



# job SHadowing

Has your child ever asked,  
*"Why do I have to learn this?"*

Job Shadowing allows your child to see how their schoolwork will apply to the World of Work. All 8<sup>th</sup> grade students have the opportunity to participate in Job Shadowing on February 10, 2012. Discuss shadowing with your child, read the rules of shadowing (on reverse side), complete the agreement, and return to the Guidance Office no later than January 27, 2012.

**Groundhog Job  
Shadow Day is  
February 10, 2012...  
Don't Miss Out!!!**



## **RULES & PROCEDURES**

- Groundhog Job Shadow Day is **Friday, February 10, 2012**.
- Contact the work site of your child's choice and request permission to shadow a worker for the day or part of the day. Shadowing "on-site" is a short-term experience to introduce a student to a particular job by a one-on-one pairing of a student with an employee in a work environment. The student follows or "shadows" the worker for a specified time to better understand the requirements of a particular career.
- Students should consider opportunities related to the Career Clusters they are interested in or have chosen on their Individual Graduation Plans (IGP). Students may choose to shadow a parent for the day.
- If you need suggestions for shadowing sites, please email or call Mrs. Swift at 355-2162, [jlsswift@greenville.k12.sc.us](mailto:jlsswift@greenville.k12.sc.us). Please understand that Bryson Middle has approximately 350 8<sup>th</sup> grade students and can not "place" students in shadow sites.
- Complete the Job Shadow Agreement which is attached. This is **DUE Friday, January 27, 2012!**
- Absences from school for Job Shadowing are excused *with complete paperwork only!*
- If a student wishes to shadow at another school, a note from the teacher he/she wishes to shadow must be sent with the Shadowing Agreement before the shadow day.
- Please keep in mind that "popular" shadow sites (vet clinics, schools) can usually only host one student, so please do not wait until the last minute to make arrangements.
- Students must complete a "Shadowing Observation Report" as part of the excused absence. This sheet will be given to the students on February 8.
- Students should write a thank you note to their Job Shadow Host/Supervisor.
- Mrs. Swift will be randomly visiting job shadow sites to take photos. Encourage your child to take photos and email them to Mrs. Swift.

**SHADOWING AGREEMENT:**

***This form must be completed, signed and returned no later than January 27<sup>th</sup> for your student to participate in Job Shadowing. Incomplete forms will be returned to the student and he/she will not be excused for shadowing.***

**Shadow Site Information**

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

Homeroom Teacher: \_\_\_\_\_

Name of Business or Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Career Cluster: \_\_\_\_\_

Employee Shadowed: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Phone/Fax/Email: \_\_\_\_\_

Date Business Contacted: \_\_\_\_\_

Time student will arrive to shadow on Feb. 10th: \_\_\_\_\_ Time for pick up: \_\_\_\_\_

Will student need to bring lunch or money for lunch? \_\_\_\_\_

What is the work dress code? \_\_\_\_\_

**Emergency Information (needed only if student is not shadowing a parent):**

Parent/Guardian #1: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Parent/Guardian #2: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Other Contact if you cannot be reached: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Health Conditions: \_\_\_\_\_ Medications: \_\_\_\_\_

By signing this agreement (see reverse), my child has permission to participate in the shadowing program. I will be responsible for arranging transportation for my child to and from the shadowing site. I give permission for my child to receive emergency medical treatment in case of injury or illness. I further understand that school personnel may or may not be present when the student is at the site.

## Shadowing Agreement

### **The Career Specialists agree to:**

- Connect shadowing experiences to student career objectives;
- Maintain students' shadowing records;
- Provide information and support to the student; and
- Serve as a liaison between the student and job site supervisor, if necessary.

**Initial:** JS

### **The Student agrees to:**

- Show honesty, punctuality, courtesy, a cooperative attitude, proper health, grooming habits, professional dress, and a willingness to learn;
- Conform to the rules and regulations of the workplace in addition to the school's Code of Conduct (including cell phone usage);
- Knock on closed doors, not chew gum, eat food unless it is a designated time to eat, or bring friends while shadowing;
- Complete necessary forms promptly and report any problems to the site supervisor and Career Specialist at Bryson Middle;
- Notify shadowing site if absent;
- Represent his/her school well to the public. This can have an effect on whether the business will be willing to work with students again.
- Ask about lunch. Should you bring your lunch or bring money for lunch.
- **The Shadowing Observation Report must be turned in the day after shadowing occurs in order to avoid having the absence count against you.**

**Initial:** \_\_\_\_\_

### **The Parent/Legal Guardian agrees to:**

- Be responsible for student's behavior at the shadowing site;
- Provide punctual transportation for child;
- Provide health insurance for child; Carrier: \_\_\_\_\_  
Policy# \_\_\_\_\_
- Give permission for child to receive emergency medical treatment in case of injury or illness;
- Release the business from responsibility should an accident occur;
- Give permission to the school district to collect data on child's experience for use in scholarly reporting;
- Give permission to the school district for all still photographs, videotapes, or audio recordings taken of child to be used in whole or part; and
- Understand that school personnel will not be present when student is at the site.
- **The Shadowing Observation Report must be turned in the day after shadowing occurs in order to avoid having the absence count against your student.**

**Initial:** \_\_\_\_\_

\_\_\_\_\_  
Jennifer Swift, Career Specialist      1/12/2012  
Date

\_\_\_\_\_  
Parent/Guardian (Print)      Parent/Guardian (Sign)      Date      Contact Number

\_\_\_\_\_  
Student      Date