Before Job Shadow		
Establish Job Shadow Coordinator.		
Students select a career of their choice through stated interests or use of interest inventories.		
Determine appropriate date and time of event.		
Determine students' grade level, number of participants.		
Determine which class will allow students to share their experience.		
Identify clear objectives for business and students.		
Develop questions for students to explore.		
Identify interested business: Coordinator sends letters of interest and confirmation letter, or students contact business and send letter.		
Coordinate Acknowledgment Form		
Prepare, copy and distribute: Teacher Permission Slip Student's Contract Job Shadow Match Sheet Parent Permission Slip Phone Script Observation/Reflection Business and Student Handbook Example of Student Thank You letter		

Prepare evaluation Student Business			
Coordinate with local newspaper.			
Day Before Job Shadowing			
Prepare and distribute Job Shadowing Packet for each student: name tag, observation/reflection form and evaluation form.			
After Job Shadowing			
Send out student thank-you letters.			
Tabulate evaluations: Business Student			
Students sign up for oral presentations in predetermined class.			

