



LaRue County

High School

JOB SHADOW PACKET

Student Name:

LARUE COUNTY HIGH SCHOOL JOB SHADOWING

Frequently Asked Questions and Answers

1. What is a job shadow?

Job shadowing involves spending a few hours with a seasoned expert, observing everything that he or she does that is related to the work that is expected to be accomplished as part of the daily routine of the job.

2. Is a job shadow a privilege?

Yes, a job shadow is a privilege so it is very important to make a first good impression. You represent LCHS.

3. What is the goal of a job shadow?

The goal of the job shadow is to learn as much as possible by observing, asking thoughtful questions, and taking good notes that will benefit your college and career decisions.

4. What questions should I ask during a job shadow?

You will be provided with 6 questions to ask. In addition, you will create five of your own questions to ask.

5. Who should participate in a job shadow?

Every student will be expected to participate to learn more about a specific career.

6. What is the advantage of a job shadow?

Actually, there are several advantages.

- *You see firsthand what really goes on in the workplace*
- *You can explore a career in which you might be interested*
- *You can decide on a college major and begin to explore college choices*
- *You will meet people (contacts) that may help with future internships and jobs*
- *You will understand what is needed to get different jobs*
- *A copy of your evaluation/reflection will go in a personal folder*

7. How do I get a sponsor to shadow?

You will be responsible for seeking out your own occupation to shadow. This

occupation should reflect your current career interests.

Continued...

8. Do I need my own transportation?

Yes, the school does not provide the transportation.

9. What are my responsibilities for participating in a job shadow?

There are several responsibilities:

- *Complete and return the Job Shadow Planning Form*
- *Complete and return parent notification form*
- *Call to confirm job shadow appointment and set up dates and times*
- *Complete 6 hours of shadowing experience prior to March 29th*
- *Complete the Job Shadow Verification Forms if you are shadowing during a school day for an excused absence*
- *Complete a job shadow log to document hours*
- *Complete the Job Analysis Sheet with student generated questions*
- *Complete and return evaluation form with reflection within 3 days of job shadow*
- *Be prepared to give a presentation to your TRT class based on your experience*
- *Go to work site on agreed meet times*
- *Dress appropriately for the job*
- *Act mature, professional, and enthusiastic*
- *Give one personalized thank you card sealed in an addressed envelope to your TRT teacher within three days of completing your 6 hours of Job Shadowing*

STUDENT JOB SHADOWING PLANNING FORM

LARUE COUNTY HIGH SCHOOL

Please complete this entire form and turn in to your TRT teacher prior to your shadow.

Student Name _____ Grade ____ Year of Graduation _____ Current Date _____

***TO ARRANGE A SUCCESSFUL JOB SHADOW, PLEASE KNOW THE FOLLOWING INFORMATION:**

1. List the ILP career cluster that you are most interested in
2. What occupation would you like to shadow?
3. Do you have a preference on where you would like to shadow—company, school, organization?
4. What would **YOU** like to gain from your job shadow experience?

MY SHADOW PLAN

1. Person's name you will shadow (Host) _____
2. Person's title you will shadow (Host) _____
3. Company name _____
4. Company address _____
5. Company phone number _____
6. Host's cell phone number (if necessary) _____
7. Dress code _____
8. Additional Information if applicable _____

PARENT NOTIFICATION FORM FOR JOB SHADOWING

LARUE COUNTY HIGH SCHOOL

***IMPORTANT—THIS FORM MUST BE COMPLETED AND RETURNED TO YOUR TRT TEACHER PRIOR TO THE**

START OF YOUR JOB SHADOW EVENT.

