

RESPONSIBILITIES OF HOSTS

BEFORE THE SHADOWING DAY:

- Schedule the specific shadowing date with the student(s) participating in the program through e-mail or phone correspondence. Let the SBS Office of Career & Professional Development (OCPD) know if you have not yet heard from any student(s) whom you have agreed to let shadow you. Please email csharick@umass.edu.
- Provide the participating student(s) directions to your organization and instruct them on where to park (or what public transportation stop is close by, and exactly where to go within your building once they arrive. Tell them what time to arrive.
- If your organization requires the student to sign any sort of confidentiality waiver, let the OCPD and the student know about this (if at all possible) before the shadowing day.
- Inform the student in advance of the shadowing day if they should be dressed more or less formally than business casual attire.
- If possible, send the student a tentative schedule and any information about your organization that you think would be helpful ahead of time. This helps them prepare and know what to expect.

THE SHADOWING EXPERIENCE:

- Allow participating student(s) to shadow you for a minimum of 4 hours unless you have let us know in advance that the day will consist of fewer hours.
- Give the student(s) a tour of the workplace, a comprehensive overview of your role and how you ended up in it, and an overview of the structure of the organization. Allow the student to observe you as you go about your day's work. Other possibilities for activities include setting up additional meetings with students, allowing them to listen in on a conference call, and/or engaging the student in some relevant reading or a small project.
- Let the student know what appropriate times are for questions and discussion. If possible, also leave some time towards the end of the day to allow the student to reflect on his or her experience and ask you additional questions.
- We have encouraged the students to take a photo with their host, and send it to us. Photos are optional but highly encouraged!

AFTER THE SHADOWING DAY:

- Fill out a Job Shadowing Experience Feedback Form for the OCPD. This form will be emailed to you in January



SBS Shadows Winter 2018

RESPONSIBILITIES OF STUDENT PARTICIPANTS

BEFORE THE SHADOWING DAY:

- Reach out to the host, taking the lead on getting the specific shadowing date(s) scheduled. If you have contacted your host at least twice and have not received a response, let the SBS Office of Career & Professional Development (OCPD) know.
- Arrange for transportation to and from the shadowing site. All fees related to the job shadowing experience are your responsibility, so it makes sense to find an opportunity within commuting distance of your home. You may need to make a practice run of the commute to see how long it will take you to get there during rush hour. Leave time for parking.
- Confirm the expected dress for the day with your host.
- **Research the organization and come prepared with specific questions (about career opportunities in the field, the structure and work of the organization, etc.)**

THE SHADOWING EXPERIENCE:

- Wear business casual attire unless otherwise directed by your host.
- Arrive promptly at a time agreed upon by you and the job shadowing host and do not request to leave early.
- Be professional, polite and inquisitive. Ask good questions!
- Take a photo with your host(s) and e-mail that photo to Carol Sharick at csharick@umass.edu (or have your host e-mail it to us). Hold up your SBS Shadows program sign in the photo, if possible. (Photos are optional but highly encouraged!)

AFTER THE SHADOWING DAY:

- Write and send a thank-you note to your host.
- Fill out a Job Shadowing Experience Feedback Form for the OCPD. This form will be emailed to you in January.

SBS Shadows Program Contact:

Carol Sharick, Director of Career & Professional Development for SBS
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