



# ACADEMY *of* ENGINEERING

---

**Advanced Manufacturing**  
design. create. innovate

## Job Shadowing Student Packet 2018

## **What is job shadowing?**

Job shadowing immerses each student in the world of work where they can get first-hand information about job skills and careers. Job shadowing can provide experiences that are as unique as the students who participate. By bringing students into the workplace to see a professional at work, very real and tangible options come alive for them. Job shadowing provides exciting reasons why students should apply themselves in school. It creates a critical link between education and success. Classroom exercises conducted prior to and following the job shadow experience are designed to help students connect their experience to their course work and relate the visits directly to career pathways, related skill requirements, and postsecondary educational options.

## **When is job shadowing most successful?**

To maximize success, job shadowing activities are integrated into Academy of Engineering classes. The standards, preparation, and follow-up is part of the curriculum. Students have completed career assessments and research careers to help them narrow down career areas of interest.

## **How to find job shadow hosts?**

Through the networking efforts of the Academy Director and the Business Advisory Board local business and organizations have offered to host a student(s) to job shadow. Students will be paired as best as possible with job shadow host based on their career interest inventory and career research they completed earlier this year. Each job shadow experience is as unique as each of our students. Our students are the workforce of the future. It is always a WIN-WIN experience when adults share their life experiences with young people. If you are interested in hosting a student or two from the AoE program, please contact the Academy Director, Diane Cadavid.

## **Why should students participate in job shadowing?**

Job shadowing:

- Helps students "test drive" a career.
- Provides an environment in which they can network with professionals.
- Demonstrates the connections between academics and careers and helps students learn by making their class work more relevant.
- Identifies the skills, qualities, training, and education needed to succeed on the job.
- Builds community partnerships between schools and businesses that enhance the educational experience of all students.
- Introduces students to the requirements of professions and industries to help them prepare to join the workforce of the 21st century.
- Encourages an ongoing relationship between young people and caring adults.

## **Preparing students, parents and business volunteers for a successful job shadowing experience:**

Before job shadowing:

- Send job shadowing information home to parents so they understand the activity and expectations. Information regarding transportation, arrival and departure times, contact information, etc. will be included.
- Parents sign consent form and return signed form to Mrs. Cadavid.

- Students read and sign Student Contract and Code of Conduct. Return signed form to Mrs. Cadavid
- Meet with students to complete career assessments and help students identify career interest.
- Recruit and secure job shadow host from the community.
- Provide the worksite host with job shadow tips.
- Use students' job shadow survey to match students to worksite host.
- Have students research the organization they are shadowing and prepare questions to ask their job shadow host. (*Sample questions attached.*)
- Coach students on appropriate dress, conduct, time management, and business etiquette.
- Confirm all required forms are filled out and signed. Confirm transportation.
- Contact job shadow host to confirm date, location and arrival time. This is an excellent activity for students to complete. This has proven to be an essential part of the process, insuring good communication and a successful experience for both student and employer.
- Notify teachers that students will be gone for the day per school procedures.
- Submit appropriate paperwork for liability coverage to Central Services.
- Contact Mrs. Cadavid for last minute problems/emergencies. Office: 919-694-0500 x20007; cell phone 919-302-2341.

#### During job shadowing:

- Students arrive on time, appropriately dress and ready to learn.
- Business volunteer confirms with school personnel of students' arrival either via email or by phone. Office number 919-694-0500 x20007; email [dcadavid@wcpss.net](mailto:dcadavid@wcpss.net)
- While shadowing, students should actively observe and note as much as possible about the environment and interactions with co-workers and customers.
- Students should ask the professional for their business card for future follow-up.
- Students should expect to be asked about your interests, goals and academic experiences.
- Worksite host should try to expose students to as much as possible. Some ideas are to give a tour and provide an orientation of the organization; allow students to complete small hands-on tasks; show off computer programs, explain how your work relates to classes they might be taking in school; share examples of your daily routine that incorporates skills they are learning.

#### After job shadowing:

- Students reflect on experience.
- Students send a thank you note to job shadow host. (*Sample attached.*)
- Students will receive a minor assessment grade in one of the AoE classes upon completion of job shadowing requirements.

