

## **Job Shadowing PowerPoint Presentation Requirements and Expectations**

**Assignment:** Congratulations on having completed your job shadowing experience! Hopefully you learned something about a career and about yourself. The next step is to put your observations into a presentation and present it to your teacher and the rest of your class. Articulating your experience allows the entire class to learn from you (think win-win from *7 Habits of Highly Effective Teens*). Additionally, this provides an opportunity to practice some important presentation skills that we will talk more about as the semester comes to a close.

### **Requirements:**

Each presentation should be 4-5 minutes. Going over or under the time will result in point deduction.

Use your job reflection form to help you prepare for your presentation. Here are some other things to consider;

The reason you decided to shadow this person, type of work, and how you made the initial contact.

Your interactions (or lack thereof) with others in the office. What structure was there? Could you see yourself in any of the roles available at the office/shop/firm in five, ten, or fifteen years? Why or why not? This may take more than one slide, which is fine.

Your impressions of the environment. What were the sights, sounds, and smells of the workplace?

Could you see yourself working here every day? Why or why not? This may take more than one slide, which is fine.

What insights did the employee provide for you that went above and beyond what someone could have found through research? What did you do throughout the day? What did the person you were shadowing do? This may take more than one slide, which is fine.

How did you finish your day? Has there been any follow up with the employer or workplace? Is this a good contact to keep as you begin to network? Why or why not?

Final thoughts for others in your class about this type of work.

Hints: Be honest about your experience but also remain positive and upbeat. Remember, even if the experience was not what you thought it would be, it was still a learning experience. NEVER disrespect or badmouth a former employer or someone who helped you professionally. It makes you look silly, immature, and very unprofessional. Also, you never know when that person may appear in your professional circle again.

**YOUR JOB SHADOWING PRESENTATION IS WORTH  
120 POINTS AND IS A CLASS REQUIREMENT.  
ALL JOB SHADOW PRESENTATIONS WILL TAKE  
PLACE DURING THE WEEK OF DEC 1<sup>st</sup>-5<sup>th</sup>.**

## Oral Presentation Rubric: Job Shadowing

Category	20 – 16	15 – 11	10 – 6	5 – 0	Score
<b>Preparedness</b>	Student is completely prepared and has obviously rehearsed.	Student seems pretty prepared but might have needed a couple more rehearsals.	The student is somewhat prepared, but it is clear that rehearsal was lacking.	Student does not seem at all prepared to present.	
<b>Time Limit</b>	Presentation is 4-5 minutes long.	Presentation is 3 minutes long OR more than 7 minutes long.	Presentation is 2 minutes long.	Presentation is less than 2 minutes long.	
<b>Content</b>	Clearly introduced the company/site of job shadow. Described duties of the person they shadowed. Correctly identified the pathway of the job situation. Clearly the student gained something from the experience and shared details with the group.	The student gained something from the experience and shared the details with the group with a good understanding of the job. Incorrectly identified career pathway of the job situation.	Didn't know enough information to introduce the company/site of job shadow. The student gained something from the experience and shared this with the group. Was unable to identify the career pathway of the job situation.	Does not seem to understand the purpose of job shadowing or the job that he/she shadowed very well. Did not identify career pathway of the job situation.	
<b>Volume/Speaking Voice</b>	Volume is loud enough to be heard by all members throughout the presentation. The student speaks clearly and is very easy to understand.	Volume is loud enough to be heard by all audience members at least 90% of the time. The student speaks clearly and is very easy to understand.	Volume is loud enough to be heard by all audience members at least 80% of the time. The speaker mumbles a little, but is pretty easy to understand.	Volume is often too soft to be heard by all audience members, so much so that the speaker has to be asked to speak up. The speaker mumbles quite a bit and is difficult to understand.	
<b>Enthusiasm</b>	Facial expressions and body language generate a strong interest and enthusiasm about what the student learned about the job.	Facial expressions and body language sometimes generate a strong interest and enthusiasm about what the student learned.	Facial expressions and body language seem to express disinterest in the project.	Very little use of facial expressions or body language. Did not generate much interest in topic being presented, AND/OR the presenter disrespects or badmouths the employer her/she shadowed.	
<b>Student Reflection form</b>	The form was completed in full using complete sentences. Clearly some serious thought went into its completion.	The form was completed but lacked proper sentence structure.	The form was incomplete. The form lacked the demonstration of serious effort.	No form was received.	

**TOTAL: \_\_\_\_\_/120**

Introduces job shadow site: Name of company, department  
 Describes duties of the person they job shadowed.  
 Identify the career pathway of the job situation.  
 Share some observations and/or experiences.