

February 26, 2018

Dear Parent(s),

Wahlquist's ninth grade class will have the opportunity to participate in a personalized career exploration experience this semester on Friday, March 16th. Students will "job shadow" an adult for one day to learn what that person does at work. In 8th grade, students participated in activities to explore career choices using the Utah Futures program and participated in Reality Town; in 7th grade, students participated in several career exploration activities in their CTE classes including Career Day.

A job shadow is a structured career preparation activity during which a student follows an employee at a company location to learn about a particular career or industry. Job shadowing is designed to help students accomplish the following:

- Gain information about future career interests
- Observe the daily routine of the adult mentor
- Observe the "inner workings" of the company or business
- Gain insight into skills required for a particular occupation
- Gain information to assist in goal setting and educational planning
- Gain an understanding of the connection between school and work

As we're sure you can imagine, it would be impossible for the school to set up individual job shadows for over 300 students. Therefore, we ask that you assist your student in arranging a job shadow experience with an adult whose career is of interest to your child. **For the safety of your student and to ensure a quality experience, it is strongly recommended that job shadow arrangements be made with someone you know and/or with a reputable business in the community, and that you meet the adult mentor beforehand. The mentor must be at least 21 years of age and a full-time employee.**

The Job Shadow Agreement must be signed by you, your student and the adult mentor and returned to his/her English teacher no later than **March 9th**. Students may not participate in the job shadow without turning in a completed contract by the due date. Students will be excused from school if they return the signed job shadow agreement forms by **March 9th**. **Students not participating in the Job Shadow will attend school on March 16.**

All ninth grade students are expected to participate in our job shadow day. We anticipate this will be a great experience for our students. If you have any questions, please call the counseling center (801)-452-4647.

Michele Meyerhoffer, Andrew Penland, Krista Stettler
Wahlquist Counselors

WAHLQUIST JOB SHADOW AGREEMENT

In order to take part in the Job Shadow experience the student must:

- Have Job Shadow Agreement Form completed and signed by their parents or guardians submitted to school officials at least one week prior to Job Shadow Day.
- Have contacted their Job Shadow hosts to make arrangements and set-up times.
- Have a transportation plan. **Transportation is the responsibility of the parent(s) or guardian(s) of the student.**

Student Name: _____

Job Shadow Site (Business Name): _____

Business Address: _____

Host Name: _____

Host Work Phone Number: _____

Host Job Title: _____

I, _____, give permission for my student, _____

_____ to be released to participate in the Job Shadow experience on March 16, 2018, and agree with the travel arrangements listed above. **I understand that school personnel may not have visited the site, may not have met the host, will not be present at this site and will not supervise the visit.**

Parent Signature

Date

Student agrees to the following responsibilities:

Show honesty, punctuality, a cooperative attitude and a willingness to learn.
Conform to the rules and regulations of the site throughout the job shadowing experience.
Follow the dress and conduct codes as agreed upon prior to job shadow day.
Complete the forms and job shadow packet assignments prior to the experience.

The terms of this agreement are effective on March 16, 2018. Either party can cancel this agreement at any time upon written notice to the other at least 30 hours prior to the shadow day.

Student Signature

Date

Job Shadow Site and Supervisor agree to the following responsibilities:

The Job Shadow Site will provide an opportunity for the student to observe, and ask questions about the actual work an employee is required to accomplish during a work day. The Job Shadow Site will advise the student of any dress code or special behavior prior to the shadow.

In the event of injury or accident, the Job Shadow Site will provide immediate emergency care based on humanitarian considerations, and will promptly report the event to Wahlquist Jr. High Administrators (452-4641). WJH will complete an accident report as if the accident occurred on district property. District students participating in a job shadow are covered by the District Liability Insurance while at the Job Shadow site.

The Shadow Site agrees to indemnify and hold harmless the district from any and all claims and losses resulting from the Shadow sites performance to this agreement. The District agrees to indemnify and hold harmless the Shadow Site, officers, agents and employees from any and all claims and losses resulting from District performance of this agreement.

The terms of this agreement are effective on March 16, 2018.

Supervisor Signature

Date

School Coordinator agrees to the following responsibilities:

The Shadow Site agrees to indemnify and hold harmless the district from any and all claims and losses resulting from the Shadow sites performance to this agreement. The District agrees to indemnify and hold harmless the Shadow Site, officers, agents and employees from any and all claims and losses resulting from District performance of this agreement.

The terms of this agreement are effective on March 16, 2018.

School Coordinator Signature

Date

THE DAY OF THE JOB SHADOW

1. Make sure you are prepared with materials such as questionnaire, pencil and any requirements such as dress code, lunch, etc.
2. Show up on time. Plan to arrive about 10 minutes early.
3. Keep in mind when you arrive:
 - Shake hands.
 - Maintain eye contact.
 - If your host doesn't give you a business card, ask for one politely. This information will help you when you write your thank you note.
 - Let your host know that when there is time, you have some questions to answer about the job.
 - Complete the questions as you go.
 - Remember to thank your mentor before you leave.
 - Ask your adult mentor to fill out the Adult Mentor Comment Sheet. You may bring this back to school with you or the adult mentor may fax it to the school at (801) 452-4679.

