



## Atchison County Community Job Shadow Program

Preparing students to become contributing members of our democratic society is a primary mission of Atchison County Community Schools. This mission focuses on student achievement through academic excellence and educational opportunity to ensure personal success. The purpose of our **Job Shadow Program** is to allow a student the opportunity to explore careers of interest by observing work duties and the occupational culture in a “real world” environment. The experience will provide realistic career information that will aid the student in making career choices.

- Beginning with their junior year, each student at Atchison County Community School is required to complete a minimum of two job shadow experiences during their high school career.

**Procedures for Job Shadow/Internship Program** Job Shadow Forms are available in the school office or through the school counselor or online at <http://www.usd377.org>. Completed forms must be signed by the student, parents, and cooperating business **BEFORE** the job shadow can occur. Upon completion, students are to submit the Shadow Reflections Forms to the Director of Career Service Learning within two weeks of completion. We recommend students keep a copy of their form(s) in a personal folder at home should there ever be a question over completed Job Shadow Experiences.

**Graduation Requirement** Job Shadow requirements will begin after the first day of the junior year. The minimum requirement of two Job Shadow Experiences must be completed by the end of senior year. Students who are new to Atchison County Community High School will complete one Job Shadow Experience per year. Students who have not completed their Job Shadow requirements will not graduate. A notation will be made on the student transcript that the Job Shadow requirement has been met. Students not completing the two Job Shadow Experiences during their junior year will have the opportunity to complete these in the following year.

## ***Job Shadow Guidelines***

### **Job Shadowing allows the student:**

- to begin to identify career interests by observing the daily routine of workers
- to learn about the academic, technical, and personal skills required for particular jobs
- to experience future areas of interest to make informed decisions about your post-secondary experiences
- to understand the connection between school, work, and goals for the future
- to develop the skills required to secure future employment



### **Job Shadow expectations:**

- make connections between school and employment
- observe job duties and responsibilities
- understand the skills and education needed to get a good job
- learn what employees receive besides a paycheck
- find out more about the workplace
- explore new career

### **Job Shadow Requirements**

- Student is responsible for making job shadow contacts
- Job Shadow must consist of a minimum of four hours.
- The job shadow experience cannot be at a location where the student currently works or previously worked.
- This is an opportunity to connect with the community and should not be done with another student.
- Complete the entire process and submit your completed packet to the school counselor within two weeks of job shadowing. 2| Page

## *Job Shadow Guidelines and Checklist*

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_



### **STEP ONE: PREPARE FOR THE JOB SHADOW VISIT**

\_\_\_\_\_ 1. Call prospective job shadow host; arrange appointment (exact time, date, and location)

\_\_\_\_\_ 2. Complete the following forms **before** your job shadow:

\_\_\_\_\_ **Business Contact Form**

\_\_\_\_\_ **Parent Permission Form**

\_\_\_\_\_ 3. Return forms to the school counselor

### **STEP TWO: DURING YOUR JOB SHADOW EXPERIENCE**

\_\_\_\_\_ 1. Take and complete **Job Shadow Report Form** and **Job Shadow Reflection Form**

### **STEP THREE: AFTER YOUR JOB SHADOW EXPERIENCE**

\_\_\_\_\_ 1. Write a **Thank You Letter** to your job shadow host.

\_\_\_\_\_ 3. Return final forms to Mrs. Hawk-Porter

\_\_\_\_\_ **Completed Job Shadow Report**

\_\_\_\_\_ **Completed Job Shadow Reflection Form**

\_\_\_\_\_ **Copy of Thank You Letter**

## BEHAVIOR EXPECTATIONS FOR JOB SHADOWING

**Attendance** – Comes to work when scheduled; arrives and leaves on time; notifies supervisor in advance of absences.

**Character** – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility; does not engage in gossip; follows company policy.

**Appearance** – Displays appropriate dress, grooming, hygiene and etiquette.

**Attitude** – Demonstrates a positive attitude; appears self-confident, has realistic expectations of self; displays the “Golden Rule” approach.

