



Destrehan High School

Job Shadow Program

For more information, contact Stefanie Ward
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DHS JOB SHADOW PROGRAM

STUDENT INTRODUCTION

INTRODUCTION

The DHS job shadow program gives you a chance to learn about what someone actually does in a job that is of interest to you. **Job shadows will provide you with an opportunity to see firsthand the kind of jobs that exist within the sixteen different career clusters. As a sophomore you will participate in one job shadow and next year as a junior you will participate in an additional job shadow.**

Employers will be recruited by the School-to-Career office to make their employees available to students for job shadow experiences. These employees are interested in sharing information about their jobs and helping you to learn about different career opportunities.

WHAT IS A JOB SHADOW?

A job shadow is a learning experience that takes place at a business in your community. It will involve spending approximately three hours observing **one or more people** (called your “host”) while they work at their jobs. Your goal during a job shadow will be to learn as much as possible by observing, listening, asking good questions, and taking good notes. You will also complete written assignments that help you understand, think about, and record the things you see, hear, and learn. We will help you to prepare for your job shadow, but you will have to fulfill your responsibilities.

**EVERY STUDENT SHOULD PARTICIPATE IN A JOB SHADOW!
IF YOU HAVE DISCIPLINE ISSUES, YOU WILL RECEIVE THE ALTERNATIVE
ASSIGNMENT.**

MAKE A JOB SHADOW HAPPEN

To make your job shadow happen:

- Do not have discipline issues**
- ☐ **Complete an interest survey**
- ☐ **Have a parent/guardian sign a release form**
- ☐ **Arrange transportation for job shadow experience**
- ☐ **Report on time to your job shadow site dressed appropriately**
- ☐ **Complete the job shadow guide (all forms shown in this booklet)**
- ☐ **Write a thank-you note to the job shadow host**
- ☐ **Bring your completed packet and rough draft of your thank you note to the School-to-Career Office the day after your shadow.**

DHS JOB SHADOW PROGRAM

WHY ARE JOB SHADOWS IMPORTANT TO YOU?

You may be wondering how the job shadow will help you in your education. Here are a few things that you will gain from your job shadow:

- ☐ see firsthand what really goes on in the work place
- ☐ explore a career in which you might have an interest
- ☐ meet interesting people who may help you with future jobs
- ☐ understand what is needed to get different jobs
- ☐ learn part of the process of career exploration
- ☐ observe the daily routine of workers
- ☐ learn about the academic, technical, and personal skills required by particular jobs
- ☐ practice communication skills by interacting with workers
- ☐ realize that different jobs are characterized by different work cultures and working environments
- ☐ understand the connection between school, work, and your goals for the future

DHS JOB SHADOW PROGRAM

GRADING CRITERIA

A job shadow is required for all sophomores and juniors. In order to receive credit for your job shadow, you need to complete the following assignments satisfactorily:

- ❖ **Job Shadow Selection Survey**
- ❖ **Job Shadow Procedures/Parent Authorization (Form A)**
- ❖ **All forms in your student packet (includes Forms B-E)**
- ❖ **Rough draft of thank you note**
- ❖ **Final Thank You Note**

Student's job shadow credit will also be affected by:

1. Your **attitude, responsibility, follow through**, and **effort** in your written work.
2. Employer Evaluation (This is how your host evaluates your performance.)

DHS JOB SHADOW SELECTION SURVEY

2016-17

STUDENT _____

ENGLISH TEACHER _____ TERM/HOUR _____

You will be participating in a three-hour job shadow this school year. This survey will help us match you with the area that interests you most. Select your choices for your job shadow in order of preference. **Please circle your Cluster choice and underline the related career. If you do not see a related career that appeals to you, write it on the side.**

CLUSTERS

Agriculture & Natural Resources

Architecture & Construction

Arts, A/V Technology & Communications

Business & Administration

Education & Training

Finance

Government & Public Administration

Health Science

Hospitality & Tourism

Human Services

Information Technology

Law & Public Safety

Manufacturing

Retail/Wholesales & Service

Scientific Research & Engineering

Transportation, Distribution & Logistics

A FEW RELATED CAREERS (Job Titles)

