

Students may not job shadow a teacher unless it is a parent or relative.
Students must be 14 and complete all necessary paper work to Job Shadow at the hospital.

General Information about JOB SHADOW

What is a Job Shadow

A job shadow is a structured career exploration activity in which students play an active role in learning. The student or groups of students observes an employee at the work site to gain valuable career information. Job shadowing activities typically last from **one to six hours**.

DURING THE JOB SHADOW EXPERIENCE THE STUDENTS WILL:

1. Observe a range of activities performed on the job
2. Receive information about possible future career interests
3. Gain an insight into the academic, technical, and personal skills needed for a particular occupation
4. Understand the connection between school and work

STUDENT ELIGIBILITY

- Students must complete a Job Shadow Agreement and have it approved by the school to be eligible for completing a Job Shadow.

THE STUDENT WILL:

1. Obtain parental **and** teacher permission to attend
2. Dress appropriately for the situation/site
3. Follow the safety guidelines
4. Use transportation approved and/or provided by parent
5. Show honesty, punctuality, a cooperative attitude, proper grooming, and a willingness to learn
6. Ask relevant and thoughtful questions prepared in advance
7. Confirm the date, time and place of job shadow with the "Job Host"

THE EMPLOYER WILL:

1. Orient the student and provide safety guidelines
2. Confirm the date, time, place, and details with student
3. Notify co-workers of the student visit and encourage the sharing of career experience
4. Inform the student of any required safety clothing or equipment

EMPLOYER JOB SHADOW TIPS

1. Include the student in normal work activities
2. Share career field development
3. Explain how the department/job relates to the organization