

WEST RANCH HIGH SCHOOL

SCHOOL-TO-CAREER *Job Shadowing* STUDENT GUIDE



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West Ranch High School
**Parent Consent, Teacher Notification
and Attendance Notification**
(Return Completed Form to Attendance Office)

Parent Consent — Photo Release

Your son or daughter has a unique opportunity to participate in a Job Shadowing experience at a workplace. He or she will be shadowing a Workplace Host, who will lead him or her through a department in the workplace. They will discuss a typical workday and explore different aspects of working in a particular industry and what skills they are learning in school that are needed in the working world. We encourage you to review the Job Shadowing Student Guide and discuss some of the topics addressed in it, such as "Thank You Letter," and "Conducting an Interview."

***If your son or daughter needs assistance in finding someone to Job Shadow, please contact the district Career Development Coordinator, Pam Malowe. Her contact information is on the first page of this packet.**

I understand that Job Shadowing activities may attract attention from the media and is also used to promote partnerships between schools and employers, so there is a possibility that children will be photographed during their experience. I grant permission to photograph my son/daughter for these promotional and educational purposes.

In order for your child to participate, this form must be filled out and returned the Attendance Office prior to their job shadow:

Permission to Participate in Workplace Job Shadowing/Permission to Photograph Son/Daughter for Promotional and Educational Purposes:

➡ My son/daughter, _____, may participate in a Job Shadowing experience.

Teacher Notification

➡ Student Name: _____

Date of Trip: _____

Class:

Teacher Signature:

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

IT IS UNDERSTOOD THAT ANY AND ALL WORK MISSED WILL BE
COMPLETED BY THE STUDENT

Attendance Notification

(Necessary only if student is participating during the school day)

This form is not considered to be complete, and therefore the student may not participate in the job shadow activity unless the form has been signed by an Attendance Technician.

➡ Attendance Technician Signature: _____ Date _____



West Ranch High School

Waiver, Release, And Indemnity Agreement

(Return Completed Form to the Health Office)

Student Name—Please PRINT _____

Date/Times of Participation: _____

Transportation: Transportation arrangements are completely the responsibility of the parent/guardian. William S. Hart UHSD will not provide transportation and will have no responsibility for arranging student transportation, carpools, or transportation routes.

Supervision: This program has been designed by the SCV School & Business Alliance, however, when students are Job Shadowing at the place of business there will be no direct William S. Hart UHSD supervision.

Medical Assistance: In consideration of the above, should emergency medical assistance be required, *The Company* officers are hereby authorized to call 911 and the parents of the student. If less serious medical attention is required, said *Company* officers should call the parents only.

For and in consideration of permitting the Undersigned William S. Hart UHSD, hereinafter referred to as ***The District***, student to enroll in and participate in ***The District's*** Work-Based Learning Job Shadowing Program, assigned to work at

(Name and Address of The Company/Job Shadow Location)

hereinafter referred to as ***The Company***, the Undersigned Parent/Guardian does hereby voluntarily release, discharge, waive and relinquish any and all rights to actions or causes of action against ***The Company*** and ***The District***, its officers, agents, employees, and volunteers, for bodily injury, personal injury, property damage, or wrongful death as a result of this student's participation in the program, whether incidental or not, to ***The District's*** Work-Based Learning Job Shadowing Program.

The Undersigned Parent/Guardian further agrees to defend, indemnify, and hold harmless ***The Company*** and ***The District***, its officers, agents, employees, and volunteers from all loss, cost and expense arising out of any liability or claim of liability for bodily injury, personal injury, property damage, or wrongful death, sustained or claimed to have been sustained, arising from activities of ***The Company*** and/or ***The District***, or those of any of their officers, agents, employees and volunteers, whether such act is authorized by the Agreement or not.

The provisions of this agreement apply to any damage or loss caused by the negligence of ***The Company*** and/or ***The District***, and any of their officers, agents, employees, or volunteers. IT IS THE INTENTION OF THE UNDERSIGNED PARENT/GUARDIAN BY THIS AGREEMENT, TO EXEMPT AND RELEASE ***THE COMPANY*** AND ***THE DISTRICT*** AND ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS FROM ANY AND ALL LIABILITY CAUSED BY NEGLIGENCE.

