
Job Shadowing Project Packet

7th & 8th Grade ELA

JOB SHADOWING

Job shadowing is defined as a community site teaming experience that matches an employee with a student so that the student can begin to see connections between school lessons and the workplace. Job shadowing coordinators, students, business and/or community leaders jointly plan the shadowing experience. Job shadowing partners should involve students in hands-on activities whenever possible. Benefits to the student include:

- Become informed consumers
- Meet positive role models
- Discover how classroom learning relates to the workplace
- Learn about career choices
- Understand what skills are needed to get a good job
- Explore various careers
- Understand how education and employment are connected

SHADOWING EXPERIENCE

All students at Maria Montessori Academy Junior High are required to complete a shadowing experience. It is the responsibility of each student to contact the employer and arrange a day to shadow. The occupation should be in the student's selected career interest area. The requirement is to shadow someone for at least five hours, but a student can shadow an entire day if desired and possible. However, students must shadow on the assigned days only.

October 13, 2017

Dear Parent/Guardian:

The junior high school years are exciting times for students. They are growing and maturing, becoming more independent, and developing long-term goals for themselves. Last year our 7th graders participated in an interest inventory on Naviance where they identified and researched occupations that interested them. This year our new 7th and returning 8th grade students will be working on a career unit in their Language Arts class. This unit features an "On the Job Day" experience that will allow our students to spend a day at a place of employment that aligns with their career interests.

In the classroom, students will practice professional correspondence via email and phone calls while setting up their job shadow arrangement. They will also do a follow up report and present what they learned during our Job Expo. The purpose of this project is to introduce students to the "world of work." Shadowing a professional in their field of interest allows the student to experience firsthand what it may be like to work in that career field. It gives them the opportunity to ask questions so that they may start thinking what they might like to do one day as a career. This project is a stepping stone to their future. As they progress through high school they will be making choices on course selections, as well as making plans for what they want to do in the future as a career. This project will help them start formulating ideas for which direction they may want to take.

Since we want our students to get the most out of this learning experience, we will insist students visit a job site that they are personally interested in, not just one that is convenient or comfortable to arrange. Additionally, we do not want students to job shadow with a parent, guardian or close family relative. The adult may, however, be a family friend, a neighbor or non-acquaintance. Again, these requirements are simply set out to facilitate the most learning and benefit possible for our students.

Each student must personally contact the potential adult host and make the arrangements for the job site visitation. We will help the student find contacts if they are unable to, only after they have exhausted all options. Each student is expected to stay at least five hours with the host (a normal workday being eight hours). Transportation to and from the job site must be arranged by the students.

Requirements for picking a job site:

- Students may choose any job field that interests them, even if that job would be a long shot.

- The job shadow arrangement must be in a career area that interests the student, *not one of convenience*.
- The job shadow arrangement can not be with a family member (parent/guardian/close relative)
- The job shadow experience may not be shared with any other students. This is an independent activity.
- Must be outside of the Lebanon School District

The “On the Job Day” shadowing must be scheduled during the following dates. Extenuating circumstances that do not allow this must be approved by Ms. Kacee Weaver or myself.

November 16th and 17th

While at the job site, it is expected that each student will record information through observing, discussing, interviewing and, if possible, participating in some of the duties involved in that line of work. They will be given a question packet that they can take their notes on. Students will also need to bring a camera, as pictures are required for the presentation portion of the grade.

Attached to this letter is a contract that needs to be completed by parents and students. Please review it. Then sign and return the form to Ms. Shilo on or before **October 23, 2017**.

If there are any questions or concerns please feel free to call me at 801-827-1050 or email me at slucyk@mariamontessoriacademy.org

Sincerely,

Ms. Shilo

Key Dates for This Project

Student Contract due: October 23rd, 2017

On the Job Phone Contact (Verbal Site Commitment) due: November 3th, 2017

Job Site Visit: November 16th and/or 17th, 2017

Thank You Letter due: November 27th or 28th, 2017

On the Job Written Report due: December 8th, 2017

On the Job Visual Presentation due: December 15th, 2017

On the Job Oral Report & Visual Expo: December 19th, 2017

Final Self-Reflection due: January 5th and 8th, 2018

"ON THE JOB DAY"
Student Contract
Due by: October 23rd, 2017

As part of the assignments for this unit, I will be visiting the job site with an adult for a work day. I understand the following are my responsibilities:

1. To return this contract, completed and signed by **October 23rd, 2017**.
2. To dress, speak and behave myself on the job in such a way as to reflect positively on my parents my school and myself.
3. To record information, take notes, and take pictures while on the job site.
4. To write a letter of confirmation and a letter of thanks to my host.
5. To write a written report.
6. To create a visual presentation.
6. To give an oral report.