**Productivity** – Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.); follows directions and procedures.

**Organizational Skills** – Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.

**Communication** – Displays appropriate nonverbal (eye contact, body language) and verbal (listening, telephone etiquette, and grammar) skills.

**Cooperation** – Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups.

**Respect** – Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind; is courteous and cooperative.

**Teamwork** – Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive, displays customer service attitude, seeks opportunities to learn; demonstrates mannerly behavior.

**The job shadow student must comply with student handbook expectations.**



## Atchison County Community Schools Job Shadow

### *Ideas for Making the Contact*

Before contacting the employer, make sure that you have the person's full name. In addition, make sure that you contact him/her at a convenient time. For example, do not call a restaurant during meal hours. Be prepared to answer questions about yourself, your experience and why you have chosen this career.

#### 1. Introduce yourself, your school, and your purpose for calling.

Hello, is \_\_\_\_\_ (contact person/manager) available please? Hi! My name is \_\_\_\_\_ (give your first and last name)

I am a student at Atchison County Community Schools and am interested in job shadowing at your company (or place of business). I would like to have the opportunity to spend at least four hours shadowing in your business setting observing your workplace and interviewing a worker to learn more about this occupation. This will help me make informed decisions for my future. Do you think you can help me? (yes) (no)

(If no) Thank you for your consideration. Do you know of someone in your field that may be willing to assist me with this project?

(If yes) Thank you for this opportunity. May we set up a time?

**\*\*Remember they are doing you a favor; try your hardest to work around their schedule.\*\***

#### 2. Make sure that you have the following information before you hang up.

Date of the job shadow: \_\_\_\_\_

Beginning and ending times of the job shadow: \_\_\_\_\_

Name of the business you are shadowing: \_\_\_\_\_

Name of the adult(s) being observed and their title(s): \_\_\_\_\_

Address of the job shadow: \_\_\_\_\_

Phone and email address: \_\_\_\_\_

What is the dress code? \_\_\_\_\_

Thank you again. I will be job shadowing at your business on \_\_\_\_\_ at \_\_\_\_\_. Is that correct?  
Date Time

## Atchison County Community Schools Job Shadow

### *Business Contact Form*

**Complete all information and return to Mrs. Hawk BEFORE you job shadow.**



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Career Interest \_\_\_\_\_

Job Shadow/Business Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Directions to Site: \_\_\_\_\_

\_\_\_\_\_

Scheduled date of job shadow: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Transportation Arrangements:

\_\_\_\_\_

Special Instructions (dress code, safety gear, etc.): \_\_\_\_\_

\_\_\_\_\_

**Any questions or concerns contact:**

Jenna Hawk-Porter, ACCHS School Counselor

[hawk.jenna@usd377.org](mailto:hawk.jenna@usd377.org)

(913) 833-2240



## **REQUIRED DOCUMENTATION**

**PARENTS MUST COMPLETE CONSENT FORM**

**Atchison County Community Schools Job Shadow Program**

***Parent/Guardian Consent form***

## *Permission to participate in Workplace Job Shadowing*

### **Turn in BEFORE you job shadow**

Participating students must agree to the provisions, procedures, and requirements of the program and secure approval from a business or agency partner, parent(s), and school coordinator. . Students will participate as a volunteer in the Job Shadow Program. Students must keep a record of their hours and complete all paperwork in compliance with the program.

Students who participate, do so by their own choice, accept full responsibility for their transportation or for arranging school transportation, for safety, and for any cost associated with participation upon leaving school property.

Signature of parent or guardian on this application waives and releases the participating business from any and all liability from any injury or illness incurred while participating in the Job Shadowing Program.

Students enrolled in the Job Shadow Program are subject to all rules and conditions as listed in the ACCHS Student Handbook - Code of Conduct.

My student, \_\_\_\_\_, may participate in a Job Shadowing experience which will take place at \_\_\_\_\_ located at \_\_\_\_\_ with \_\_\_\_\_ (Phone Number) \_\_\_\_\_ on this date \_\_\_\_\_ between the hours of \_\_\_\_\_ a.m./p.m. and \_\_\_\_\_ a.m./p.m.

