

**2011-
2012**

**[NTH@C
JOB SHADOWING]**

JOB SHADOWING OVERVIEW

WHAT IS JOB SHADOWING?

Job Shadowing is an opportunity for learners to 'shadow' with a business professional in a specific occupation or career of the learner's interest. Learners will observe responsibilities and tasks associated with the mentor's career and have the opportunity to ask questions about the knowledge, skills, talents, and level of education required for the job. While the purpose of job shadowing is to gather career related information and expand the learner's contacts, it also allows opportunities to build interviewing skills, awareness of trends in the field and see workforce technologies in actions.

Job shadowing is not a part-time job. It is an opportunity for you to increase your knowledge in a potential career path.

HOW LONG IS THE JOB SHADOWING EXPERIENCE?

You are expected to complete **10 hours** of job shadowing experience this year.

Your commitment to the program requires your flexibility in the work hour schedule. You may be scheduled during the school day, after school, or on weekends.

You will be allowed **up to two excused absences** to obtain these hours, **with prior approval from your facilitators and Mrs. Ayers.**

COMPLETION OF THE JOB SHADOWING EXPERIENCE

At the end of job shadowing you will be expected to integrate your experiences into your senior capstone project. For this reason, we will ask you to journal your experiences and come up with one final job shadowing paper to document your time.

REQUIREMENTS

All juniors are required to obtain job shadowing experience in order to graduate from NTH@C. Due to the variety of career fields and interests that are represented among the junior class, each experience will differ slightly. All job shadowing experiences must meet the following requirements.

1. 10 hours of shadowing experience in a career field of interest.
2. "Job Shadowing Consent Form" signed by you and your parents must be on file.
3. Your shadowing experience must be approved by Career Experience Facilitator (Mrs. Ayers).
4. You will abide by the rules and regulations of the company while on site.
5. You will be on time for all designated meetings or scheduled work. Should you need to miss your scheduled time for any reason, you will **call** your contact with as much advance notice as possible.
6. You agree to dress appropriately for your internship (ie – business dress in most cases).
7. You agree to provide your own transportation if necessary.
8. You acknowledge that failing to complete your job shadowing hours will affect exam exemptions.
9. You must keep up with all course work and due dates during the shadowing.
10. Job Shadowing related absences DO NOT extend coursework deadlines.

JOB SHADOWING DEADLINES

- September 30 – Job Shadowing Survey sent by Mrs. Ayers completed
- October 5 – Job Shadowing Consent Form completed and turned in (found on pages 10-11 of this packet)
- October 14 – Company and contact information entered into Google form sent by Mrs. Ayers OR meeting set up with Mrs. Ayers
- November 4 – Hours set up with your company – this must be completed to qualify for exemptions
- January 27 – Update Mrs. Ayers on job shadowing status
- February 17 – Update Mrs. Ayers on job shadowing status
- March 30 – All Job Shadowing hours must be complete to qualify for exemptions; hours entered in x2vol or submitted via time sheet on page 9 of this packet
- April 13 – All Journal Entries Due
- April 27 – All Job Shadowing Reflective Report Papers Due

STRATEGIES FOR A SUCCESSFUL EXPERIENCE

Show your employer you are a good worker:

- By being on time! Make sure you have reliable transportation.
- Good attendance – if you are going to be unavoidably late or out sick, ask your supervisor the proper method of informing them.
- Follow all office rules, policies and procedures.
- Listen and learn.
- Treat everyone with respect and courtesy.
- Use your time efficiently.
- Accept criticism as constructive. Don't become defensive – your employers are there to help you.
- Do not use employer's equipment for personal time/projects.
- Limit socializing with other co-workers.
- Do not abuse your lunch hour and break time.
- Do Not Gossip!
- Follow the dress code of the company or program. Always be neat and clean.
- Learn as much as you can about the company. Look at the company's website.
- Ask questions. When you are unsure of something be sure to ask the supervisor assigned to you.
- Alert your employer or teacher of any potential problem.
- Communicate with your mentor/supervisor on a regular basis.

Go Above and Beyond:

- You will receive favorable reviews if you are willing to exceed your employer's expectations.
- Be a team player.
- Always be willing to help.
- Avoid a "know-it-all" attitude.
- Display Energy and Enthusiasm...Smile! The most successful workers are those that display an upbeat attitude and a genuine interest in performing their role.

Network:

- This is your opportunity to meet people who can assist you in your career choice.
- This is your opportunity to learn what skills and education are necessary for this field.
- This is your opportunity to learn more about this industry – ask questions!

Portfolio:

- Be sure to list your shadowing experience in your portfolio as well as on your resume.
- List positive feedback from your employer.

Thank You:

- Show your appreciation. Upon completion of your intern experience, be sure to write a thank you to the company and supervisor for giving you this opportunity. A copy of the thank you note that you send must be turned in.

WHAT CAN YOU EXPECT FROM JOB SHADOWING?

1. Watching real work!

You will be shadowing workers as they go about their daily tasks. There is much to be learned – especially in the seemingly small details. Pay attention and ask questions!

2. The employer will give directions

Your employer will discuss the company's expectation in the beginning in order to avoid miscommunication.

