



Job Shadow Guidelines

Student Eligibility

In order to attend a job shadow experience, students must meet the following criteria.

- High School Student: Freshman, Sophomore, Junior or Senior
- No existing attendance, behavioral contracts or infractions at the high school
- No failing classes
- Complete the Job Shadow Request Form
- Principal approval of eligibility

Student Assessment

Students will receive an excused absence to participate in a 3 – 4-hour job shadow experience, if they complete the following assessment tasks:

- Obtain teacher approval on pre-absence sheet & submit to school office
- Complete Pre-Visit Planning Sheet
- Active Participation during on-site visit (business partner completes student assessment survey)
- Complete post-visit reflection and submit to teachers

Parent Commitment

Parents must adhere to the following guidelines:

- Sign and submit Parent Permission Form to school counselor
- Communicate concerns or questions directly with the school counselor

School Partner

- Provide students with a Pre-Orientation Workshop
- Watch Student eligibility to determine approval for participation
- Match Students with Companies
- Provide Transportation to students to and from Job Shadow Experience
- Provide Exit Interview for students
- Conduct a Groundhog Presentation at Future's Fair

Business Partner

- Provide students with an opportunity to explore a career field through a 3 – 4 hour on-site visit
- Workplace Orientation (office introductions, tour, exploration of varied job opportunities.
- Formal Interview (Opportunity for student to learn educational requirements, career information, job outlook, career paths.