### **TRAVEL TO WORKPLACE**

#### **Choose one**

\_\_\_\_\_(providing your own transportation) I understand that my child will be responsible for their own transportation to and from the Job Shadowing site.

\_\_\_\_\_(school transportation) I give permission for my child to ride in a school vehicle to and from the Job Shadowing site (Job shadowing must be within a 60 mile radius from school).

### **PHOTO RELEASE**

I grant the workplace permission to photograph my child for promotional and educational purposes. \_\_\_\_\_ Yes \_\_\_\_\_ No

Printed name of Parent/Guardian \_\_\_\_\_

Phone Number of Parent/Guardian (while student is Job Shadowing) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Atchison County Community Schools Job Shadow Program**

#### **Due BEFORE you job shadow**

Dear Business Person or Agency Leader,

Preparing high school students for their future is a big responsibility and requires schools and businesses or agencies to work closely together to help ensure the





success of our future workforce. I am writing this letter to confirm your willingness to have an Atchison County Community High School student participate in a job shadow program. The **Job Shadow Program** allows our high school students to explore further interest in careers. The student presenting this letter would like to secure your approval to participate in this program.

This is a school supported program in which we have the opportunity to work together to ensure that our student develops effective and efficient workplace habits while volunteering for your organization. A discussion on proper safety procedures, performance expectations related to the career, and discussion concerning the level of education required for employment in your career field would be helpful. You will be given a document that helps set the expectations for our student when job shadowing. We ask that you complete this document to help us to evaluate the student's workplace practices and submit this to ACCHS by mail or electronically. Please sign the bottom portion of this letter. The student will return this form to the Director of Career Service Learning before they begin their job shadow experience.

Thank you for your consideration and we look forward to working with you. We appreciate your willingness to serve as a partner in our **Job Shadow Program**. If you have any questions, or if I can be of any service, please do not hesitate to contact me at Atchison County Community Schools.

Sincerely

,  
Jenna Hawk-Porter, ACCHS Counselor

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**Business or Agency Partnership /Signature of Approval - please sign and return to Jenna Hawk-Porter**

As a participating business involved with the **Job Shadow Program**, we hereby acknowledge that we will not create an employer/employee relationship between ourselves and the student. The student shall receive no monetary compensation and the only non-monetary compensation awarded the student shall be the credit awarded by the school program in which her/she is currently enrolled.

While we endeavor to maintain all safety protocols, our business, the job shadow student, and Atchison County Schools shall be released from any and all claims, actions, damages and liabilities, injury or loss that in any way are caused by, arise out of, or result from negligence.

Business/Agency Partner Signature \_\_\_\_\_ Date \_\_\_\_\_

Business/Agency Name \_\_\_\_\_

**Atchison County Community Schools Job Shadow Program *Job Shadow Report***  
**Due AFTER job shadow**

Name: \_\_\_\_\_





Date: \_\_\_\_\_

Interview your job shadow host using the questions below. Write your host's responses in the space provided. You may include questions based on your research, either confirming information gathered or enhancing information. Stay away from personal issues, including salary.

1. What is your job title?
2. What are your job responsibilities?
3. How would you describe a typical day at your job?
4. In what ways are the following work habits important for this job:
  - following directions?
  - being accurate?
  - participating as a team member?
  - working independently?
5. What education, skills, and training are needed for this job?
6. What advice would you give to someone who may be interested in this career?
7. For what reason(s) might you release an employee from this job?
8. Why did you choose this career?

## **Atchison County Community Schools Job Shadow Program**

### ***Reflection Form***

**Due AFTER job shadow**

Student Name: \_\_\_\_\_



Career Cluster: \_\_\_\_\_

Career Interest: \_\_\_\_\_

Date of Job Shadow: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Name of person shadowed: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Use complete sentences to respond to the following items. Attach paper if necessary. Explain three things you learned from this experience.

1.

2.

