

HMS Job Shadowing Day— Friday, March 1st, 2024

Dear Hillcrest Middle Parent/Guardian,

Friday, March 1st, 2024 has been set aside for all students to complete a job shadowing experience. Our hope is that all students have the opportunity to participate in an individual field trip to a workplace to experience that work environment and observe a specific career in action. Students who do not participate in Job Shadowing on March 1st will have school activities connected to careers during the school day. If students do not job shadow or attend school on March 1st, it will be marked as an unexcused absence.

Before Job Shadowing- Due by Friday, February 16, 2024

1. Complete and turn in the "Permission to Participate in Job Shadowing" Form **NO LATER THAN Friday, February 16th** to your Homeroom Teacher.
2. Find a local business or employee that matches your career interest area
 - If you would like to complete job shadowing at a school, a printed email or letter from the principal is required with the submission of the job shadowing permission form. The principal's email must include permission as well as the teacher and grade level to be shadowed.
3. Call the business/employee to explain job shadowing and arrange a visit for March 1st.
 - See the back of this letter for information you can share on what is suggested you do and ask while job shadowing. This will help the job shadowing supervisor understand the expectations while you are there.

During Shadowing- March 1, 2024

1. Maintain our school's code of conduct. Turn your PHONE OFF!!
2. Listen to instructions and ask questions
3. Complete your ***Observation Report**
4. Ask your host to complete the ***Business Evaluation Form**.

**These forms will be given to the student after their permission form is returned*

After Shadowing Experience- March 5, 2024

1. Write a thank you note to your host.
2. Submit your **Business Evaluation Form** and **Student Observation Report** to your Homeroom teacher.

Important Information

- A parent/guardian's workplace is acceptable if the student has interest in that career
- Transportation is the responsibility of the parent
- Students who will not attend school on March 1st **must shadow for at least 2 hours**
- The absence will NOT count against your student as long as they turn in all forms and complete at least 2 hours of job shadowing
- Dress appropriately for the career/job you are shadowing. You may need to ask the employer before you go.

Things to Share with Job Shadowing Supervisor Prior to Your Visit

Suggested Activities

Take a tour of the building, facility, working environment

Help with a duty or task, if possible

Observe the supervisor

Suggested Topics to Discuss to answer your Observation Form while job shadowing:

1. What does your company/organization do?
2. What are the duties of this job?
3. What are the working conditions?
4. What educational background is required?
5. What do you enjoy most about this job?
6. What do you find most difficult?
7. What recommendations would you give to someone interested in this job?
8. What personal traits are most needed in this job?
9. What are the starting salaries and salary ranges for this job?
10. What is the size of the business?
11. What is the job title of the person you are shadowing?
12. What career cluster does this job belong in?
13. What skills, talents, or personality traits are important for this job?
14. What is the most interesting thing you observed?
15. Now that you know more, are you still interested in this job?

EVALUATION FORM INFORMATION

Inform the job shadowing supervisors that they will be completing an evaluation form on you during your time spent with them. They will be evaluating you on the following- attitude, punctuality, cooperation, enthusiasm/interest, proper attire, willingness to conform to rules and regulations, and how they would rate the job shadowing experience. This form must be completed and returned to the student in order to not be marked absent from school. Students will return the form to their homeroom teacher by March 5th.

If you have any questions please contact your child's school counselor:

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Permission To Participate in Job Shadowing
Due: February 16 (Return to your Homeroom/Paws Teacher)

A job shadowing opportunity has been arranged by the parent/guardian who will be responsible for the child's transportation to and from the business site.

Student Name: _____ Grade: _____

Location of Job Shadowing: _____

I understand that I am responsible for my child during this time away from school. I will not hold the business, the school, the school district, nor any employees of such organizations liable for any injuries sustained to my child during his/her participation in this program. I understand that school personnel will not be present and will not be responsible for my child.

Parent/Guardian signature _____

Please print name _____ Date _____

Parent Permission in Case of Emergency

I give permission for my child to receive emergency medical treatment in case of injury or illness while at the business site.

Parent/Guardian signature _____ Date _____

Insurance Information:

Is your student covered under a health/accident insurance policy yes no

Name of Insurance company _____

Policy # _____

As a Hillcrest Middle School student, I understand and agree to follow all the guidelines for job shadowing day. I understand that while participating in this experience I represent my school and my community. I agree to be on my best behavior as specified in the student handbook.

I understand that if I return both the Business Evaluation Form and Student Observation Form no later than Tuesday, March 5, 2024, my time away from school on Friday, March 1st, 2024 will not count against my attendance.

Student Signature _____

Date _____

Parent Guardian signature _____

Date _____