

Junior High Parents:

The attached Job Shadow Packet outlines a valuable experience for junior high students. As you know, Michigan law requires each student to develop a Educational – Employability Development Plan (EDP) before entering high school. Students participate in a variety of activities to help them select a Career Pathway high school major. All students are strongly encouraged to field test their chosen pathway by participating in a related job shadow experience in eighth or ninth grade.

As career training and college becomes more extensive and expensive, the importance of good educational decision-making rises as well. High school is now the starting point for specialized career training and college classes. Job shadowing is the best way for students to confirm their career pathway decisions before the investment of time and money begins.

The Job Shadow Packet details the procedure and includes the necessary forms for the job shadow to become an excused absence. Junior High students are allowed one excused job shadow per year. Please encourage and support your son/daughter in setting up and participating in a job shadow experience.

Coloma Junior High School

Patricia W. Goodman, Counselor

Job Shadowing Student Responsibilities

BEFORE THE VISIT:

1. Discuss job shadowing with your parent(s)/guardian
2. Select a job site that matches your desired and researched career
3. Contact the job site- (two weeks before your visit)
 - a. Introduce yourself
 - b. Explain your purpose
 - c. Gather details

Contact person's name: _____

Business location: _____

Appropriate dress/type shoes needed: _____

Meeting place: _____

Arrival date: _____ Arrival time: _____ Departure time: _____

Lunch arrangements - Carry a lunch or bring money \$ _____

4. Arrange transportation with parent/guardian
5. Research information about the job shadow
6. Confirm the appointment two days before the scheduled visit.
7. Gather and complete classroom assignments

THE STUDENT OR PARENT MUST PERSONALLY INFORM THE SHADOW CONTACT PERSON AT THE JOB SITE AND CJHS IF THE SHADOW APPOINTMENT MUST BE CANCELED

DURING THE VISIT:

- ___ 1. Show up on time. Report back to school if the job shadow finishes before the end of the school day
- ___ 2. Be courteous and remember to thank the individuals who work with you

AFTER THE VISIT:

- ___ 1. Return the Verification Form and the Interview and Observation worksheets to Mrs. Goodman.
- ___ 2. Write a personal note of thanks to the employer. Submit it to your LA teacher for review before mailing.
- ___ 3. Share what was learned with someone else.

Job Site Interview

Name _____

Complete these questions in your job site interview. The following is a possible explanation to the employee who will be interviewed. "To find out about different jobs, students in my class are shadowing people at work. I would like to ask you a few questions about your job, and write down the answers to take back to my class." Feel free to add additional questions.

Remember all these questions are optional - Do not press an employee for an answer if there is any hesitation to respond to a question. It is inappropriate to ask personal questions such as how much money a person makes, how they like their boss, or if they are due for a promotion.

Name and occupation of the person interviewed:

What is the best education/training to prepare for this job? _____

What opportunities are available for young people in this field? _____

Are there other related jobs you would consider? _____

In this job, what activities do you especially enjoy? _____

What activities do you least enjoy? _____

Tell me about a good thing that happened at work. _____

Tell me about a bad time at work. _____

How will this job change in the next ten years? _____

Make sure you thank the person for the interview and the time they spent helping you!

Job Shadowing Observation

Name_____

Instructions: Listed below are suggested topics/questions to consider as you observe the workers during your job shadowing experience.

1. Work environment & Conditions - (Describe inside/outside, air-conditioned/heated, quiet/noise, ventilation, lighting, dress/uniform...)

2. What specific job skills were in use? (E.g. word processing skills, knowledge of electrical wiring practices...)

3. List the employability skills used to complete tasks and duties. (Employability/Success skills)

4. Note the tools and equipment used by employees.

5. Describe the safety precautions/On-the-job rules and regulations

Personal conclusions (e.g. likes/dislikes, required skills, fun/boring) drawn from the above:

Parent Permission Form

Must be submitted prior to release from school

Mentor _____ Workplace _____

_____ has my permission to participate in the
above described job shadowing experience on (date) _____.

I understand it is our responsibility to: (x appropriate response)

____ Provide transportation to and from the job site

____ Assign a trusted adult to provide this transportation

Name of entrusted driver

It is also my understanding that my child must submit to Mrs. Goodman completed verification, observation and interview forms to be ensured credit and an excused absence.

I hereby release any and all liability from the Coloma Community School District and the job site listed above.

Signature Parent/Guardian

Date

Job Shadowing Mentor Verification

Return immediately upon return to school

The staff and students of Coloma Junior High School thank you for your valuable assistance and participation with the Job Shadowing Experience.

Student Name : _____ Date of Job Shadow: _____

Hours of visit: _____ to _____

Job Shadow Site _____

Job Shadow Mentor _____

Shadow Mentor Signature _____