

STUDENT FORMS

POTENTIAL SITES

Brainstorm businesses in which you would be interested in having an internship experience.

Company Name

Contact Name

Telephone

1. _____

A. Primary Product/Service _____

B. Secondary Product/Service _____

2. _____

A. Primary Product/Service _____

B. Secondary Product/Service _____

3. _____

A. Primary Product/Service _____

B. Secondary Product/Service _____

4. _____

A. Primary Product/Service _____

B. Secondary Product/Service _____

5. _____

A. Primary Product/Service _____

B. Secondary Product/Service _____

6. _____

A. Primary Product/Service _____

B. Secondary Product/Service _____

APPOINTMENT/PHONE SCRIPT

Good morning.

May I please speak with _____ ?
Hi, my name is _____ and I am calling
from _____ high school to confirm my Job
Shadow appointment on (date) _____ from (time) _____ .

If the person you wish to speak to is there, please ask the following questions:

I am looking forward to shadowing you. May I please have directions to your office? (*Write the directions on the back of this page.*)

If the person you wish to speak is not there, please do the following:

If the person you wish to speak to is not available, ask if you can leave a message and leave the same information above.

You do not need to leave a telephone number. If they ask for a number, give them _____ which is the number of the School-to-Career office in your school.

Company Name _____ Contact Name _____

Department _____ Telephone _____

Address _____

Entrance to Use _____

Parking _____ Dress Requirements _____

Foreseeable Problems _____

Checklist:

- Confirm the appointment the day before the visit.
- Arrive at the agreed upon time.
- Follow all company guidelines at the site.
- Act professionally at all times.
- Give employees time to answer your questions.
(Let them do most of the talking.)
- Be enthusiastic about what you see.
- Thank contact for internship visit.
- Leave at agreed upon time.
- Send thank-you note.

STUDENT CHECKLIST

Before Job Shadow:

- ✓ 1. Have **Teacher Permission Slip** signed by your teachers. This makes you eligible to participate in Job Shadow.
- ✓ 2. Sign the **Student Contract** on the back of the **Teacher Permission Slip**.
- ✓ 3. Pick up your **Job Shadow Match Sheet** from _____ in Room _____ . This will list who you will be shadowing, their phone number and their address.
- ✓ 4. Have your **Parent Permission Slip** signed. Return signed Parent Permission Slip to the School-to-Career Coordinator's office in Room _____ by _____ .
- ✓ 5. Call to **confirm your job shadow appointment**, using the phone in _____ office. (Use the **Phone Script**.)

Day of Job Shadow:

- ✓ 1. **Show up on time!** If you are sick or having a problem call _____ at _____ and inform them of your problem.
- ✓ 2. **Make sure you have a pen and your Job Shadow Packet**, which will contain the following items:
 - ✓ Your name tag
 - ✓ Paper for notes
 - ✓ Your list of questions
 - ✓ Evaluation Form(student)
- ✓ 3. When you arrive, introduce yourself and ask for the person you will be shadowing. Introduce yourself; shake his/her hand and politely ask for a business card. This will help you later if you forget your host's name and also when you write your thank-you note.
- ✓ 4. Ask questions from the Student Handbook, as well as others that you may think of as you shadow the employee. He/she will appreciate your interest and will also know what part of their job interests you.
- ✓ 5. Listen carefully and observe.
- ✓ 6. Relax and enjoy yourself. This may seem hard . . . you are in an environment very different from school and it might seem intimidating. But remember, everyone who is being shadowed today has volunteered to do this because they want you to be there.
- ✓ 7. When it's time to leave, thank your host and make sure that they have gotten an evaluation form to mail in.

After Job Shadow:

- ✓ 1. For homework, write a **thank-you letter** to your host. Have your _____ teacher correct it, and then take it to your School-to-Career Coordinator, in Room _____ .
- ✓ 2. Write a reflection paper on your shadowing experience, and be prepared to share your experience with other students.

Most of all, have fun! This is an opportunity for you to explore the world of work.

