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

**TECS Job Shadow Permission Form**

**Assignment #1 Due November 16th , 2018**

Students at Thomas Edison Charter School are participating in a job shadow **Thursday, December 13th, 2018**. Students will be excused from school that day to complete a career exploration assignment as part of their Plan for College and Career Readiness and for English class.

**Purpose:** A job shadow gives students hands on experience exploring a career they are interested in. They will gain a better understanding of specific career demands. Students will also be required to complete homework assignments worth credit in their English class.

**Procedure:** In conjunction with guardians, students will identify a job they are interested in exploring. Next, you must choose a location and obtain permission to shadow someone at that site. To complete this portion of the job shadow, students will complete the Permission Form and Pre-Shadow Assignment. Students will need to shadow one person (their supervisor) for a minimum of **4 hours** during which they will complete the Job Shadow Interview assignment. After the job shadow the students will complete the Post-Shadow Assignment.

**Expectations:** It is expected that every student will find a location and someone to shadow; this may include a parent. Students will compose themselves professionally as they will be representing themselves, their family, and their school. Students will be dressed appropriate for the job they are shadowing and are expected to use good hygiene. Students will show up on time and be helpful for the duration of the job shadow. Students will learn about the career and if it fits their interests. **Students will not ask the person how much they make, but should find out a salary range they might expect to make in that field!** Due dates for each assignment are located on the assignment sheet.

**Limitations:** We encourage you to be creative in identifying a job shadow location. However, this shouldn’t create extra expenses to complete. Some occupations require confidentiality and will not allow minors to follow their every move. Parents are expected to transport the student to and from their job shadow so distance to the job site needs to be considered. Also, we have been asked not to petition any hospital or clinic associated with Intermountain Heath Care (IHC) for a job shadow due to confidentiality reasons.

**THIS PAGE IS DUE Friday November 16th, 2018!**

**Person you are shadowing:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact information of job shadow (address/phone):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job title of person you are shadowing:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(By signing parents affirm they have read this form, will allow their student to participate in the job shadow, and agree to transport the student to and from the job shadow location.)

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

**As part of the Job Shadow, the counselor will be taking pictures of some of the students to post in the newspaper, school yearbook, and/or on the Thomas Edison counseling link website. Please initial if you would NOT like your student’s photograph to be used. \_\_\_ I would not like my student’s photo used.**

**Pre-Shadow Assignment**

Assignment #2 Due November 16th, 2018

Prior to going to the job shadow students should complete this page to ensure the job shadow goes smoothly.

* I have contacted the person I'm planning to job shadow at least once **2 weeks** before the job shadow and again **3 days** before the job shadow.
* I have reread the expectations for the job shadow.
* I have studied the On-Site Assignment paper and know what I need to have completed at the job shadow.

I am going to shadow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Why did you choose that occupation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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What do you already know about the occupation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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What are somethings you are hoping to learn during your job shadow? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**On-Site Assignment Due Dec. 14th**

This is to be completed during the job shadow with the supervisor. **Signatures are required to receive credit for this assignment.**

My job shadow was from \_\_\_\_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_\_\_\_ am/pm.

**Interview questions:**

1. What do you like about your job?
2. What do you not like about your job?
3. What do you do in a typical work day?
4. How do you use the things you learned in school in your job?
5. How much education and training do you need for this job?
6. What is your work schedule? When does your work day start and when does it end?
7. When you were in middle or high school, did you think you would be doing this job?
8. What is the starting/average salary for this job?
9. What can I do now to prepare for this job (classes, activities, etc.)?
10. (Write your own question)

The most interesting thing I learned was:

What I liked most about this job was:

What I did not like about this job was:

The job shadow helped me realize that this job (circle one):

issomething I **might** like to do. Is something I **might not** like to do.

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

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

**Supervisor Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Job Shadow Assignment Due Feb. 14th**

**Thank your job shadow host**

Thanking your host is very important. Your job shadow host spent a lot of time with you.

* *So, write a thank-you note thanking your host for their time and the information you learned while there.*
  + *Write a draft note, try and be specific.*
  + *Have someone review the note for correct spelling and punctuation.*
  + *Next, write the note on a clean sheet of paper and address an envelope.*
  + *Use the appropriate postage and mail it.*
  + *When you have sent the note check the box below indicating you have done so. The thankyou card must be sent* ***before Dec 14th***
* I have written and send/delivered a thank you card to the professional I job shadowed.

**What did you learn during your job shadow?**

Write a paragraph (5 complete sentences of 10 words/sentence) describing your job shadow experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_