Dear Parents,

As part of a new state initiative for academic and career readiness, we want your child to be prepared for life after high school. Your child has been working weekly through Transition Readiness Time studying potential careers, post-secondary academic options, and using their individualized learning plan to gain better insight into opportunities after high school. One of the best ways to help students target future plans is through job shadowing. Your child will have the opportunity to experience job shadowing first hand. He or She is expected to seek out an occupation to shadow, and will be required to complete six shadowing hours outside of school. A job shadow is a wonderful opportunity to spend a few hours observing one or more people while they work at their jobs. The job shadow will help the student in the following ways:

- see firsthand what really goes on in the workplace
- explore a career in which the student might be interested
- decide if the student would like to pursue a particular career
- decide on a college major and begin to explore college choices
- meet interesting people that may help with future jobs and/or internships
- learn what is needed to pursue different careers

SHADOW OPPURTUNITY OPTIONS:

There are two options for your child to complete six hours of observation.

Option 1 - While it is required that your child complete six hours of observations, it is not required that he or she complete all six hours at once. Your child can accumulate hours outside of school on the following days.

- Early release times on Friday
- January 21st
- February 18th (be mindful that this is also the career launch date)

Option 2 -

- Each Student is allowed to take 1 shadow visit during a school day. By completing the form, your child will be excused for the job shadow event.
- See packet for Job Shadow Request forms (2 are in the packet). On the forms are directions for completing.

PARENT/GUARDIAN JOB SHADOW PARTICIPATION AUTHORIZATION

I have read this packet and understand the requirements set forth by the school. I hereby for myself, my heirs, executors, and administrators absolve the school, staff, administration, school committee, and job site from any and all responsibilities for academic progress or for accident or injury to my child while off school property.

TRAVEL TO THE WORKSITE

Parents/Guardians will assume the responsibility for providing transportation for their child to and from the workplace.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date signed: _____

*Parents, please remind students of the appropriate dress during the job shadow event.

*Thank you for your support of this program.



LARUE COUNTY SCHOOLS

Job Shadow Verification Form

STUDENT NAME _____ DATE OF VISIT _____

NAME OF BUSINESS OR COMPANY _____

SIGNATURE OF COUNSELOR _____

SIGNATUR OF SHADOW HOST _____

Each Student is allowed to take 1 shadow visit during a school day.

- Step 1.) Get someone in the guidance office to sign this form. There are two copies in the packet. Use one for the pre shadow visit and one for the post shadow visit.
- Step 2.) Give one copy (with counselor signature) to Mrs. Carla Graham **BEFORE** your shadow visit.
- Step 3.) Take the second copy to your shadow visit and have it signed by the shadow host.
- Step 4.) Return this completed form to Mrs. Carla Graham **WITHIN TWO DAYS** of your visit.*

*FAILURE TO TURN IN THIS FORM WILL RESULT IN AN UNEXCUSED ABSENCE.



LARUE COUNTY SCHOOLS

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Job Shadowing LOG

Student Name _____

Occupation Shadowed _____

Shadow Host _____

Date	TIME IN	TIME OUT	HOST SIGNATURE

Signature of Parent/Guardian: _____ Date signed: _____

**JOB ANALYSIS SHEET JOB SHADOW
LARUE COUNTY HIGH SCHOOL**

STUDENT NAME _____ DATE OF SHADOW _____

ORGANIZATION NAME _____ HOST NAME _____

USE THIS JOB ANALYSIS SHEET TO GAIN VALUABLE KNOWLEDGE AND INFORMATION ABOUT THE COMPANY AND EMPLOYEE YOU ARE SHADOWING.

What is the main purpose of this organization?

What type of education prepared you for this career?

What is the most important advice for someone starting this career?

What does a typical work day look like for you?

How do you see this career 10 years from now?

What steps do I need to do now to prepare for this career in the future?

Create 4 more questions to answer your own inquiries.

JOB SHADOW THANK YOU CARD EXPECTATION

It is required that you send a thank you card to the job shadow host within three days of your shadow visit. Please remember that a company took time out of its day to allow you to observe one of its employees for YOUR benefit. Please do not procrastinate this very important step!