STUDENT RESPONSIBILITIES

BEFORE THE VISIT:

1. Discuss job shadowing with your parents/guardian and obtain their approval to participate.
2. Select an occupation and a job site with input from parents/guardian and/or teacher/counselor.
3. Contact the job site two weeks before your visit.
 - a. Introduce yourself.
 - b. Explain your purpose.
 - c. Gather details such as:
 - ✓Contact persons name
 - ✓Contact's business address
 - ✓Appropriate dress/type shoes needed
 - ✓Meeting place
 - ✓Arrival date and time
 - ✓Departure time
 - ✓Lunch arrangements: sack lunch or money
4. Work with parent(s)/guardian to make transportation plans.
5. Return signed permission slip to the school.
6. Gather information about the job you are exploring.
7. Confirm your appointment two days before your scheduled visit.

(If for some reason you cannot make your shadowing appointment, you must personally notify your job site business and the school.)

DURING THE VISIT:

1. Show up on time. Stay for the full time scheduled or report back to school.
2. Be courteous. Remember, you are not only representing yourself, but you are also representing your school.

AFTER THE VISIT:

1. Evaluate your job shadowing experience.
2. Turn in Verification of Attendance.
3. Write a personal note of thanks to your business. Give it to your teacher for mailing.
4. Share what you learned with your parents/guardian or teacher.

STUDENT CONTRACT

I understand the importance of the job shadow to my education at _____
_____. I know that it is a privilege to participate and that people outside of school
are giving up valuable time to help me learn about their jobs and companies. By signing this contract, I agree to
complete all requirements of the job shadow program, including:

1. I will return all signed permission slips, including one from my parent or guardian and one from my
teachers.

2. Other responsibilities:

Confirming my appointment.

Arriving on time at school and at the work site with my job shadow packet.

Writing a thank-you letter to the person I will be shadowing.

Writing a reflection paper on my job shadow experience.

3. I also understand that I am responsible for making up work in classes that I miss for my Job Shadow.

Student signature

School-to-Career Coordinator signature

Student name (print)

Date

Date

**THE CHARLES MACHINE WORKS, INC./AGRICULTURAL EDUCATION
SHADOWING EXPERIENCE
STUDENT AGREEMENT**

As a student in the shadowing program, I agree to:

- Be present at all scheduled meetings and shadowing dates.
- Keep a journal of my shadowing experience.
- Dress appropriately.
- Follow all rules and regulations of the company.
- Act in a professional manner.
- Learn from this experience.

As a student in the shadowing program, I agree to hold in confidence all confidential proprietary information of The Charles Machine Works, Inc., and never use such information except in the performance of my shadowing experience. Upon request of The Charles Machine Works, Inc., I agree to sign a separate Non-Disclosure Agreement, as may be reasonable under the circumstances.

As a student in the shadowing program, I acknowledge that I will be covered as an employee under the worker's compensation policy of The Charles Machine Works, Inc., during the term of the shadowing experience, and that this policy will be the exclusive remedy for any personal injuries which may be suffered by me while working in the shadowing program.

I am available for the shadowing experience after _____ on Fridays, beginning _____ .
(time) (date)

John Doe, Student

Date

Parent or Guardian of John Doe

Date

**THE CHARLES MACHINE WORKS, INC./AGRICULTURAL EDUCATION
INTERNSHIP EXPERIENCE
STUDENT AGREEMENT**

The Charles Machine Works, Inc., and Garber Public Schools believe that career education is an integral part of each student's growth and education. This internship experience will give the student the opportunity to learn and experience a career that he/she is interested in. Through this paid, work-based education experience, supervised by a mentor, the student will have the opportunity to become trained for the workplace and put to use the skills and knowledge he/she has learned in the classroom and through shadowing.

The internship program is designed to assist the training of students in the various work areas at The Charles Machine Works, Inc. The student interns will be afforded the opportunity to train with mentors in welding, spray painting, safety, basic mechanical skills, and other areas of the company as recommended by the training coordinator, mentors, or other appropriate The Charles Machine Works, Inc., personnel.

The internship experience will be conducted during the summer months. The student must be 18 years of age to participate in the internship. The student intern will be considered an employee of The Charles Machine Works, Inc., and be subject to all rules and regulations of the company. Failure by the student to meet the expectations of employment or comply with the rules and regulations of The Charles Machine Works, Inc., can result in the termination of the internship.

