

**REQUIRED ACTIVITIES
FOR
STUDENT JOB SHADOWING**



Fort Zumwalt East High School

600 First Executive Ave., St. Peters, MO 63376

Phone: 636-477-2400 Fax: 636-926-3345

Student Job Shadowing

Shadowing is an opportunity to see first-hand what goes on in the workplace. It is an opportunity for students to explore a variety of careers and to learn about all aspects of business. You will have the opportunity to observe not only careers in action but also valuable skills of the real world of work.

What does job shadowing offer me as a student:

A non-paid observation in a real situation with real equipment in real time.

The chance to observe a craft/skill and to learn about work, yourself, and others

The opportunity to see how academic learning is applied in the workplace.

Student Checklist

Before Shadowing:

- Acquaint yourself with the purpose of job shadowing.
- Decide on a job or career you would like to shadow.
- Find a company/business that employs people in the career you want to observe.
- Ask permission from the employer to shadow.
- Set the date for the experience agreed upon by the employer, the student, and the parent.
- Turn in the parent permission slip for shadowing to the A+ Coordinator. **THIS MUST BE TURNED IN A WEEK BEFORE JOB SHADOWING.**

During Shadowing:

- Take the list of suggested questions with you and add to it to learn what you want to know.
- Take the Job Shadowing Verification Form with you and have the employer complete it and return it to your teacher or the A+ Coordinator.

After Shadowing: - These activities must be completed for your absence to be counted as a field trip.

- Send a Thank You letter to the person you shadowed and give a copy to the A+ Coordinator.
- Complete the Post-Shadowing Report and give it to your guidance counselor who will then schedule an appointment with you.

(FORT ZUMWALT SCHOOL DISTRICT

**PARENT/GUARDIAN PERMISSION FORM
(Job Shadowing Experience)**

Date: _____

I, _____, hereby give
(parent/guardian name)
permission for _____ to participate in a job shadowing
(student name)
experience on _____. This experience will take place at

_____ located at _____ from
(business/organization name) (business/organization address)

_____ to _____. I understand that it is my responsibility to provide
(time leaving school) (time returning to school)

transportation for my student to and from the job-shadowing site. School rules and regulations will be observed by my child.

In case of an emergency, call the following emergency phone numbers.

| Phone Number | Name | Relationship |
|--------------|------|--------------|
| | | |
| | | |

I understand that my child must present the “Job Shadowing Verification” form to be excused from school. I further understand that the District will not be liable for any injuries sustained by the student’s participation in this program.

I have read the above information and fully understand and agree with the content.

Parent/Guardian Signature

Date

A+ Office Approval: _____

Date: _____

Suggested Questions to Ask During Job Shadowing

The following questions will help you with career exploration during your shadowing experience. Try to ask as many questions as possible including any of your own that you feel are appropriate. Stay away from personal issues, including salary.

1. What training/education did you receive in order to get your job?
2. What are your job responsibilities?
3. How does your job connect with the overall company?
4. How did you decide to do this type of work?
5. What is the best part of your job?
6. What is the worst part of your job?
7. What previous experience did you find useful for this job?
8. What skills or interests do you use while at your job?
9. What are the most important skills required for this job?
10. What advice do you have for someone entering this field of work?
11. With what other people do you work most closely?
12. What do you think the demand will be for this job in the future?
13. Do computers play a large role in your job? If so, how much?
14. Can you recommend any other people or businesses that I can contact for additional information/experience?

(This form serves as verification for student absences and must be submitted to the A+ Office as soon as possible after the shadowing event.)

Job Shadowing Verification Form
(Please Print!)

Student's Name: _____ Date Shadowed: _____

Employer Shadowed: _____ Employer's Occupation: _____

Employer's Address: _____
(Company Name) (Street Address) (City)

Employer's Phone No.: _____ Employer's Fax No.: _____

To be completed by employer:

The above student met with me on _____ for ____ hours. I was able to share about

- ____ Specific skills needed for my job
- ____ Specific education needed for my job
- ____ Ways the student can prepare for employment in my field
- ____ What I like best about my career
- ____ Some frustrating parts of my job
- ____ Future outlook for my profession

____ The student also had an opportunity to observe me working in my employment surroundings.

Employer Signature

To the Employer: Please return this form as soon as possible to:

Joshua Devlin, A+ Coordinator
Fort Zumwalt East High School
600 First Executive Ave.
St. Peters, MO 63376
(636) 477-2400
Fax: 636-926-3345

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POST-SHADOWING REPORT

(To be submitted to your guidance counselor at your post-visit follow-up session.)

Student's Name: _____

Business Name/Address: _____

Names/Positions of People Shadowed:

Date of Shadowing: _____

1. Please write a short summary of the activities you observed during your shadowing experience.
2. Please describe how this shadowing experience has confirmed or changed your career plans. (You may use your pre-visit expectations to complete this section.)
3. Do you feel this shadowing benefited you? _____ Yes _____ No
4. Would you recommend this business site to other students?
5. Please attach copies of any brochures, pamphlets, etc. that you received during this experience.

Signed (Student Shadow)