Job Shadowing Project: NEEDHAM B. BROUGHTON HIGH SCHOOL

Job Shadowing Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade\_\_\_\_\_ Period \_\_\_\_\_\_Day\_\_\_\_ Course Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I. JOB SHADOWING GOALS Project Due Dates:**

* Utilize effective project management --**Completed Packet due:\_\_\_\_\_\_\_\_\_\_**
* Apply IB “Learner Profile” information --**Shadowing appointment recorded**
* Practice professional communication **on chart in class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Gain specific career knowledge

**II. CAREER ASSESSMENT AND INFORMATION TOOLS**

|  |  |  |  |
| --- | --- | --- | --- |
| *Use one or more of these tools to help you understand which jobs might be right for you.* | Comments | I did use this tool. | I did not use this tool. |
| [www.cfnc.org](http://www.cfnc.org)  Go to Career Center, then Career Key |  |  |  |
| Broughton Career Development Hot Link from the Broughton homepage |  |  |  |
| http://online.onetcenter.org/ |  |  |  |

# III. BRAINSTORMING/NETWORKING/PROFESSIONAL COMMUNICATION

* *List* careers of interest (use your own ideas/the results from the career assessments above) on a sheet of paper
* *Talk* with family, friends, neighbors, teachers, coaches, individuals in civic/faith communities to get names/contact info for career people in your interest area
* NOTE: If you cannot find a perfect match, job shadowing in almost any field will still benefit you, helping you analyze what is/isn’t a good fit for you.

IV. JOB SHADOWING

Note: If you cannot shadow, you may complete the Alternative Assignment—see page 4

Once you have reviewed the goals of this project (I), completed the career assessment chart (II), and created your brainstorm list (III), follow the steps below for the actual job shadowing experience:

### MAKE AN APPOINTMENT

Make an appointment to shadow someone in your career area (or any career area if you can’t identify a specific career area). Arrange to shadow for at least two hours during non-school hours. There is a workday Monday February 18 and a holiday Tuesday February 19 if you’d like to shadow longer than 2 hours.

### TELEPHONE SCRIPT (\*Use this to make an appointment)

To make your appointment, feel free to use the following script as a guide:

“Hello, my name is \_\_\_\_\_\_\_\_\_\_, and I’m a student at Broughton High School. We’re doing job shadowing this month, and I’d like to visit you at work to learn more about the kind of work you do. Would it be possible for me to shadow you at work for a couple of hours or so? It would? Great! What time would be convenient for you? I have afternoons available Feb. 6-22, or I could come on the teacher workday or holiday Feb. 18 or Feb. 19. (*Agree on a time and write it on your calendar*) What is your address? (*Write it down and Mapquest it*) Thank you so much. My number is\_\_\_\_\_\_\_\_\_\_\_, so you can contact me beforehand if you need to. I’ll also call you a couple of days before the appointment just to confirm it. I’m looking forward to it, and thanks again! Goodbye.”

1. PREPARATION

Prepare for your job shadowing experience by doing the following:

* + Practice 3 times introducing yourself (sincere smile, eye contact, proper handshake)
  + Plan your appearance (appropriate clothes, shoes, neat hair and nails, etc.)
  + Review the questions you want to ask—take them with you if you like
  + Gather nice-looking pen, paper, and Verification Form to take with you
  + Arrange for a ride

1. ON-SITE JOB SHADOW EXPERIENCE

As you complete your job shadowing experience, do the following:

* Be on time, be courteous, and be professional—represent yourself well
* Introduce yourself using sincere smile, eye contact, proper handshake
* Listen attentively
* Ask appropriate questions
* Take a few specific notes in order to help yourself reflect later
* Have person you shadowed complete the Verification Form (attached)

E. REFLECTION: This section is to be completed by ALL STUDENTS, whether you job shadowed or wrote the paper (did the Alternative Assignment on page 4).