Student name: _____

Signature of student: _____

Signature of parent: _____

I am interested in the following career fields:

1. _____
2. _____
3. _____

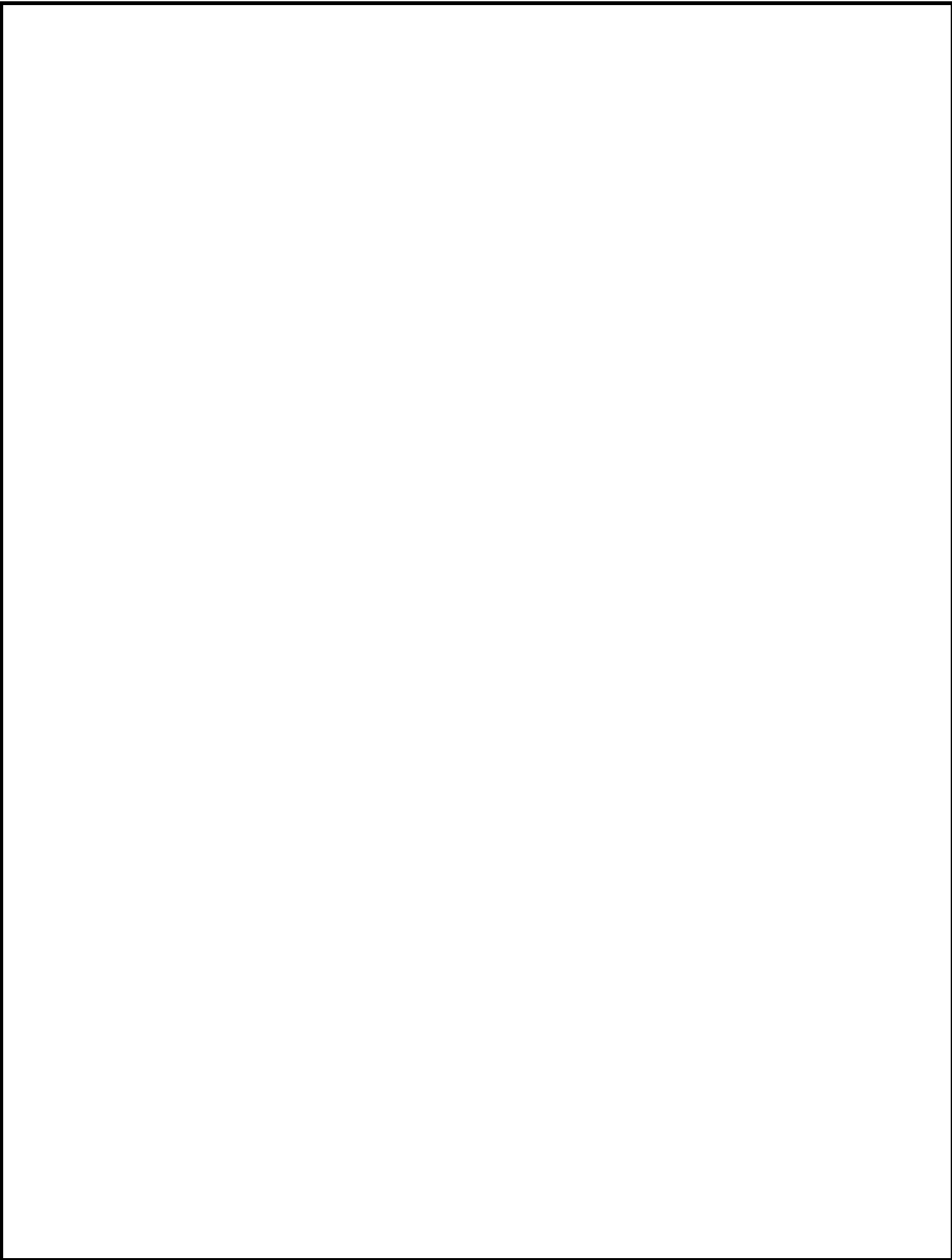
If you as parents would be willing to offer a job site to another student, please note below:

Name (first & last): _____

Occupation: _____

Job Site/Company: _____

Phone Number: _____



“ON THE JOB DAY”

Phone Contact (Verbal Site Agreement) Due by November 3th, 2017

Hello, my name is _____. May I please speak to _____
(wait for the person to come to the phone)

(When the person answers) Hello, my name is _____. I'm calling to ask if you would be willing to host me at your job site as part of the Maria Montessori Academy's "On the Job Day" which is a requirement for my Language Arts class. Students visit a job site that is related to their own interests. I would like to spend the day under your supervision in order to actually see what this job is like.

Our "On the Job Day" has to take place during November 16th and/or 17th. I would arrange my own transportation if you would be willing to have me visit with you on your job site for a day. Do you think this is a possibility?

After a job is set up, please make sure to ask questions about required outfit, lunch, pictures, where to meet your host, and anything else you think would be important.

Host's Name: _____

Business Address: _____

Business Phone: _____

E-mail address: _____

Job Shadow Date: _____

Back-up Date: _____

**This information is for
you to keep!**

Please complete ENTIRELY and **return** this portion to Miss Shilo by November 3rd, 2017.

Student's Name: _____

Date phone contact was made: _____

Host's Name: _____ **Host's Phone:** _____
(Whoever you will spend the day with)