3. Expect feedback

The employer will help you by communicating with you.

4. Company events

You may be included in the daily life of the company.

5. What if I don't understand the task assigned to me?

The company will work with you to help you understand. Don't be afraid to ask questions.

6. Who will assist me?

The company will assign a staff member to mentor and guide you.

7. Will I get paid?

No. This activity is designed to assist you in determining your career path by giving you "real world" experience.

8. Will I get a grade based on my job shadowing requirements/deadlines?

Yes, you will receive grades in your American Studies class. Additionally, you will not be able to be exempt from your exams if you do not have your hours set up by November 4, 2011 and your hours completed by March 30, 2012.

9. Will the Career Experience Facilitator be in contact with my employer?

Yes, personnel from the school will visit you and your employer at your job site.

10. Will I be evaluated?

Yes, there is a copy of the evaluation page on page 6 of this handbook. Your employer will complete this and return it to school personnel.

Job Shadowing Evaluation of Learner

To be completed by employer following the learner's job shadowing experience.

Please rate the following on a scale of 1 through 5.

(5 indicates that you strongly agree with the statement, and 1 indicates that you strongly disagree).

Evaluating the student:

Name of Learner _____

Student was courteous and respectful

1 2 3 4 5

Student appeared knowledgeable about the shadowing experience

1 2 3 4 5

Student asked appropriate questions about the Business Partner

1 2 3 4 5

Student exhibited knowledge about the career area

1 2 3 4 5

Evaluating the Program:

By educating the student, I gained a new perspective about my job.

1 2 3 4 5

I was at ease interacting with my student throughout the day.

1 2 3 4 5

I enjoyed my experience and would be willing to do it again.

1 2 3 4 5

I would recommend Career Shadowing to other employees.

1 2 3 4 5

How could we better support you and the program?

Any additional comments?

May we quote you in any future publications?

Your name and title: _____

Thank you for participating in NTH@C Job Shadowing program.
Please complete this brief evaluation and return it to Lindsay Ayers by fax, mail or email.

Job Shadowing Journals and Paper

Every Junior must submit a minimum of three journal entries and one written reflective report based on his/her experience on the job.

Journal entries will be submitted via Echo in your Job Shadowing course. All journal entries must be a minimum of three paragraphs long with four sentences in each paragraph to fully develop your thoughts. Journal entries should document important conversations, lessons learned, and all relevant shadowing experiences. These will document your daily activities and will be used to help you document your experiences for the reflective report.

Due Date: All journal entries must be submitted by April 13, 2012.

Your reflective report will be due on April 27 and must meet the following criteria:

Format: Typed 8 ½ x 11 good quality paper, double-spaced, adequate margins. No fewer than 400 words. Cover sheet must contain your name, school, date of report, and name of supervisor.

Content of Reflective Report:

1. Description: Name of supervisor and campus location.

2. Description and Evaluation of Job Shadowing Experience: Cite specific examples in answering these questions (in any order you deem appropriate).

- What were your responsibilities?
- What did you learn during your job shadowing experience?
- What did you anticipate learning? How did it differ?
- Describe how you demonstrated responsibility and self-management in your job shadowing experience.
- Were you able to apply skills and knowledge learned in the Junior Achievement field trip to your job shadowing experience?
- What did you learn about your career aspirations? Due to this experience did your career aspirations alter?
- How would you rate the overall experience?
- What problems, if any, did you encounter? How did you handle these problems?

Proofreading: Be sure to proofread your report for spelling, grammar, and typographical errors before handing in the report. The paper will be evaluated for both content and usage.

NTH@C Job Shadowing Checklist/Evaluation

Turn in the following items with your written reflective report. You may bind the items in whatever way you see fit but evaluation can be completed more quickly if you put the items in the order listed below.

Learner Name _____

Check When Done	Included Items:	Job Shadow Evaluator:		
		Needs Missing	Revisions	Completed
	Job Shadowing Checklist/Evaluation			
	Three Reflective Journal Entries posted in Echo			
	Written Reflective Report turned in to Mrs. Ayers			
	Job Shadowing Hours in x2vol (minimum 10 hours)			
	"Evaluation of Student" Completed by Supervisor			
	Copy of Thank You note you sent/gave to your supervisor			

Check When Done	Items You May Also Include:	Evaluator's Comments:
	Photos From Your Job Shadowing Experience For Your Digital Portfolio	
	Reference Letter on Business Letterhead	
	Business Card from Supervisor	
	Other:	

Additional Comments: _____

JOB SHADOWING TIME REPORT

Please note that you may submit hours on x2vol, but I will need company verification if you do that.