The undersigned acknowledged that he/she has read the foregoing three paragraphs, has been fully informed and has a complete understanding of the legal consequences of signing this agreement. In addition, the Undersigned accepts complete responsibility for this student's transportation to and from the ***The Company*** and acknowledges that no supervision is being provided by ***The District*** at ***The Company*** in connection with this activity.

Parent/Guardian Name—Please PRINT: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent Emergency Contact Phone Number: _____

Wildcat Student Responsibilities—Day of Job Shadow

Business Host Evaluation

(Student to provide this form to Business Host)



We appreciate your taking time to host high school students at your place of business. We are very interested in the long term success of our program and would appreciate your taking a few minutes to share your assessment of the Job Shadowing experience. Your feedback will be very valuable to the overall program. Please fill out the form below and mail it to West Ranch High School **Attention:** _____, 26255 West Valencia Blvd. Stevenson Ranch, CA 91381, FAX 661-290-2903.

Mentor Name: _____ Title: _____ Company: _____	Mentor 's Telephone: _____ Date of Job Shadow: _____ Telephone Number: _____
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Please rate your student according to the chart below:

Standards to be Evaluated	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
PUNCTUALLITY Reported at the appointed time.				
PROFESSIONAL APPEARANCE Dressed/groomed appropriately.				
PROFESSIONAL CONDUCT Confirmed appointment in a professional manner; behaved appropriately at the work site.				
COMMUNICATIONS Related well to mentor and others; asked appropriate questions.				
OVERALL EVALUATION Student was prepared for Job Shadowing; student seemed to benefit from the experience.				

Do you have any comments that you would like to share with the student?

Do you have any suggestions for improving our Job Shadowing program?

Would you be willing to host another student in the near future?*



West Ranch High School

Job Shadow Sign In

Please write down a sign in and sign out time and have it signed by your Mentor. The minimum length you must stay at a job shadow is (4) four hours. You may want to use the time slots to note tasks you were involved in during your time spent shadowing.

Student: _____



Sign In Time: _____ Signed (by Mentor): _____

8AM _____

9AM _____

10AM _____

11AM _____

12PM _____

1PM _____

2PM _____

3PM _____

4PM _____

5PM _____



Sign Out Time: _____ Signed (by Mentor): _____



Wildcat Student Responsibilities

Day of Job Shadow

Student Activity: Conducting an Interview—Part One

Meet your Workplace Host

To find out more about your Workplace Host's job, you may want to conduct an interview, (or this exercise may be assigned by your teacher). Think about the reporters you have observed conducting interviews on the evening news. If you choose not to conduct an interview during Job Shadowing, the questions below may then be used as a reference for the type of questions you may want to ask—use your own judgment. **Rule of thumb—do not ask questions about your host's salary (salary information can be researched on your own).** Make sure the questions you ask are spoken clearly, and that you make eye contact with your Workplace Host. Relax and smile. Write down the answers on this page during the Job Shadowing experience or after.

Note: You do not have to conduct an interview unless it is a class assignment. You may use these questions as a reference for the type of questions that would be appropriate.

Introductory Questions ("Getting to Know You")

1. What is your job title?

2. What are your responsibilities?

3. How do you help this workplace meet its goals?

4. What is a typical day like for you?

5. What do you like the most about your job?

6. Why did you select this type of work?

7. How much education do you need for this job?

8. Do you need more job training after you have completed your education?



Wildcat Student Responsibilities

Day of Job Shadow

Student Activity: Conducting an Interview—Part Two

Questions About Job Skills

Your Workplace Host uses many of the same skills on the job that you are learning every day in the classroom. To find out which skills are important to your Host's job, you may want to ask him/her to show you examples of how the following skills are used on the job, or you may want to use the questions below as a reference guide of the type of skills you may want to take note of and reflect on later. Remember to speak clearly.