Veterinarian/ Florist/Environmental Engineer

Contractor/Architect/Electrician/Carpenter/Plumber/Draftsman

Acting/Photographer/Video Prod/Editor/Journalist/News-Sportscaster

Accountant/Human Resources/Secretary

Teacher/Principal/School Counselor/College Professor/Corp. Trainer/Coach

Stock Broker/Banker/Loan Officer/Insurance Agent

Legislator/City Manager/Recreation-Parks Director

Dentist/Nurse/Physician/Pediatrician/Physical Therapist/Radiological Tech

Chef/Food Service Manager/Travel & Tourism Manager

Social Worker/Psychologist/Child Care Worker/Cosmetologist/Clergy

Computer Tech.-Programmer/Software Eng/Web Design/Multimedia

Attorney/Fire Fighter/Police Officer/Judge/Paramedic/Court Reporter

Pipe Fitter/Welding Tech./Manufacturing Engineer

Sales Associate/Real Estate Broker/Interior Designer/Customer Service

Electrical Engineer/Chemist/ Meteorologist

Automotive Tech./Air Traffic Controller/Pilot/Warehouse Mgr./Truck Driver

**List three career choices you would like to shadow in order of preference:
(Note: it can be a career that is not listed above.) Number one is your first choice.**

1. _____

2. _____

3. _____

Remarks: If you have any comments or if there is anything that makes you feel uncomfortable about doing a job shadow (i.e. physical limitations) please indicate here:

☐

Check this box if you have NO personal transportation during the school day.

I understand that completing a Job Shadow is a component of my English coursework, holding a 100 point summative value in the Quarter 4 gradebook. I understand that failure to follow through and complete a job shadow will result in a ZERO (0) for the assignment.

Student Signature _____ Date _____

Parent Phone _____

DHS JOB SHADOW PROGRAM

DAY OF THE JOB SHADOW / DAYAFTER JOB SHADOW

DAY OF THE JOB SHADOW

1. Dress appropriately, be polite, and try to make a good impression for yourself and school. **(HATS, SUNGLASSES, JEANS, OR SHORTS MAY NOT BE WORN DURING A JOB SHADOW. Cell Phones must be off and out of sight.)** Remember that your host is giving up valuable time to help you. Act interested even if you find that you do not like the job. **School dress code is required.**
2. **SHOW UP ON TIME!** Plan to leave 10 - 15 minutes early. If you are sick or having a problem, call your contact person and tell him/her that you will be late or unable to attend. Also, call the School-to-Career office and inform them of your problem. Failure to fulfill this obligation will result in unsatisfactory completion of the job shadow.
3. When you arrive, introduce yourself and ask for the person you will be shadowing. Introduce yourself; shake his/her hand. Be sure to ask for your host's complete name and job title. You will need this information to address the envelope for the thank you note.
4. Listen carefully and observe. At the appropriate time, ask questions from the Job Shadow Question Sheet. Feel free to ask appropriate additional questions of your own. Also keep in mind the Observation Form that you will complete.
5. Complete the Questions Sheet **(Form C)** and Student Reflection Forms **(Forms D-E)**.
- 6, **Please make sure you eat a healthy breakfast before you go to the job shadow site.**

DAY AFTER JOB SHADOW

1. Complete FORMS D-E (Reflection Sheets)
2. Write a rough draft of a "Thank you note"
3. Bring your completed packet to the School-to-Career office. **These documents will be kept on file until your graduation date.**

DHS JOB SHADOW PROGRAM

IMPORTANT STUDENT RULES

1. You must complete **all** of the necessary forms. (BEFORE, DURING, AND AFTER YOUR JOB SHADOW – **including a thank you note**)
2. In the event that you are unable to attend your scheduled job shadow, you **must call your job shadow host contact and the School-to-Career office at (985) 725-0620.**
3. All rules of conduct that exist in school will also exist during the job shadow experience. Any student who breaks the rules will be disciplined in the same way he/she would be at school.
4. Remember that you represent Destrehan High School and that your conduct during the job shadow will affect your classmates and others in the building. If you make a good impression, everyone succeeds. If you make a bad impression, we all suffer.

***** If you have any questions about the job shadow program, please ask someone in the School-to-Career office.**

DHS JOB SHADOW PROGRAM

(FORM A)

JOB SHADOW PROCEDURES/PARENT AUTHORIZATION

DO THIS: ☒ BEFORE ☐ DURING ☐ AFTER YOUR JOB SHADOW

Businesses have offered students opportunities to visit to gain an **understanding** of what a typical business day is like for workers and how they accomplish their work. Each business has a person who is knowledgeable and who will be the student's host. School personnel may not have visited the business site, may not have met the host, will not be present when the student is at the site, and will not supervise the visit. Students will shadow their hosts for a minimum of three hours or maximum one-day. In order to take part in the program, students must:

- Complete assignments for classes that are missed the day of shadowing.
 - Have planned parent/guardian transportation and submitted this plan to the school.
- Students are responsible for lunch money.