Learner Name _____

Phone _____

E-Mail Address _____

Assignment _____

Date	Arrival Time	Departure Time	Total Time	Supervisor's Initials
Total				

Learner Signature _____

Job Shadowing Supervisor Signature _____

NTH@C's Career Experience Facilitator's
Signature _____

JOB SHADOWING CONSENT FORM (page 1 of 2)

Student/Parent/Guardian Consent Form

Name _____

Home Address _____

Phone _____ Date of Birth _____

E-mail address _____

School ID _____

Name of Insurance Company _____

Policy Number _____

Name of Physician _____

Phone Number _____

Emergency Contact Name and Phone _____

As a member of NTH@C and as a participant in the job shadowing program as required of all learners, I understand that:

1. I am making a commitment to complete 10 hours in a Job shadowing opportunity during my junior year.
2. To be placed in the shadowing experience, I understand that I must meet the following requirements:
 - Professional behavior towards facilitators and all superiors while in the classroom and on all outside activities.
 - Development of a professional resume.
 - Student and Parent/Guardian Consent form signed.
3. Any history or current drug use or criminal conviction will jeopardize my placement.
4. By signing this consent, my legal guardian gives me permission to take trips with my class and travel to work unaccompanied for my job shadowing opportunity.
I understand that I will be required to provide my own transportation to the work-site.
5. I must report to the job-site on time and dress appropriately in business attire.
6. Once placed on the job, I am responsible for whatever tasks I am assigned by my supervisor. If I have a question about the appropriateness of a particular assignment, I will first contact Mrs. Lindsay Ayers who is my career experience facilitator.
7. This job shadowing opportunity is a result of the partnership between Coppell ISD and the employment entity; therefore, I agree to follow all Coppell ISD rules and all policies outlined by the employer. I understand that failure to follow any rules or policies will result in termination from employment (at employer's discretion), dismissal from the program (at director's discretion) and disciplinary action listed in the Coppell ISD Student Handbook.
8. I understand that completion of a job shadowing or intern assignment is a requirement to graduate from the New Tech High School, and if I am not eligible for an assignment with a business partner, or if I have been terminated from employment, I will be assigned an alternate assignment or program.
9. I also agree to adhere to CISD computer acceptable use policy at school and on the job site.
10. I understand that during my participation in this program, I will still be responsible for completing course work and will maintain contact with all of my teachers.

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11. Any questions or concerns I have about the Job Shadowing Program will be directed first to Mrs. Ayers, Career Experience Facilitator, or Mrs. Ziaer, Assistant Director of NTH@C.

MEDICAL AUTHORIZATION

In order for your child to participate in job shadowing, this form must be filled out and returned to Mrs. Ayers.

The parents or guardian of each student attending school related events hereby grants the sponsor or other persons in charge permission to obtain medical help if needed and release the school and sponsor from liability for any occurrence in relation to said activities.

PHOTO RELEASE

I _____do ___do not give the school to publish my child’s photo in publications.

TRANSPORTATION RELEASE

By initialing below you release NTH@C and CISD of liability while your learner is being transported to and from his/her job shadowing site:

_____NTH@C Learners are responsible for either driving themselves in their own transportation or carpooling to job sites to complete their required hours for graduation.

By signing below I acknowledge that I have read and agreed to all the above policies as well as the expectations of CISD and NTH@C as outlined in the student code of conduct and job shadowing packet.

Student's Signature Date

Parent's Signature Date

New Tech High @ Coppell Digital Portfolio

<p>9th grade Google Collection</p>	<ul style="list-style-type: none"> • Resume Example • Learning Outcomes and definitions for that year • Minimum of 2 artifacts from each class with reflection • Community Service Log (x2vol)
<p>10th grade Google Collection</p>	<ul style="list-style-type: none"> • Learning Outcomes and definitions for that year • Minimum of 2 artifacts from each class with reflection • Community Service Log (x2vol)
<p>11th grade Google Collection</p>	<ul style="list-style-type: none"> • Resume • Learning Outcomes and definitions for that year • Minimum of 2 artifacts from each class with reflection • Job shadowing log and reflection • Community Service Log (x2vol)
<p>12th grade Capstone Presentation</p>	<ul style="list-style-type: none"> • Updated resume • Learning Outcomes and definitions for that year • Internship log and reflection • Capstone Project • Community Service Log (x2vol)

RESUMES

Submitting your resume for review is the initial step in obtaining a new job. Since an employer's review of a resume almost always precedes an interview, it is critical that the information you wish to convey is properly constructed and pertinent to the position to which you are applying.

The purpose of a resume is not to get the job, but to get the interview. The only information that should be included on your resume is information that is relevant and supports your case for candidacy.

Points to Consider

- Keep your resume brief (1 page **maximum**)
- Use only 8 1/2" x 11" paper
- Use white or off-white quality paper
- Emphasize your skills and accomplishments
- Do NOT use abbreviations
- Arrange the resume so it is pleasing to the eye
- Avoid fancy fonts, exotic colored paper, photographs and graphics, unless you are applying for a graphic art position
- Clearly define your objective
- Be sure that all verbs are in the appropriate tense (ie – for current positions, use present tense verbs; all past experiences should be noted with past tense verbs)
- Provide a summary of qualifications at the top using key words or phrases
- Use clear concise bullet statements to describe your pertinent experience
- List all related educational achievements or completed courses, starting with the most recent
- List extra-curricular and after school activities as they relate to your career or leadership
- Offer to provide professional and personal references at the bottom but DO NOT include them on your resume

NTH@C CONTACT INFORMATION:

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