## Day of Job Shadow – Student Instructions

- Show up on time – arrive 10-15 minutes early. If you are sick or an emergency arises, call your job shadow host immediately to inform them that you will be late or unable to attend. Contact Mrs. Cadavid after calling your shadow host.
- When you arrive, introduce yourself and ask for the person you will be shadowing. While you are introducing yourself to your host, shake their hand.
- Contact Mrs. Cadavid to confirm you arrived at your job shadow placement. Mrs. Cadavid's office number is 919-694-0500 x20007; cell phone (919) 302-2341 or have business volunteer email Mrs. Cadavid at [dcadavid@wcpss.net](mailto:dcadavid@wcpss.net)
- Dress appropriately, be polite, and try to make a good impression for yourself, AoE, and the school.
- Start to develop your professional network. Ask for their business card to follow up with them after the job shadow experience.
- Listen carefully and observe. Ask as many questions as possible (see sample questions). Bring a notebook or paper and pen with you to take notes while observing.
- While shadowing, actively observe and note as much as possible about the environment and interactions with co-workers and customers.
- Demonstrate good manners and language. Do not chew gum; do not bring electronic devices with you to the job shadow experience. Do not use your phone while job shadowing. Be friendly and bring your smile and an enthusiasm for learning.
- Inform business sponsor host that an electronic survey will be sent out from the school for their feedback on the job shadow program.
- Say thank you.

## After Job Shadow – Student Instructions

- Complete student reflection.
- Write and send thank you letter to business sponsor host.
- Submit student reflection and copy of thank you letter to Mrs. Cadavid
- Students will receive a minor assessment grade in one of their AoE classes upon completion.

## Sample Job Shadow Interview Questions

1. What is your occupation and job title?
2. What are your job duties and day-to-day activities?
3. What do you like best about your job?
4. What don't you like about your job?
5. How did you become interested in this type of work?
6. Why did you choose this career?
7. What kind of personal satisfaction do you get from your job?
8. What special training do you need for your job?
9. What kind of technical knowledge is required for this job?
10. How are technology demands increasing or changing?
11. What kind of experience was required for this job?
12. What personality traits are important for this job?
13. What are the normal work hours?
14. Are certain times of the month or year busier than others times?
15. Is there opportunity to work overtime?
16. How are you compensated for overtime work?
17. Are there special perks that come with this job?
18. What are the salary ranges for different levels in this field?
19. Do you have to depend on others in order to accomplish your job?
20. Do you take work home?
21. What is the level of job security in this occupation? Why?
22. What are the opportunities for advancement in this occupation?
23. What on-going education is required for this occupation?
24. To be hired for this occupation what is the best education/training?
25. Is it difficult to get admitted to an education/training program for this occupation?
26. How difficult is it to find employment when you have completed the basic education and training?
27. What is the long-term future of this occupation in terms of job availability?
28. What are the job opportunities for this area of work?
29. Does this business/organization do drug testing?
30. What part-time jobs, high school classes or extracurricular activities would best prepare you for this occupation or the education/training required for this occupation?
31. How do you use math, reading, writing, business, technology, science, and foreign language skills in their daily work?
32. What advice would you give a student interested in this career?



6. What surprised you the most about what you learned, heard, or observed today?

7. Which knowledge and skills are you learning in school that could be used on the job?

8. Which knowledge and skills do you need to strengthen for success on the job?

9. Did any other ideas for careers come to mind today?

10. How will this affect your plans for the future?

11. What was the most important thing you learned from this experience?

Other thoughts or comments:

## SAMPLE THANK YOU LETTER

[Date]

[Name]

[Title]

[Organization]

[Address]

[City,] [State] [Zip Code]

Dear [Name]:

In the first paragraph be sure to thank the person you job shadowed and for the opportunity to observe.

In the second paragraph, mention something that stood out or stuck with you from the experience. This could be something that surprised you or something you found interesting and want to learn more about. Try to make a connection from the job shadow experience to what you learn in school.

In the last paragraph mention how this opportunity helped you explore a career and plan for your future. Thank them one last time. Try to leave the door open to contact them in the future as a potential mentor or future internship sponsor.

Sincerely,

[Your Name]

[Your Address]