If you have any questions or concerns, please call Dana Buhler or Kim Bordelon,
School-to-Career Assistants at (985)725-0620

Student's Name: _____

Job Shadow Site: _____

Job Shadow Address: _____

Hours & Days Available to Shadow: _____

If more than one date & time is listed above, please indicate which date and time you would like us to arrange for your son/daughter to shadow. A minimum of 3 hours is required. _____

Travel Arrangements – Please explain how your son/daughter will be transported and by whom (first & last name of person(s)) to and from the job site:

I, _____, give permission for my son / daughter
_____ (name) to be released from school to visit the site listed
above for the purpose of job shadowing and agree with the travel arrangements listed. I
understand that the school personnel may not have visited the site, may not have met
the host, will not be present when the student is at the site, and will not supervise the
visit.

Parent Signature

Date

PLEASE RETURN THIS FORM WITH SIGNATURE BEFORE: _____

DHS JOB SHADOW PROGRAM

SHADOW CONFIRMATION SHEET – ONCE COMPLETED, KEEP THIS WITH YOU!

To the student: Below is the information you need to complete your job shadow.
Please share this with your parent/guardian.

Student's Name: _____

Job Shadow Host: _____

Job Shadow Site: _____

Job Site Address: _____

Mailing Address: _____

Job Site Phone Number: _____

Date and Time of your visit: _____

****Remember to mark job shadow date & time in your DHS Planner****

This is all the information for your job site. Remember that if you are unable to attend on the day assigned, you need to telephone the job site host and the School-to-Career office at (985)725-0620.

Special Instructions:

Arrive on time

Introduce yourself & shake hands

Dress – DHS school uniform - no shorts and no jeans

Tuck your shirt in your pants at the waist.

Groom yourself accordingly.

Wear your DHS ID.

Keep your cell phone on “silent” and out of sight.

No gum, food, candy, drinks, etc.

Be sure to make lunch arrangements if you will miss lunch served at school

- ❖ This completed packet must be received by the School-to-Career office the day after your job shadow appointment

ENJOY YOUR DAY!!

Due Date: **Within 24 hours of shadow date**

DHS JOB SHADOW PROGRAM

FORM B **STUDENT CONTRACT**

DO THIS: ☒ **BEFORE** ☐ **DURING** ☐ **AFTER YOUR JOB SHADOW**

I understand the importance of the job shadow to my education at DHS. 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. By signing this contract, I agree to complete all of the requirements of the job shadow program. I also understand that I am responsible for making up work in classes that I miss for my job shadow and that all school rules and regulations apply to my behavior.

Furthermore, I understand that once my job shadow is scheduled and I sign this form, I am bound to complete the job shadow.

Student Signature

Date

School-to-Career Representative

Date

YOU MUST RETURN THIS FORM BEFORE YOUR SHADOW DATE!

DHS JOB SHADOW PROGRAM

FORM C **STUDENT QUESTION SHEET FOR INTERVIEWING**

DO THIS: ☐ **BEFORE** ☒ **DURING** ☐ **AFTER YOUR JOB SHADOW**

Student Name: _____

Please conduct an interview with your host in which you record answers to these basic questions. Choose 8 of the following 12 questions to ask your job shadow host.

1. What are the responsibilities of your department?

2. What are your responsibilities?

3. How is technology (computers, etc.) used in this job?

4. What type of education or training would I need to do this job?

5. How/why did you decide to do this type of work?

6. Will there be many jobs like yours available in the future? Why or why not?

7. What do you like most about your job?

8. What do you like least about your job?

9. What is the salary range for someone working in this field? (What is the average salary?)

10. Do you have any advice for me as I consider career choices?

11. How would you describe a typical day at your job?

12. Please write two of your own questions before you go on your job shadow.

Create your own question:

Question:

Response:

Due Date: **Within 24 hours of shadow date**

FORM D
STUDENT REFLECTION SHEET – PART 1

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Due Date: **Within 24 hours of shadow date**

FORM E
STUDENT REFLECTION SHEET – PART 2
“Connecting Your Learning”

Student Name: _____

As a student of St. Charles Parish Public Schools, you are ultimately working toward meeting the district's Learner Goals. The grid below itemizes the skills a high school graduate should possess. Select any goal, and explain how you saw it demonstrated by your host.