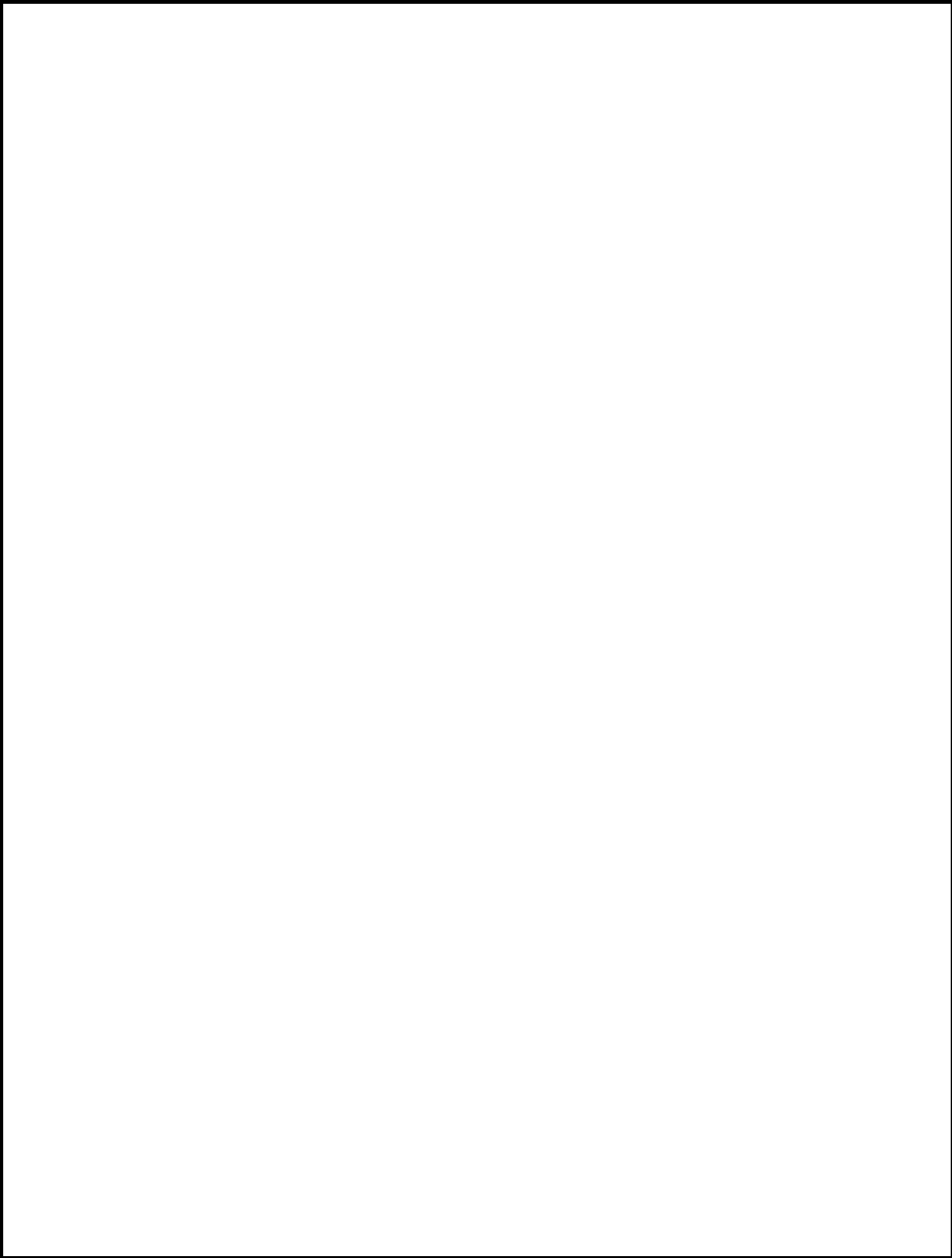
Host Email: _____

Job Title: _____

Job Site/Company: _____

Job Site Address: _____

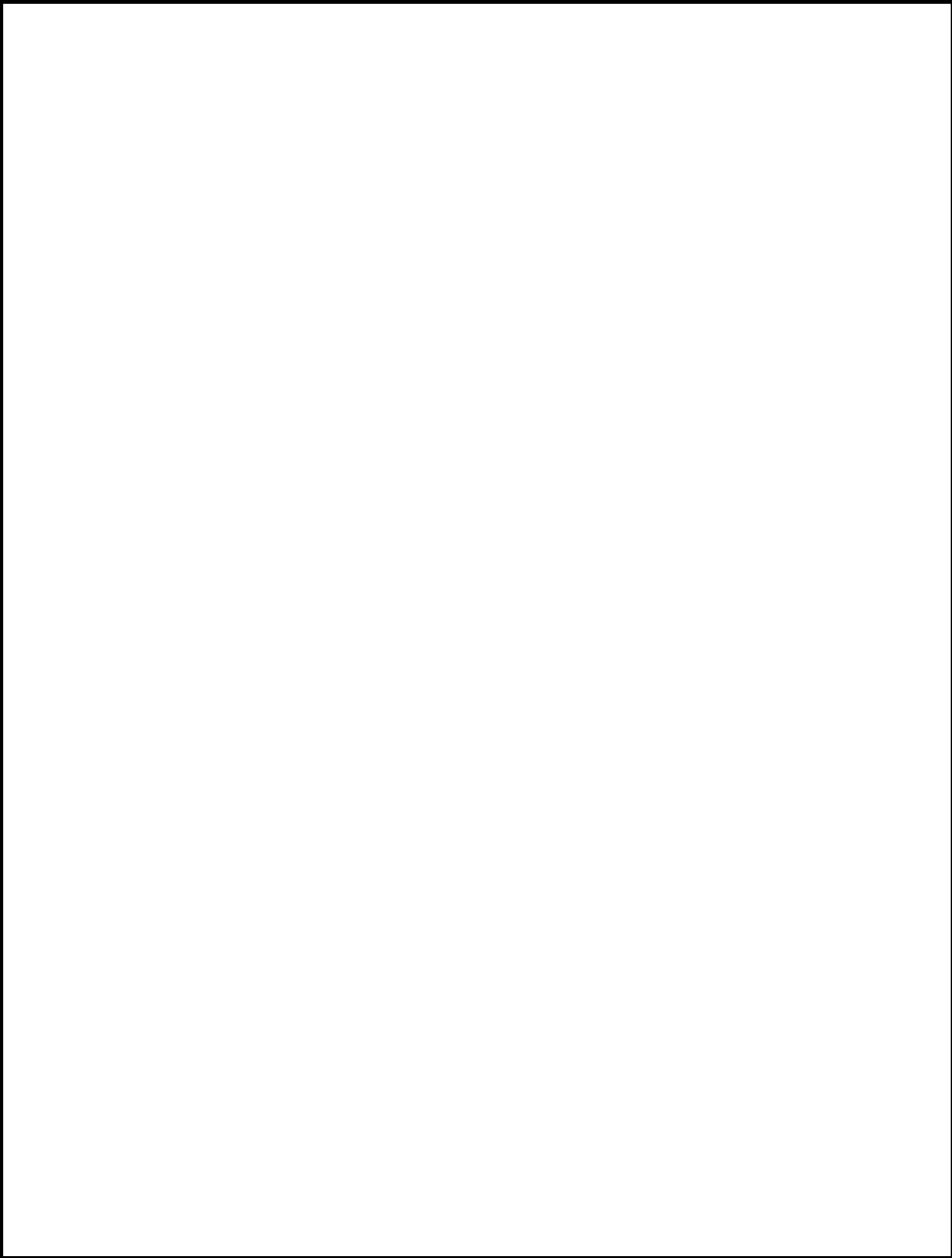
Job Shadow Date: _____



LANGUAGE ARTS
“ON THE JOB DAY”
Checklist

TASKS

- _____ Turn in contract
- _____ Call possible job sites
- _____ Turn in phone contact
- _____ Send email to your host to confirm time and place of your job shadow
- _____ Go on your job shadow (take pictures and notes)
- _____ Provide business with Host Evaluation form and self addressed stamped envelope.
- _____ Send a thank you note to your host
- _____ Write your job shadow essay and turn it in
- _____ Make your job shadow visual and turn it in
- _____ Practice your Job Expo presentation
- _____ Present at the Job Expo
- _____ Do and submit self-reflection on overall experience



“ON THE JOB DAY” INTERVIEW QUESTIONS

Name: _____

You must do your best to answer the following questions while visiting the job site.

THIS IS A REQUIRED PART OF YOUR FINAL PAPER AND WILL HELP YOU FORMULATE THE REST OF YOUR PROJECT AND PRESENTATION!

1. On the night before you go, record your expectations of what you think your day will be like.

2. Describe what the job site looks like. Where is it? Inside/Outside? What's the building like (office, store, etc.)? USE DETAIL!

3. Are there any rules/regulations for workers? What are some of them?
 - a.
 - b.
 - c.
 - d.

4. What preparation is necessary for this job?
 - a. Schooling
 - b. Experience
 - c. Special Abilities

5. Are there any special tests one must take in order to be considered for this job?

Interview Questions page 1

“ON THE JOB DAY”

INTERVIEW QUESTIONS

6. What are some responsibilities?
 - a.
 - b.
 - c.
 - d.
7. What tasks are done on this job during the day? The week?