As a student in the internship program, I agree to hold in confidence all confidential proprietary information of The Charles Machine Works, Inc., and never to use such information except in the performance of my internship experience. Upon request of The Charles Machine Works, Inc., I agree to sign a separate Non-Disclosure Agreement, as may be reasonable under the circumstances.

As a student in the internship program, I acknowledge that I will be covered as an employee under the worker's compensation policy of The Charles Machine Works, Inc., during the term of the internship, and that this policy will be the exclusive remedy for any personal injuries that may be suffered by me while working in the internship program.

I understand that transportation to and from the work site is the responsibility of the student and parent/guardian.

John Doe, Student

Date

JOB SHADOWING

STUDENT AND/OR TEACHER HANDBOOK

Welcome to Job Shadowing

This handbook has been prepared to explain the shadowing program and to provide guidelines for your participation. As representatives of (school district), we want you to present yourselves to our business community as responsible, educated young adults seeking information that can help you make career choices for your future. Please keep in mind our character traits of honesty, respect, responsibility and integrity as you follow the necessary steps to making this experience a learning one for you and a pleasant and meaningful one for your selected business partner.

Sincerely,



Program Description

You will be given the opportunity to interview and shadow staff in a career of interest to you and in some instances, to enjoy a “hands-on” experience as well. Transportation will be your responsibility, and a parent signature will be required for students to leave school for the day. You will be visiting and shadowing in facilities where business is going on as usual and the person you are working with may need to perform his/her own duties while you are shadowing. Please remember that they are giving you their time and expertise and all aspects of your behavior and attentiveness should indicate your understanding and appreciation.



General Standards

Appearance

You will be visiting businesses where you will be visible to staff as well as other people in the facility. You will want to present a positive image.

- Be well-groomed. Hair should be clean and combed in a presentable style.
- Shoes should be low-heeled, closed-toed and worn with hosiery/socks.
- Keep jewelry and makeup to a minimum.
- Clothing should be appropriate for the business setting—clean and neat with no holes or rips. Jeans should not be worn unless advised by the business person when you make your confirmation call.
- Please do not wear t-shirts with writing, see-through clothing, cut-offs, etc.

Behaviors

- Stay with the person you are assigned to shadow unless you are directed to shadow another individual.
- Do not ask to have friends accompany you on your visit.
- As in any school function, you may not smoke. Please do not chew gum, eat or carry liquids or food with you.
- Be understanding if a business transaction interrupts your shadowing experience. Remember these businesses have work in progress that may take priority some time during your visit.
- Ask about parking and appropriate dress in your confirming phone call.

Questions You May Ask

The Job

What are the job duties?

Do you supervise others? Who?

What positions do you report to?

Where else would you find this job?

What are the opportunities for advancement?

What changes are expected in your job field in the future?

What part do unions play in your job?

What is the salary range?

Does this include overtime pay?

Does geographical location, experience, special skills, or level (i.e., management) affect the pay?

Training

What are the educational requirements?

How often do you need to update your training?

What kind of training did you receive on this job?

Was your classroom training adequate for this job?

What other kind of specialty or training would be an asset to have in addition to your training?

Other Qualifications

- What are the entry-level requirements for a position in this department?
- What are the licensing requirements for your job?
- What are the physical requirements?
- What are the attitudes needed?
- What other jobs have you had that helped prepare you for your current job?

Working Conditions

- What kind of stamina or mobility is required?
- What are the work hazards associated with this job?
- Do you work alone or is this a team effort?
- Does this job have on-call potential?
- How does your job vary from hour to hour, day to day, month to month?
- How do environmental or economic conditions affect this business, and/or your job?
- What kind of ethical issues do you deal with on your job?
- What kind of stress is involved in this job?

Advantages-Disadvantages

- What do you find most rewarding and enjoyable about this job?
- What are the least pleasant parts of this job?
- How does your job affect your time away from work?

Career Decisions

- How did you decide on this job/career?
- Did you have any role models or influences?
- How will this job help you in a related job?
- What additional skills are you gaining on this job?

Ask for Advice

- What middle school or high school classes do you feel are important to prepare for training?
- How do non-paid experiences help me in this career?
- What other advice can you give a student?
- Good luck with your shadowing experience. Learn as much as you can.

