

SOUTH CENTRAL JR. – SR. HIGH SCHOOL
BOX 2 – EMPLOYABILITY SKILLS
WORK-BASED LEARNING EXPERIENCE (JOB SHADOW, INTERNSHIP, JOB)

Student Name	Grade Level	Cohort	Date Completed

You can complete this experience in several different ways. Make sure you select your way and provide any evidence. Then turn in this sheet, with any evidence (typically 1-2 pages listed below in the description of the experience; for most this is an hours log and reflection), to complete Box #2 of the Graduation Pathways. Please do not print/copy the pages front and back--submit only front-side copies.

☐ **Job Shadow:** Spend three days (5-8 hours=a day) shadowing three different people in a career of interest to you (one person per day). Fill out and have them sign below. Then complete the Job Shadow Reflection (pg. 2).

Career/Company	Date	Printed Name of Person Shadowed	Signature of Person Shadowed

☐ **Internship:** Spend a semester working a paid or unpaid internship (this includes Career Exploration Internship). Fill out and have them sign below. Then complete the Internship Reflection (pg. 3).

Job/Company	Semester	Employer Name	Employer Signature

☐ **Employment:** Spend a minimum of 100 hours working at a job(s) for pay. Fill out and have them sign below. Then complete the Employment Reflection (pg. 4). Please provide a pay stub for verification as well.

Company	Dates of Employment	Employer Name	Employer Signature

South Central Jr. – Sr. High School Work-Based Learning Experience Evidence
JOB SHADOW EXPERIENCE Pg. 2

Name:

Grade:

Date Completed:

☐

Job Shadow #1 (Complete sentences):

What two things did you discover that you enjoyed about the job?

What two things did you discover you didn't like about the job?

What two things did you learn about yourself?

☐

Job Shadow #2 (Complete sentences):

What two things did you discover that you enjoyed about the job?

What two things did you discover you didn't like about the job?

What two things did you learn about yourself?

☐

Job Shadow #2 (Complete sentences):

What two things did you discover that you enjoyed about the job?

What two things did you discover you didn't like about the job?

What two things did you learn about yourself?

South Central Jr. – Sr. High School Work-Based Learning Experience Evidence
INTERNSHIP EXPERIENCE Pg. 3

Name:

Grade:

Date Completed:



Internship (Complete sentences):

What two things did you discover about working that you liked?

What two things did you discover about working that you didn't like?

What two things did you learn about yourself?

What employability skills do you feel like are most important (mark up to 10)?

<input type="checkbox"/>	Reading skills	<input type="checkbox"/>	Reasons	<input type="checkbox"/>	Demonstrates integrity	<input type="checkbox"/>	Uses technology
<input type="checkbox"/>	Writing skills	<input type="checkbox"/>	Plans and organizes	<input type="checkbox"/>	Demonstrates professionalism	<input type="checkbox"/>	Observes
<input type="checkbox"/>	Math skills	<input type="checkbox"/>	Teamwork	<input type="checkbox"/>	Takes initiative	<input type="checkbox"/>	Manages time
<input type="checkbox"/>	Science skills	<input type="checkbox"/>	Respects differences	<input type="checkbox"/>	Positive attitude/self-worth	<input type="checkbox"/>	Manages money
<input type="checkbox"/>	Thinks creatively	<input type="checkbox"/>	Responsibility/self-discipline	<input type="checkbox"/>	Professional growth desire	<input type="checkbox"/>	Manages resources
<input type="checkbox"/>	Thinks critically	<input type="checkbox"/>	Shows flexibility	<input type="checkbox"/>	Helps others	<input type="checkbox"/>	Manages personnel
<input type="checkbox"/>	Makes good decisions	<input type="checkbox"/>	Works independently	<input type="checkbox"/>	Organizes	<input type="checkbox"/>	Exercised leadership
<input type="checkbox"/>	Solves problems	<input type="checkbox"/>	Willing to learn	<input type="checkbox"/>	Communicates	<input type="checkbox"/>	Resolves conflict

What makes these most valuable to you? Why?

South Central Jr. – Sr. High School Work-Based Learning Experience Evidence
EMPLOYMENT EXPERIENCE Pg. 4

Name:

Grade:

Date Completed:



Employment (Complete sentences):

What two things did you discover about working that you liked?

What two things did you discover about working that you didn't like?

What two things did you learn about yourself?

What employability skills do you feel like are most important for workers to have (mark up to 10)?

<input type="checkbox"/>	Reading skills	<input type="checkbox"/>	Reasons	<input type="checkbox"/>	Demonstrates integrity	<input type="checkbox"/>	Uses technology
<input type="checkbox"/>	Writing skills	<input type="checkbox"/>	Plans and organizes	<input type="checkbox"/>	Demonstrates professionalism	<input type="checkbox"/>	Observes
<input type="checkbox"/>	Math skills	<input type="checkbox"/>	Teamwork	<input type="checkbox"/>	Takes initiative	<input type="checkbox"/>	Manages time
<input type="checkbox"/>	Science skills	<input type="checkbox"/>	Respects differences	<input type="checkbox"/>	Positive attitude/self-worth	<input type="checkbox"/>	Manages money
<input type="checkbox"/>	Thinks creatively	<input type="checkbox"/>	Responsibility/self-discipline	<input type="checkbox"/>	Professional growth desire	<input type="checkbox"/>	Manages resources
<input type="checkbox"/>	Thinks critically	<input type="checkbox"/>	Shows flexibility	<input type="checkbox"/>	Helps others	<input type="checkbox"/>	Manages personnel
<input type="checkbox"/>	Makes good decisions	<input type="checkbox"/>	Works independently	<input type="checkbox"/>	Organizes	<input type="checkbox"/>	Exercised leadership
<input type="checkbox"/>	Solves problems	<input type="checkbox"/>	Willing to learn	<input type="checkbox"/>	Communicates	<input type="checkbox"/>	Resolves conflict

What makes these most valuable to you? Why?