8. Does the work always take place here? If not, where else does it occur?
9. Do people work alone? How many other people do they work with?
10. What are the advantages of having this job?
11. What are the disadvantages of having this job?
12. What's the hardest part of this job?

**“ON THE JOB DAY”
INTERVIEW QUESTIONS**

13. What is the easiest part?

14. What are some tools/equipment?

15. Who supplies the tools and equipment?

16. If self-employed, how does a person go about starting her/his own business?
Is there a large capital (money) investment involved?

17. How much reading is usually done each day on this job? How much writing? How much math?

18. How much physical labor is necessary?

19. What benefits come with this job? (vacations, sick days, medical)

20. Is this job anything like school? How is it similar? Different?

Interview Questions page 3

“ON THE JOB DAY”

INTERVIEW QUESTIONS

21. What are you now doing in school that would help prepare you for this job?

22. Is this job helping others in any way? Who and how?

23. What is the salary range for this job? Beginning pay? Most you could make?

24. How's the outlook for this job? Will it be around in the future?

25. Record the most informative things said to you by your host?

26. What was the most interesting thing that happened to you.

27. What advice did your host give you?

Students: please give this to your job site host!

Job Shadowing

BUSINESS HOST EVALUATION

Thank you for participating in the Job Shadowing Program and hosting a Maria Montessori Academy student. In an effort to improve the Job Shadowing experience for employers and students we would appreciate it if you would complete this evaluation. Please return in the enclosed envelope to Kacee Weaver.

