

CAREERS Job Shadowing

For this project, you will “job shadow” at an occupation that interests you. This day is considered an excused absence from school.

Stipulations for occupation:

- Select an occupation for which training is needed
- Owner/employer/manager must not be under age 19 or your parent/guardian
- Occupation cannot be the place of your current employment
- Occupation cannot be in this school

There is a definite process for this project and you will need between 1-2 weeks to prepare prior to the actual job shadowing. The last day to job shadow is Mar. 17, 2017. That leaves the last week of the quarter for the thank you letter and the job shadowing report.

In short, you will need to . . .

1. Contact someone you wish to job shadow
 2. Tell Mrs. Schroeder you made your contact & complete Request Letter with her
 3. Complete your Agreement Form & hand in
 4. Complete interview questions & hand in
 5. Job Shadow day
 - Dress appropriately
 - Bring your lunch or money for lunch
 - Be attentive—take notice of everything.
 - Take notes.
 - Pick an appropriate time to ask your interview questions. Write down the answers given.
 6. Prepare Thank you letter (check with Mrs. Schroeder for format)
 7. Prepare Job Shadowing report (format for this is given on this sheet, but check with Mrs. Schroeder also)
- These 4 steps must be completed prior to the actual job shadow day.**

Unlike other late work, any missing pieces for job shadowing will receive no more than half credit.

More detailed information for each step is shown below.

Job Shadowing Request Letter

This letter will be written and sent to a business at which you are interested in job shadowing. (This letter is prepared in class the first week of class.)

1. Use Microsoft Word
2. Use a modified-block style letter (example attached)
3. The letter needs at least three paragraphs.
 - 1st paragraph* – introduce yourself and explain why you are writing the letter
 - 2nd paragraph* – explain why you are interested in job shadowing at their place of business or their position
 - 3rd paragraph* – state when the project is due and thank them for their time
4. Check spelling, spacing and grammar
5. Hand in a draft copy for me to proof
6. Make corrections
7. Print corrected letter and Mrs. Schroeder will send corrected letter to business along with the Job Shadowing – Business Agreement form (This agreement form must be returned by the business/organization prior to your job shadowing date.)

Letter Margins: TM – 1.5 inch BM – 1 inch LM – 1.25 inch RM – 1.25 inch

Job Shadowing Agreement

You will receive this form once you have completed your Request Letter with Mrs. Schroeder. Complete “Job Shadowing Agreement” and return it to Mrs. Schroeder prior to your job shadowing date.

Interview Questions

1. Complete at least 12 interview questions that you will ask the person you are job shadowing.
2. Print two copies—one to take with you and one to hand in prior to your job shadowing date.

Thank You Letter

This letter will be written and sent to a business after your job shadowing experience.

1. Open your Request Letter (since the set-up is already done) and make the necessary changes to the paragraphs – re-save the letter as “JS Thank You”
2. The letter needs at least three paragraphs.
 - 1st paragraph* – state that you recently completed a job shadowing project with them
 - 2nd paragraph* – inform them that this was a valuable experience for you—be sure to keep the tone positive—even if you didn’t like the job, the experience was still positive because you learned that this probably isn’t the route you would take
 - 3rd paragraph* – thank them for allowing you the opportunity to job shadow with them
3. Check spelling, spacing and grammar
4. Hand in a draft copy for me to proof
5. Make corrections
6. Print corrected letter and Mrs. Schroeder will send the letter to the business
7. The thank you letter must be turned within one week after the completion of your job shadowing date. Anytime after the week is up, the letter will be graded LATE.

Letter Margins:

TM – 1.5 inch

BM – 1 inch

LM – 1.25 inch

RM – 1.25 inch

Report

1. Use Microsoft Word
2. Use MLA format
3. Use a positive tone throughout report
4. Use plenty of detail when describing your experiences
5. Report will include an introductory paragraph, the body paragraphs and a summary paragraph
 - **1st paragraph** - *Introductory paragraph* – in this paragraph state where you shadowed and the position you shadowed (do not use the name of the person you shadowed)
 - **2nd paragraph** - *Body paragraph* - Describe the position that you shadowed. Include the duties you observed or possibly participated with
 - **3rd paragraph** - *Body paragraph* - Describe the environment
 - **4th paragraph** - *Body paragraph* - Share the information gained from the interview questions you asked
 - **5th paragraph** - *Summary paragraph* - In this paragraph, share your overall feel for the experience and describe how the career fits/does not fit you
6. Use a header right aligned with your name last name and the page number (ie. Schroeder, 2)
7. Check spelling, spacing and grammar
8. Print and hand in

Job Shadowing Grading Sheet

Points

Request Letter

Completed(5)_____

Job Shadowing Agreements (student's and business/organization) (6)_____

Interview Questions (6)....._____

Actual Job Shadowing completed prior to due date (5)....._____

Thank You Letter

Letter style (3)....._____

Required paragraphs (6)....._____

Correct spelling, spacing and grammar (5)....._____

Report

MLA format (2)_____

Positive tone (2)_____

Required paragraphs-with detail (10)_____

Header (2)_____

Correct spelling, spacing and grammar (5)....._____

Total points (57)....._____