

JOHN GLENN HIGH SCHOOL JOB SHADOW DAY

One (1) Job Shadow Day will be allowed each year during the junior/senior years for the purpose of allowing students a first-hand opportunity to learn more about their career interest area. Students are responsible for making all arrangements. The student must complete the job shadow request form, submit the job shadow contact agreement, and complete the follow-up information sheet required by the Counseling Department. If all required forms are not completed, the absence will be **unexcused** and will count toward your six (6) days.

PROCEDURES FOR JOB SHADOW DAY:

- 1.) See your Guidance Department for the **job shadow request form**, or print a copy from the High School web site: jgsc.k12.in.us > Schools > John Glenn > Guidance Links > College Info & Forms. When you submit this request, you must provide the name, address, and telephone number of your job shadow contact. This form must be returned with the required information, along with student and parent's signatures. After you obtain the assistant principal's signature, return the form to the guidance office **at least one (1) week prior to your scheduled job shadow day**.
- 2.) Contact the business/organization/institution you will be visiting and ask them to complete **the job shadow contact agreement**. The student may bring this form back to the school or the contact may mail/fax it to the school. (Fax number: 574-586-3905) **This should be completed and returned at least one week before the job shadow day is taken**. The following information will be required:
 - a. name of person the student will shadow
 - b. date/time/location of job shadow and time of completion
 - c. nature of the work to be shadowed
 - d. required dress/appearance
 - e. special requirements
 - f. job shadow contact's signature
 - g. prearranged absence form completed – one week prior to date
- 3.) Complete the **follow-up form** after your job shadow is done. This is due no more than 2 school days after your job shadow day.

All requirements must be completed for this absence to be excused.

**JOHN GLENN HIGH SCHOOL
JOB SHADOW REQUEST FORM**

_____ is requesting to take a job shadow day.
(Student's Name)

I am planning to take my job shadow day on ____ / ____ / ____.

Career Interest Area: _____

Job Shadow Contact Information:

Please provide name, address, and telephone number of your job shadow contact:

(____) _____ - _____

Parent's Agreement:

_____ has permission to arrange this job shadow day. I understand that my son/daughter is responsible for making all arrangements, including transportation.

Parent's signature: _____

Student's Agreement:

I understand that I am responsible for making all arrangements for my job shadow day. If I do not complete all requirements, I understand that my absence will be unexcused and will count toward my six (6) days.

Student's signature: _____

Assistant Principal's signature: _____

Counselor's signature: _____

**JOHN GLENN HIGH SCHOOL
JOB SHADOW CONTACT AGREEMENT**

This form is to verify the job shadow agreement between you and this student at John Glenn High School: _____ . This student is allowed to spend one (1) day in a job shadow program, provided that he/she fulfills all requirements to do so. Please complete this form as part of these requirements.

Name of person with whom the student will job shadow: _____

Date of job shadow: _____ / _____ / _____

Where will the job shadow take place? _____

The student's job shadow will be at _____ am / p.m. and will conclude at _____ am / p.m.

Please describe the type of work in which the student will be involved:

What attire is the student required to wear?

Are there any other special requirements for the student? If so, please describe:

Is there any additional documentation required prior to the job shadow ?

If so, please list:

Contact's printed name

Contact's Signature

Date

_____ / _____ / _____

Please return this form with the student or mail it to Guidance Department, John Glenn High School, 201 John Glenn Drive, Walkerton, IN 46574, or fax it to (574) 586-3905. This form must be returned at least one week before the scheduled job shadow day.

**JOHN GLENN HIGH SCHOOL
PRE-ARRANGED ABSENCE FORM**

_____ has permission to job shadow
(Student Name)

_____ located at
(Company, Contact Name)

_____ on _____
(City) (Date)

*Job shadow request form completed: _____ *Contact Agreement Received: _____
(Counselor's initials needed here to verify previous paperwork completed.)

**VALIDATING SIGNATURES
(TO BE OBTAINED IN ORDER):**

1. Parent of Guardian _____

2. Student _____
(Your signature here also indicates you have read and understand ALL instructions on this form and agree to follow ALL steps.)

3. Assistant Principal _____

4. PERIOD SUBJECT / TEACHER'S SIGNATURE/COMMENTS

1st _____

2nd _____

3rd _____

4th _____

5th _____

6th _____

7th _____

5. Attendance _____

6. Counselor _____

7. Job Shadow Representative _____

Phone Number _____

NOTE: All class work must be completed prior to leaving or on the first day back to school, unless other arrangements are made with the teacher. All tests must be made up the first day back. EXCEPTION: Semester exams CANNOT be made up.

JOB SHADOW FOLLOW-UP

Student's Name: _____

What career area did you shadow for the day? _____

Please describe your job shadow experience:

What was the most significant thing you learned from this experience?

Was there any part of your experience that disappointed you? If so, please explain:

Will you continue to pursue this career area? Tell why or why not.

Describe the level of education needed to enter this career area.

What are some special skills needed for this career?

Ask your job shadow person where he or she got their additional training and/or education:

Would they recommend this same training/education for you and other students who are interested in this career area ? _____

Why or why not ? _____

Student's Signature: _____

Return this form to the John Glenn guidance office within two (2) school days after your visit..

Job Shadow Day Questions

You can make the most of your job shadowing experience by preparing a list of questions for your host. There will likely be down time during the day or an opportunity to talk more over lunch. If there is not a good opportunity for discussion during the workday, you can send the questions in an email that your host could answer at their convenience.

Consider questions such as:

- What made you choose this as your career?
- What education/degree(s) did you need for your career?
- What skills are necessary for this type of career?
- What does a typical day look like?
- What kind of schedule do you have to keep?
- What is your favorite part of the job?
- What is your least favorite part of the job?
- How long have you worked for this company?
- Have you worked for other companies in the same field?
- What advice do you have for someone considering this as a career?
- How do you expect this industry to change over the next 5 years/10 years?