_____ **SIGN THE THANK YOU CARD AND FEEL FREE TO WRITE A BRIEF MESSAGE**

_____ **LABEL THE ENVELOPE USING THE HIGH SCHOOL'S RETURN ADDRESS LISTED BELOW**

LaRue County High School
925 S. Lincoln Blvd.
Hodgenville, KY 42748

_____ **LABEL THE ENVELOPE USING THE COMPANY ADDRESS**

EXAMPLE –

If You Include Host's Name:

John Smith
Smith Mechanics
305 College Street
Hodgenville, KY 42748

or

If you don't Include Host's Name:

Smith Mechanics
305 College Street
Hodgenville, KY 42748

_____ **TURN IN YOUR LABELED AND SEALED ENVELOPE TO THE TRT TEACHER**

**YOUR TRT TEACHER WILL TURN THE ENVELOPE INTO THE SCHOOL OFFICE TO BE STAMPED AND MAILED. HOWEVER, IF YOU PERSONALLY STAMP THE ENVELOPE, PLEASE TURN IN TO YOUR TRT TEACHER FOR THEIR RECORDS.*

STUDENT EVALUATION AND REFLECTION FORM
JOB SHADOWING
LARUE COUNTY HIGH SCHOOL

Student's Name: _____ Date of Completed Shadow _____

Organization Name: _____ Host Name _____

EVALUATION TOOL

Please indicate your rating of the job shadow experience in the categories below by circling the appropriate number, using a scale of 1 (low) through 5 (high).

1. Rate the experience of your job shadow.

1 2 3 4 5

2. The job shadow experience convinced me to pursue a career in this field.

1 2 3 4 5

3. I learned something about what a business expects from its employees.

1 2 3 4 5

4. I learned about the skills needed to perform my host's job.

1 2 3 4 5

5. I enjoyed my job shadowing experience.

1 2 3 4 5

6. I would recommend this job shadow to other students.

1 2 3 4 5

7. I would like to job shadow in another career.

1 2 3 4 5

8. Rate the overall experience of this job shadow

1 2 3 4 5

Continued

Student Evaluation and Reflection Continued

Please answer the following questions:

1. What did you like “BEST” about your job shadow?
2. What did you like “LEAST” about your job shadow?
3. What surprised you most about what you observed, heard, did and or learned?
4. Would you consider a career in this field? Why? Or Why not?
5. After your experience, now it is time to reflect on your job shadow event and share with your TRT class. Create a presentation. This is open to any form of communication that you find most suitable. (power point, google slides, report/oral presentation, etc.)

-There will be a good faith effort reward at the end of the school year for those that completed the Shadowing experience and presentation.

-Your presentation will be graded, and the grade will be through your English class.

Things to think about or include

- Any information from your job analysis sheet.
- Describe the company/organization you visited and tell about the person you shadowed
- What skills do you need for this career and which ones do you already have?
- What might you do to prepare for this career in the next five years?

**NOTE – Once you complete your presentation, you can schedule a time to present with your TRT teacher.*

STUDENT CHECKLIST – Everything needs to be complete by March 29th

Student Name _____

TRT Teacher _____

BEFORE SHADOWING

- _____ *Complete and return the Job Shadow Planning Form*
- _____ *Complete and return Parent Notification Form*
- _____ *Schedule job shadow event with host*
- _____ *See packet or counselor for job shadow request forms (2 are in the packet)*
- _____ *Return one Job Shadow Request form to Mrs. Graham signed by the counselor before the event*

DURING SHADOWING

- _____ *Complete 6 hours of shadowing experience outside of school prior to March 29th*
- _____ *Complete the job shadow log to document hours*
- _____ *Complete the Job Analysis Sheet with student generated questions*

AFTER SHADOWING

- _____ *Complete and return evaluation form with reflection within 3 days of job shadow (March 29th)*
- _____ *Be prepared to give a presentation to your TRT class based on your experience (Grade in English Class)*
- _____ *Give one personalized card sealed in an addressed envelope to your TRT teacher within three days of completing your 6 hours of Job Shadowing*
- _____ *Turn in the second Job Shadow Request form signed by your host to Mrs. Graham after the event*