3.

In a paragraph, evaluate what you liked most about the job you observed. Provide three examples to support your evaluation:

Decide whether you agree or disagree with the following statement: "Certain elements of the job shadow experience surprised me."  
In a paragraph, support your position with two examples from your experience.

Explain why you would or would not like this job. Provide two examples to support your conclusion.

#### Checklist

- **Thank you letter** written to job shadow host
- **Observation Worksheet** completed
- **Job Shadow Report** completed
- **Job Shadow Reflection Form** completed
- **Business Partner Evaluation** (please circle one) Included or Will be mailed

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Atchison County Community Schools Job Shadow Program**  
***Business Partner Evaluation***



Student Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

1. Was the student on time to the job site? Yes    No

2. Was the student appropriately dressed? Yes    No

3. Was the student's conduct appropriate? Yes    No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

—

4. Would you be willing to offer another student the same opportunity? Yes    No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

—

5. Please list any strengths and/or weaknesses you observed in this student.

Strengths:

\_\_\_\_\_

\_\_\_\_\_

Weaknesses:

\_\_\_\_\_

\_\_\_\_\_

Please indicate any suggestions for improving the **Atchison County Community Schools Job Shadowing Program**:

\_\_\_\_\_

—

\_\_\_\_\_

—

**Thank you for taking time to help the student in this program. Your response will be used to improve the program in the future.**

**Please return this form to Jenna Hawk-Porter at [hawk.jenna@usd377.org](mailto:hawk.jenna@usd377.org) or mail it to 908 Tiger Road, Effingham, KS 66023**

## Atchison County Community Schools Job Shadow Program

### Sample Thank You Letter



[Street Address]  
[City, ST ZIP Code]  
[Date]

Mr./Ms. Recipient Name  
Omega Engineering 110  
S. 4<sup>th</sup> Street Fowler,  
Colorado 81039

Dear Mr./Ms. Recipient Name:

**Introduction paragraph:** *Thank your host for the opportunity to complete the job shadow.* Thank you for allowing me to job shadow you last Thursday. I truly enjoyed myself and learned a lot about being a (insert job). Everyone in your office, and in the field, was very helpful and friendly. **Body paragraph:** *Describe some of the things you learned as a result of the job shadow and the effect it has had on your future goals and/or career and educational plans.* I learned so much about the field of engineering. I never knew there were so many kinds of engineers: civil, architectural, structural, electrical, and mechanical. I especially enjoyed designing trusses using the computer. I never would have known house trusses could be so fun! This experience has opened up a lot of options for me to consider as I plan my future. **Conclusion paragraph:** *Add any additional comments you have and thank them again for the opportunity.* As we discussed, I would be very interested in working with your company on any special projects as an intern, or as part-time employment in the summer. Thank you for spending time with me and helping me learn more about my options. Sincerely,

(Make sure to sign your name here.)

Your name – typed

**\*\*This is a sample letter. Do not use the same text!**

## Atchison County Community Schools Job Shadow Program

### *Addressing an envelope for business correspondence*



- Typed or neatly printed
- Size 12 font or handwritten in black ink
- Do not use abbreviations. Words such as street, lane, avenue, drive...should be spelled out. US Postal Service State abbreviations are appropriate.
- Example: Effingham, KS 66023
  - The comma is after the city and KS is the correct abbreviation for Kansas. There is no punctuation after the state, only a space and the zip code.

## Addressing Your Business Envelope



Your envelope should have the same address on it as the inside address on your letter. Although you may put your return address on the back of the envelope, the post office prefers that you place the return address in the upper left-hand corner of the envelope. (Plain White Envelope)

Edward Collins  
249 Trinity Street  
Richmond, VA 17849



Ms. Sophia Diogene  
678 Drooding Boulevard  
Kennesaw, GA 23439

Joliet Township High School Job Shadow Program- 204  
William Henry Harrison High School  
Educationplanner.or

g

<https://www.nd.gov/cte/crn/toolkit/docs/jobshadow/GrandForksBusiness3.doc>