- 1a. Do you use reading every day on the job? Yes No
- b. What do you most often read on the job (for example, contracts, technical manuals)?

2. How, if at all, do you use writing on the job?

3. Is math important to your job? Yes No How?

4. Do you need good listening skills for your job? Yes No

5. When do you need to use good speaking skills to get your job done?

6. Do you ever have to work in teams on your job? Yes No

7. Do you use a computer for your job? Yes No How?

- 8a. What kinds of problems do you solve on the job?

- b. What skills do you need to solve these problems?

9. What did you learn in school that helped you the most on the job?

10. What do you wish you had studied more in school?



Wildcat Student Responsibilities Post Job Shadow Day-Part One

S A M P L E — Thank You Letter

The Thank You Letter

- Thank you letters are important to building good relationships
- Thank you letters should be sent within one week of the experience
- Thank you letters need not be long
- Thank you letters should mention in some detail what you are grateful for and should express your gratitude in an enthusiastic, appreciative way.
- Thank you letters are your chance to show appreciation and express why you liked the experience, how you are going to use what you learned, and to share one thing you enjoyed the most about your day.

Month/Day/Year

Space

Space

Space

Name of business host/ (Mr./Mrs./Ms. First Name/Last Name)

Name of business/company

Address

City, State, Zip Code

Dear Mr./Mrs./Ms. (Last Name):

Thank you so much for the opportunity to Job Shadow with (*Company Name*) and for all of your (*assistance, information, guidance, encouragement, or the like*).

Job Shadowing with you was very rewarding (*mention here what you liked about this experience, what you gained from the experience, and the like*).

It was a pleasure learning about your company. Thank you again for this opportunity which will help me with my future career and school goals.

Sincerely,

(*Your signature*)

Your first and last name typed

*****THIS IS A SAMPLE LETTER—PLEASE PERSONALIZE IT
TO REFLECT YOUR OWN EXPERIENCE!***



Wildcat Student Responsibilities

Post-Job Shadow Day-Part Two

(Return Completed Form to Teacher)

Post-Job Shadow Day Student Evaluation Form

- Now that you have completed your Job Shadowing experience, take some time to reflect on what you observed and how it might affect your plans for the future.

1. What were the title and responsibilities of your Workplace Host?

2. Which parts of the job were of interest to you?

3. Which parts of the job would you find boring?

4. Would you consider a career in this field? Why or why not?

5. What was your overall impression of the Job Shadowing Program? Is there anything you would change for future classes?

Suggestions for Completing the Job Shadow Project...

Job Shadow Check List

Print the job shadow packet

www.Naviance.com

www.banksamlit.posterous.com

BEFORE your shadow:

- ✓ Make contact w/ a mentor & book an appointment for your shadow day.
- ✓ fill out & turn in pages 2 & 3 (for attendance & health office).
- ✓ **Fill out an envelope to:**

**West Ranch High School
26255 W. Valencia Blvd.
Stevenson Ranch, CA 91381
Attn: Mrs. Banks**

Place a stamp in the upper right-hand corner and **give it to your mentor w/ page 4.**

Tell him/her: "I am being graded on my performance and my teacher needs your feedback, so if you would please fill out this form when we are done today and send it back in this envelope, I would greatly appreciate it" (or something equivalent).

DURING your shadow:

- ✓ Have your interview questions ready. Ask your mentor to sit down with you for a moment to conduct the interview. **Suggestion:** bring a smartphone or mini recorder to record the interview, rather than trying to write everything your mentor says.
- ✓ Make sure you bring a smartphone w/camera capabilities or a small camera. Let your mentor know that you will need a picture with them, or of the shadow location for your Career Presentation.

AFTER your shadow:

- ✓ fill out the interview & other forms for your teacher (4 pages total: 5, 6, 7, & 9)
- ✓ Send a "Thank You" note (ask for a business card when you are at your job shadow so that you have the person's name & business address that way you can easily mail them a thank you note later).