AFTER THE JOB SHADOW

1. Complete and turn in your Job Shadow Question Sheet.
2. Write your thank-you letter in your English class.

SAMPLE THANK YOU LETTER

March 16, 2018
Supervisor's Name
Supervisor's Title
Business Site Name
Address
City, State, Zip

Dear Supervisor's Name,

Thank you for giving me the opportunity to job shadow at (business name) yesterday. I realize that this took time away from your regular responsibilities and I am very grateful for all the information you provided me regarding your job.

I am interested in (career field), and now I will be able to set some goals for my educational plan at Fremont High School and beyond.

Again, thank you for helping me plan for my future.

Sincerely,
Your name

TELEPHONE GUIDE

IF YOU DO NOT KNOW THE NAME OF AN ADULT MENTOR AT YOUR JOB SHADOW SITE, YOU MAY WISH TO BEGIN THE TELEPHONE CONVERSATION LIKE THIS:

“Hello., my name is _____. I am a student at Wahlquist Jr. High and I am interested in arranging a job shadow opportunity with your company. I would like to speak with the person in your company who is responsible for making these arrangements.”

IF YOU KNOW THE ADULT MENTOR, THEN YOUR CONVERSATION MAY BEGIN LIKE THIS:

“Hello, my name is _____. I am a student at Wahlquist Jr. High. I am calling to make arrangements with you to job shadow you at your work place and learn more about your company and your specific job. I have an assignment to have you sign a Job Shadow Agreement form prior to the job shadow activity. May I mail or FAX it to you?”

THE TELEPHONE CONVERSATION SHOULD INCLUDE:

- Agree upon the date, time and place to meet
- Discuss the appropriate dress required for the work place
- Discuss the required forms for adult mentor participation

Forms include:

1. District Job Shadow Agreement needs to be signed by the job shadow adult mentor and returned to the school **prior** to the job shadow experience. **(DUE March 9)**
2. Job Shadow Student Question Sheet needs to be answered during the job shadow Experience. **(DUE March 19, Monday)**
3. Adult Mentor Comment Form needs to be returned following the job shadow experience. **(DUE March 19, Monday)**

Name _____

English Teacher _____ Period _____

JOB SHADOW STUDENT QUESTIONS

Name of the person who you job shadowed: _____

Job title of person you job shadowed: _____

How did you select this person to job shadow? _____

Place of employment you job shadowed? _____

What is the primary mission of this organization? _____

List 3 things that are positive about this person's job/career:

1. _____

2. _____

3. _____

List 3 things that are negative about this person's job/career:

1. _____

2. _____

3. _____

What is the salary range? (typical starting salary to typical top salary) _____

What is the demand for this job in the future?

What advice did you receive about career options in this field? _____

How do you use math, science, social studies, English and other school subjects with this job? _____

What education/training does this job require?

Are computers used on the job? If so, in what capacity?

Would you suggest that Wahlquist send students on a job shadowing experience next year to this job site? _____ Yes _____ No

Student's Name _____

English Teacher _____ Period _____

JOB SHADOW MENTOR COMMENTS

Please return this form with the Job Shadow student or FAX it to (801) 452-4679, ATTN: Lori Pobanz

Name of Job Shadow Adult Mentor _____

Title of Adult Mentor _____

Phone _____ FAX _____ E-mail _____

Company Name _____

Address _____

City/Zip _____

Type of Business _____

Thank you for participating in our Job Shadow experience. This has been a very worthwhile opportunity for our students and teachers because of businesses who are willing to partner with education. Would you please give us some feedback on the Job Shadow experience? We would like to use your input to strengthen the experience for both students and employers.

What would you suggest to improve this experience for you and your business?

What would you suggest to improve this experience for the student?

Thank you for your comments. If you have questions or concerns, please call the Wahlquist Counseling Center (801)-452-4647.

JOB SHADOW CHECKLIST

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Review the job shadow information packet. **Due**
Bring home parent letter **Today**

Contact Job Site, receive verbal confirmation **before 3/9/18**

Get Signature of Job Shadow Supervisor **before 3/9/18**

LAST DAY to turn in Job Shadow Agreement with signatures from mentor, parent, student. Agreements returned to English teacher. **3/9/18**

JOB SHADOW DAY (minimum of 5 hours) Bring Student Questionnaire to answer and Job Shadow Mentor Comments for mentor to complete. Bring lunch money or sack lunch if required. **3/16/18**

Turn in completed Job Shadow Question Sheet and Mentor Comment Form to English teacher **3/19/18**

Bring an envelope, stamp, and mentor's address to English class to write a thank you letter to your mentor. **3/19/18**

All job shadow mentors must be **at least 21 years old and work a full-time job.**

No 9th grader will be given credit for the job shadow or excused from school without a signed contract.

The student's Job Shadow Question Sheet should be completed using complete sentences. Students are responsible for providing stationery or a note card, envelope and postage for the thank-you note. The thank you notes will be written as an assignment with your English class.