Students, think about how this experience may impact your career choices in the future. We receive many compliments on our students as they go into the community because they are respectful, interested, and appreciative of the opportunity the businesses and industries are offering them. Help maintain that reputation with your visit!

Teachers, think about how to infuse these concepts into the classroom.



Shadowing Standards Related to Health Careers

Patient Confidentiality

Your cooperation is necessary to protect the privacy of the patients or clients the facilities serve. You may hear or see information that is confidential. Never repeat anything about patients to anyone. This includes patient names,

conditions, treatments, etc. People in health care are very sensitive to patients' needs, and it is highly unlikely that you will be placed in a situation of close proximity to patients. If for some reason you are, please note:

- Refer any questions patients may ask you to the staff.
- While patients are nearby, please do not make any negative comments or “a face” if something displeases you about their appearance or comments.
- Show maturity and respect for the patients if for some unavoidable reason part of their anatomy is exposed. They will be very embarrassed, and any reaction from you could be devastating to them.

Health and Cleanliness

You will be in an environment where cleanliness and “free from contagious disease” is required.

- Thoroughly wash hands before eating, after using bathrooms, before and after any direct contact with patients.
- Should you be ill or have any infections, you must reschedule your visit.

**BEFORE YOU JOB SHADOW:
OCCUPATION EXPLORATION**

Name _____
Date _____
Business address _____
Contact person _____
Date of visit _____ Time(s) _____

1. Why have you chosen this shadowing site?

2. What experiences have you had that may relate to this career? (You may include hobbies, organizations, general work at home, and school courses.)

3. What is the nature of the job you are going to explore? (Attach list of at least two resources used.)
 - A. Job definition _____
 - B. Salary range _____
 - C. Education and/or training required _____

 - D. Recommended high school courses _____
 - E. Is the need for this job expected to grow, remain stable, or decline?

F. Job advantages and disadvantages _____

G. Abilities required _____

H. Career ladder (job opportunities for this occupation) _____

4. What do you expect to see during the visit? (e.g., working conditions, job tasks/duties, hours, male/female roles . . .) _____

TEACHER PERMISSION SLIP

“NO SLIP, NO TRIP”

Date _____

Teacher Permission Slip

My signature below indicates that _____ can be excused from my class on (date) _____ to participate in a Job Shadow. I understand that all makeup work is to be completed by this student.

Period	Subject	Teacher Signature	Makeup Work (Y/N)
1			
2			
3			
4			
5			
6			
7			
8			

Please return this form to the School-to-Career Coordinator _____

in Room _____ by (date) _____

STUDENT PERSPECTIVE

Points to Ponder Before Beginning Student Internship

Describe your greatest learning experience:

Did it occur in school?

Why was it powerful learning?

What goals do you want to accomplish while job shadowing?

Why did you pick this company?

What do you think you will observe that will be relevant to your students?

What areas or departments do you think would interest your students?

What positions in the company do you think would interest your students?

What job skills will you see?

What will be the employees' attitudes?

What communication skills will you see?

What examples of teamwork will you see?

What mathematics will be used on the job?

What scientific concepts are used?

What technology/equipment does the company have?

What "hands-on" teaching activities do you think you will incorporate into your classroom?

What occurs in business that you can use in the classroom?

Do you think you will find a role model for your students?

How will you make your curriculum more rigorous after your externship?

How do you think you will describe your internship experience?

What did you think will be the most positive aspect of your job shadowing?

What do you think will be the most negative aspect of your experience?

What do you think will be the pros/cons of teacher internship?

SAMPLE QUESTIONS

General

Would you give me a brief description of your company?

Who are your clients or customers?

How is your company organized?

During the past several years, what major industry changes/issues have impacted your company?

What changes/issues does your company anticipate having an impact on the company's future development?

What is company dress policy?

How many employees are with the company?

Full-time:

Part-time:

Temporary/Seasonal:

What job classifications does your company have?

Clerical Sales/Marketing

Unskilled Professional

Semi-Skilled Technical

Skilled Managerial

Other: _____

What job classifications do you expect to have the greatest demand within the next five years?

What are the titles of entry-level positions in your company?

What level of education, training, skills, or experiences does an applicant need for an entry-level position?

What is the entry-level wage for that position?

How do you locate future employees?