Company Name: _____

Employer Name/Title: _____

Student Name: _____

1. Please indicate the level of job interest demonstrated by the student.

_____Very Interested _____Moderately Uninterested

_____Somewhat Interested _____Not Interested

2. Did the student ask questions directly related to the application of skills required for the job?

_____Yes _____No

3. Did the student ask questions about training/education required to perform the job?

_____Yes _____No

4. Did the student have the opportunity to interact with more than one individual during the job shadowing experience?

_____Yes _____No

5. Did the student dress appropriately for the environment in which the job shadowing took place?

_____Yes _____No

6. Please comment on the amount of time that was required for the Job Shadowing experience.

Date: _____Hours:_____

Too Long _____About right _____Not enough time

7. What could have been done to help make the experience more meaningful for you and/or our student?

8. Would you participate in the Job Shadowing Program again?

_____Yes _____No

Additional Comments:

Job Shadowing

THANK YOU LETTER FORMAT/CRITERIA

Remember that writing a thank you letter to your job shadow host is very important to the success of our program. **Write your letter and prepare an envelope the same night that you do your job shadow.** It is important to return your note to Ms. Shilo the following day.

When you write your letter remember to do the following

1. Be neat.
2. Use correct spelling.
3. Begin your letter with a sentence that specifically thanks the host for allowing you to spend time at his/her place of work. For example, "Thank you for taking time out of your schedule to meet with me during my job shadow yesterday."
4. State something specific that you learned or enjoyed during the job shadow. For example, "I learned a great deal about how an engineer uses computers, and I really enjoyed taking a tour of the facility."
5. Address the envelop for mailing.

Turn in to Ms. Shilo along with the addressed envelope by November 27th or 28th.

“ON THE JOB DAY” WRITTEN REPORT

Due on or before December 8th, 2017.

You will hand in a *polished* written report. This paper will be about your job site visit. It will be written as a narrative, meaning a factual account of your day. It **MUST** be in 12-point font, Times New Roman (not bold), double-spaced, and at least two pages in length, no more than four.

It MUST have three parts to it.

Introduction :

- Five W's – Where you went, who your host was, what the job was, why you chose this job, and what the work place was like (physical description of job).

Body Paragraphs: split into the appropriate number of paragraphs

- Key information about what you learned and your interest in this job
- What you did during the day.
- Interesting facts from your questioning – courses, skills needed to prepare for the job, salary, and other important facts.
- What your host does on a typical day.

Conclusion:

- What was the most interesting/memorable part of the day and WHY.
- High point of the day and low point of the day.
- Did this job further your interest? Why or why not?

All of the required information for this report can come directly from the answers your host gave you based on the interview questions you were supplied. **Please staple the notes you took on these questions to your finished report.** These notes will be considered your draft for this piece. Make sure to reference your rubric and self-evaluate your work before turning it in. And as always, proofread and edit/revise your work *BEFORE* you hand it in.

“ON THE JOB DAY” ORAL & VISUAL PRESENTATION

At the Job Shadow Expo

December 19th, 2017

On **December 19th, 2017**, we will host a Job Expo where you will give an oral presentation using your visual display. You will discuss how your “On the Job Day” experience went. It should last approximately three minutes. You will explain the Expo board that you designed and you should discuss the following points:

- ✓ Who you spent the day with
- ✓ Where you went
- ✓ What the job was
- ✓ Why you chose this job
- ✓ What were the highlights and low points of your day
- ✓ What did you do while you were there
- ✓ What courses in school are preparing you for this job
- ✓ What special skills are needed
- ✓ Did this experience further your interest
 - Why or why not?

***You will need to
purchase a Tri-fold
Display Board for this
project.***

Your visual will need to include (but is not limited to):

- ✓ Primary data from the day (tools used, pamphlets, pictures of the work, things used at the job site, etc...)
- ✓ A picture (or pictures) of the job site
- ✓ A picture of you AND your host

If pictures are not possible (i.e. not allowed at your site) your HOST must email or call me.

I will be giving you more information and tips for a good presentation closer to the due date.