E-1: IB CONNECTION: What 2 attributes of the IB “Learner Profile” (IB Learner attributes include Inquirers, Knowledgeable, Thinkers, Communicators,Principled, Open-Minded, Caring, Risk-Takers, Balanced, Reflective) are most important in this job/career? Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-2: PERSONAL CONNECTION: Complete the chart below, explaining the specific reasons this career is a good or poor fit for you: (see <http://www.bls.gov/oco/home.htm> for more information about these categories)

|  |  |  |
| --- | --- | --- |
|  | I can see myself in this job because: | I have a hard time seeing myself in this job because: |
| Job responsibilities |  |  |
| Working conditions: hours, inside/outside, health risks, etc. |  |  |
| Training, Qualifications, Opportunities for Advancement |  |  |
| Future of the field |  |  |
| Earnings & Benefits |  |  |

#### E-3: PROFESSIONAL COMMUNICATION: THANK-YOU NOTE

Write and mail a hand-written thank you note (within seven days of job-shadow) to the person you job shadowed. **If you did the Alternative Assignment, write a practice thank** **you note and attach it to this packet when you turn it in.** Please see example of an appropriate thank you note below:

*Dear Mr. Brown,*

*Thank you for the job shadowing experience at Widget World yesterday. You were kind to explain the specifics of the job so I can make a better career decision.*

*Your company is impressive, and I look forward to hearing more about it in the future. I really appreciate your willingness to help me understand what you do in your work each day, and I wish you much success with the new Wonder Widget coming out this year.*

*Sincerely,*

*June Bailey*

Have your parent/guardian verify that you wrote and mailed your thank you note below:

My child wrote and mailed a thank-you note on this date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### ALTERNATIVE ASSIGNMENT OPTION

The preferred option is to shadow someone who is working in a specific career area. You will gain much just from being at the work site. However, if you cannot shadow, the alternative is to write a research paper using the following criteria:

1. List 3 references, including The Occupational Outlook Handbook, the ONET (<http://www.bls.gov/oco/home.htm>), (<http://online.onetcenter.org/>), and one other.

2. The paper must be a minimum of 1 page, double spaced, 12 pt. Times New Roman, addressing the following:

--Workers’ job duties—what are the tasks and assignments; how do you invest your daily time?

--Working conditions—working hours, inside/outside, travel, health risks?

--Training, qualifications, opportunities for advancement—reimbursement for higher education?

--Employment – number of these jobs available now and in the future

--Earnings/Compensation—include starting and mid career pay ranges and benefits

--Related Occupations—include careers that use transferable skills, such as teaching to sales

--Other sources of information, such as professional organizations related to

this career

**NOTE: Only the actual shadowing is replaced by the paper. You must complete the other parts of the packet to complete the assignment successfully**.

**Job Shadowing Project February 2009**

**Needham B. Broughton High School**

**EMPLOYER VERIFICATION FORM**

Thank you for allowing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to shadow you today. Broughton High School appreciates your support of our student. Please comment about what the student and/or you gained from this experience:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ - \_\_\_\_\_\_

*Signature of Person Being Shadowed Date Times of Shadow*

#### Please print your name and title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Your Company/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Your Company/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Would you be willing to job shadow again next year? YES\_\_\_\_\_\_ NO\_\_\_\_\_\_

STUDENT CHECK-LIST

**Job Shadowing Project: NEEDHAM B. BROUGHTON HIGH SCHOOL**

In order to ensure you complete all parts of the job shadowing project, use the following check-list:

I have:

\_\_\_\_\_ **Reviewed** the Job Shadowing Goals (I)

\_\_\_\_\_ **Completed** the Career Assessment Tools (II)

­­\_\_\_\_\_ **Created** a brainstorm list after **networking** with family, friends, etc. (III)

\_\_\_\_\_ **Made an appointment** to job shadow, using script as a guide (IV-A, IV-B)

\_\_\_\_\_ **Prepared** by practicing, planning, reviewing, etc. (IV-C)

\_\_\_\_\_ **Job Shadowed** (IV-D) or **Completed the Alternative Assignment**

\_\_\_\_\_ **Had employer complete** Verification Form (Attachment #1)

\_\_\_\_\_ **Completed** the Reflection (IV-E)

\_\_\_\_\_ **Written/Mailed a Thank-You Note** (IV-F)

\_\_\_\_\_ **Had parent/guardian complete** verification that thank-you note was written and sent (IV-F)

\_\_\_\_\_**Copied** this document for personal records (use for applications, scholarships)

\_\_\_\_\_**Turned in** Packet to teacher by due date

***Be sure to make a copy for your own files and record the experience in your resume at*** [***www.cfnc.org***](http://www.cfnc.org) ***for future contact and scholarship applications.***

***Congratulations! You’re on your way to the best career for you!***