Given two equally qualified applicants, how does the company choose which one to hire?

Who interviews the applicants?

How many applications are received (week, month, year)?

How many applicants are interviewed?

What training do you give employees?

How do you evaluate employees?

What is your company policy on attendance/tardies?

What advice would you give a student who is interested in working for your company?

How is your company involved in education?

How is your company involved in the community?

Specific

Describe your typical work day.

What level of education is needed?

What academic and vocational skills are required for your job?

What is the salary range for this job?

What hours do you work?

What are the positive aspects of your job?

What are the negative aspects of your job?

What advice would you give a student who is interested in working in your occupation?

How did you get this job?

Would you be willing to participate on an advisory board?

Would you be willing to speak to my class?

Would you be willing to allow a student to job shadow?

Would you be willing to mentor a student?

What other employee should I job shadow?

OBSERVATION

NAME _____

Instructions: Following are suggested topics/questions to help you gather information from your job shadowing experience. Complete this form for each job shadowing you experience and return it to your teacher.

Date of shadowing _____

Name of person being shadowed _____

Job title of person _____

Years of experience on job _____

Job site _____

Product or service of job site _____

1. Work environment and conditions (Describe: inside/outside; air conditioned, heated; ventilation; lighting; noise; hours; heavy/light lifting; dress/uniform)

2. Job duties and skills demonstrated/explained _____

3. Amount of training required _____

4. Amount of education required _____

5. Things necessary to obtain employment (previous work experience, certification, license, etc.)

6. Salary ranges (entry level, chances for raises, promotions). Commission?

7. Fringe benefits offered/provided

8. Chances for advancement

9. Future of this occupation

10. Safety precautions needed/training required

11. Occupations related to this job

12. Description of what I did

13. Conclusions drawn/notes for later research/additional information (like/dislike job duties, amount of training, etc.)

DAILY LOG

Date _____ Mentor _____

Work area _____

Day's assignments:

1. _____
2. _____
3. _____
4. _____
5. _____

Skills that were learned:

Teacher's comments: _____

Mentor's comments: _____

Teacher

Date

Mentor

Date

STUDENT REFLECTIONS

Write three facts you learned.

1.

2.

3.

Describe your experience:

How did this internship influence you?

What statement did you hear that you will quote to your peers?

Would this site be beneficial for another student to visit?

Rate your overall student internship by checking the appropriate level.

_____ Above Average

_____ Average

_____ Below Average

Check the grade you would give yourself for your internship. ___ A ___ B ___ C ___ D ___ F

What occurred during your internship that has relevancy for your life?

What life-long learning activities were seen during the internship?

What will you tell the school administration about this experience?

What will you tell teachers about this experience?

What will you tell other students about this experience?

What will you tell counselors about this experience?

Any other reflections?

WRITING A THANK-YOU LETTER

Thank-you letters are an important business courtesy. When you tell people how much you appreciate good things they have done, you reward them for their efforts and make a good impression on them.

It is important to thank the persons that you shadowed for the time and effort they have given to help you in career exploration. The following is a model for a thank-you letter. On a separate sheet of paper, write your own letter to send your host.

Using the model below, draft a thank-you letter for your job shadowing experience.

Date (month, day, year)

Your Job Shadow's Name

Title

Department

Company

Street Address

Suite, Floor or Room Number

City, State, ZIP Code

Dear Mr., Ms. or Mrs. (Job Shadow's Last Name):

Paragraph 1: Thank them for their time and helpfulness.

Paragraph 2: Tell them why this experience was important to you.
Share some of the things that you learned from your job shadow experience.

Paragraph 3: Add anything else you would like to say.

Sincerely,

(Sign your name here)

(Print your name below your signature)

VERIFICATION OF STUDENT ATTENDANCE

Please complete and mail this form with the *Business Evaluation of Job shadowing* (Job Shadow Sample Form 7) to:

Teacher _____
School _____
Address _____

Thank you for providing this work-based learning experience.

VERIFICATION OF WORK-BASED LEARNING ATTENDANCE

I verify that on _____ from _____ until _____,
(Date) (Time) (Time)

_____ was present at _____
(Student Name) (Site of Shadowing Experience)

as part of the shadowing experience with _____
(School Name)

Name and Title

Phone Number