<p>A KNOWLEDGEABLE, COMPETENT PERSON Accesses, analyzes and processes information; Acquires new knowledge and skills and applies the learning to various situations; Understands the interrelationships among concepts, principles and skills; Uses technology to gather, analyze, and synthesize information</p>	<p>A CRITICAL THINKER Identifies, assesses, integrates and utilizes information and resources to solve problems and make decisions; Demonstrates the ability to ask questions in order to continuously improve products, services or processes; Demonstrates adaptability, flexibility and the ability to use a variety of tools to solve problems</p>	<p>A COLLABORATIVE CONTRIBUTOR Uses leadership and collaborative skills effectively in work and community settings; Demonstrates leadership skills that focus, energize and inspire others; Contributes to the overall efforts of a group by assuming appropriate roles; Exhibits positive interpersonal skills that respect different cultures and people; Works through negotiations and practices teamwork to reach a common goal</p>	<p>AN INVOLVED CITIZEN Contributes time, energy and talent to local, national and global efforts; Makes choices that contribute to personal well being; Demonstrates the ability to effectively communicate with people of different backgrounds and cultures</p>
<p>A CREATIVE PRODUCER Uses appropriate resources and technology to create quality products and services; Demonstrates creativity, innovation and flexibility to provide a service, to accomplish a goal or to develop a product; Produces an original product appropriate for its intended use</p>	<p>A SELF-DIRECTED ACHIEVER Creates a vision for his/her future; Identifies a plan, monitors progress, makes adjustments and evaluates achievement of goals; Begins tasks promptly and perseveres when confronted with barriers</p>	<p>AN EFFECTIVE COMMUNICATOR Uses verbal, written and presentation skills effectively; Demonstrates ability to develop and deliver clear, concise key messages; Develops visual representations that communicate key points</p>	

[illegible]

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DHS JOB SHADOW PROGRAM

THANK YOU NOTE GUIDELINES

DO THIS: ☐ BEFORE ☐ DURING ☒ AFTER YOUR JOB SHADOW

It is important to thank your job shadow host promptly. Please write a rough draft and bring it to the School-to-Career office to obtain your thank you note stationery. (sample below).

- Please **use ink** when writing your thank you note.
- Address the **outside of the envelope**:

Host's Name

Host's Title

Company Name

Street Address or Post Office Box

City, State Zip Code

- This is just an example; please write in your own words. Also remember to use the host last name (**Dear Mr. /Ms. /Mrs. & the last name**).

Date: _____

Dear _____:

Thank you for allowing me to shadow you. It was wonderful learning experience. I now have a better idea of the skills needed in the workplace.

I certainly appreciate the time you took out of your busy schedule to allow me this meaningful experience.

Sincerely,

Sign Your Name Here

Destrehan High School

Example

- Bring your rough draft to the School-to-Career Office to complete a final thank you note. **Your rough draft will remain on file with this completed packet.** The School-to-Career Office will take care of the postage and mailing for you.

DHS JOB SHADOW PROGRAM

THANK YOU NOTE DRAFT

On the lines below, please write a draft of a meaningful thank you note:

Dear _____:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Sincerely,

Due Date: **Within 24 hours of shadow date**

SCHOOL-TO-CAREER JOB SHADOW PROGRAM

EMPLOYER JOB SHADOW EVALUATION

DHS JOB SHADOW PROGRAM

We appreciate your taking time to host our students at your place of work. We are very interested in the long term success of our program and would appreciate your taking a few minutes to share your assessment of the job shadow experience(s). Your feedback will be very valuable as we plan our future programs.

NAME: _____ TELEPHONE: _____
 TITLE: _____ NAME OF STUDENT: _____
 COMPANY: _____ DATE OF JOB SHADOW: _____
 ADDRESS: _____ SCHOOL: DESTREHAN HIGH SCHOOL

Using the following scale of 1 - 4 please rate the student in the following areas:

3-Exceeds Expectation 2-Meets Expectation 1-Below Expectation

- | | | | | |
|--|---|---|---|--|
| 1. Punctuality: | | | | |
| -Reported to Job Shadow at appropriate time. | 3 | 2 | 1 | |
| 2. Professional Appearance: | | | | |
| -Dressed appropriately | 3 | 2 | 1 | |
| -Groomed appropriately | 3 | 2 | 1 | |
| 3. Professional Conduct: | | | | |
| -Behaved in a professional manner at the worksite | 3 | 2 | 1 | |
| 4. Communications: | | | | |
| -Related well to host and others | 3 | 2 | 1 | |
| -Asked appropriate questions | 3 | 2 | 1 | |
| -Demonstrated interest in the experience | 3 | 2 | 1 | |
| 5. Overall Evaluation: | | | | |
| -Student seemed to benefit from the experience | 3 | 2 | 1 | |
| 6. Do you have any suggestions for improving our job shadow program? _____ | | | | |

7. Would you be willing to host another student in the near future? _____ YES _____ NO

8. Comments: (Please feel free to offer any additional comments on the back of this form.)

9. Please return to: Mrs. Stefanie Ward
 Career Development Facilitator
 School-to-Career Office;
 Destrehan High School;
 #1 Wildcat Lane; Destrehan, LA 70047
 (985) 725-0620 Fax: (985) 725-0656

THANKS AGAIN FOR YOUR HELP!