



2011-2012
Greer Middle School
Job Shadowing Day Information Packet

**THE FORMS IN THIS PACKET MUST BE COMPLETED AND RETURNED TO YOUR FLEX TEACHER
ON THE DATE DESIGNATED AT THE BOTTOM OF EACH FORM!**

Dear Greer Middle Parent/Guardian:

As a part of the career development program here at Greer Middle, and as recommended by Personal Pathways to Success, students are encouraged to participate in our Job Shadowing Day.

Job Shadowing is a chance for a student to get hands-on experience in a career of interest. This experience supports career exploration, which should be an extremely important part of every middle school child's education.

In order for your child to participate in this exciting activity, he will need to follow these steps:

1. Read, complete, and submit each page of the Job Shadowing packet to his Flex teacher (Additional copies of the forms are available for download on the Greer Middle website).
2. Student and a parent/guardian must complete the Permission to Participate form.
3. Find a local business or employee that matches his career interest area.
4. Call that business or employee to explain Job Shadowing and arrange for a visit on February 7, 2012. The actual visit can be for as long as you feel is necessary for the student to get a clear understanding of the career expectations, training, and to gather the necessary information (no less than 3 hours).

Students may go alone to the business site or be accompanied by a parent/guardian. A parent/guardian's workplace is acceptable as long as the student has some interest in the business. In some cases, small groups of students will be allowed. **Students may NOT job shadow at Greer Middle.** Transportation is the responsibility of the parent/guardian. Each student will write a one-page reflection essay on his experience.

If you have questions, please contact Mrs. Rosemond at 355-5860.

Student keeps

Checklist---Job Shadowing

Before the Job Shadowing Experience

- _____ Submit the COMPLETED Job Shadowing Application/Permission to Participate page of the Job Shadowing Packet to your Flex teacher by January 24, 2012.
- _____ Make arrangements for your visit.
- _____ Find more information about the company/organization from their website.
- _____ Go online and find out more about the career.
- _____ Take along the Job Shadowing Observation Report/Student Evaluation form, the Business Evaluation form, paper, and a pen or pencil.
- _____ Dress neatly in clean and appropriate clothes. Be well groomed.

During the Job Shadowing Experience

- _____ Be on time.
- _____ Use good manners.
- _____ Listen and follow any instructions carefully.
- _____ Ask thoughtful questions.
- _____ Observe.
- _____ Take notes if needed.
- _____ Ask your host to complete the Business Evaluation form. He may choose to return it directly to you or mail it to the school.
- _____ Thank your host for his time.
- _____ Complete the Job Shadowing Observation Report while shadowing.

After the Job Shadowing Experience

- _____ Write a thank you note to your business contact within three (3) days of your return.
- _____ Complete the Student Evaluation form and submit it to your Flex teacher.
- _____ Submit the Business Evaluation form completed by your host. (Some business contacts may choose to mail or fax this directly to the school.)
- _____ Write your one-page reflection essay and submit it to your Flex teacher by February 14, 2012.

DON'T BE LATE... KNOW WHERE YOU ARE GOING!

Using the Internet to find driving directions to businesses

Arriving on time is very **IMPORTANT** in the world of work. Before leaving for your scheduled Job Shadowing visit you should always be certain that you know where you are going and how to get there. You want to arrive at your destination a few minutes early. **Businesses frown upon tardiness!!!!**

Name of Job Shadow site

Address

City, State, Zip

Phone Number

Maps and driving directions are available on the internet. Try the following websites to find directions to your Job Shadow site.

- www.mapquest.com
- www.maps.yahoo.com
- www.maps.google.com

Do your homework before visiting a business! Use the Internet to find information about a business.

What information do you know about the business or company that you will be visiting? It is very helpful to learn something about a company before your visit. This makes it much easier to talk with the employer and employees. Businesses are always very impressed to learn that you have done your homework by researching their company/business.

Business website: _____

List 3 things you learned about the business from their website:

1.

2.

3.

Job Shadowing Application

1. Student must obtain the signatures of his parent/guardian on the Permission to Participate form before arranging a Job Shadowing visit.
2. Failure to complete all steps and submit all forms by required deadlines will cause you to be marked ABSENT on February 7, 2012.

Student Information:

Student _____ Flex teacher _____

Home Address _____

Home phone number _____

Mother/Guardian _____

Mother's Workplace and phone number _____

Father/Guardian _____

Father's Workplace and phone number _____

Information about where you plan to spend your time on February 7, 2012

There may be students who need school assistance in arranging a Job Shadow experience. Mrs. Rosemond is free to assist students as time allows, but is under no obligation to provide this opportunity to all students. If your student needs assistance in arranging a job site, call 355-5860 and leave a message. If you have a Job Shadow site already, please provide the information below.

Business Site Information:

Business Name _____

Address _____

Contact Person and phone number _____

Occupation you plan to observe _____

Arrival time _____ Departure time _____

Should I bring money for lunch or bring my lunch? _____

Student completes and turns into Flex Teacher by
January 24, 2012 BEFORE Job Shadowing

Permission to Participate in Job Shadowing Day

A Job Shadowing opportunity has been arranged by the parent/guardian who will be responsible for the child's transportation to and from the business site.

Parent/Guardian Signature _____

I understand that I am responsible for my child during this time away from school. I will not hold the business, the school, the school district, nor any employees of such organizations liable for any injuries sustained by my child during his/her participation in this program. I understand that school personnel will not be present and will not be responsible for my child.

Parent/Guardian Signature _____

As a Greer Middle student, I understand and agree to follow all the guidelines for Job Shadowing Day as listed in this Job Shadowing Day packet. I understand that while participating in this experience, I am representing my school and my community. I agree to be on my best behavior.

I understand that if all guidelines are followed, time away from school on February 7, 2012 will not count against my attendance.

Student Signature _____

Parent/Guardian Signature _____

Parent Permission In Case of Emergency:

I give permission for my child to receive emergency medical treatment in case of injury or illness while at the business site.

Parent/Guardian Signature _____

Student completes and turns into Flex Teacher by
January 24, 2012 BEFORE Job Shadowing

Job Shadowing Observation Report

Student Name: _____ Grade: 8th

Date: February 7, 2012 Flex teacher _____

Business Site: _____

Job(s) Shadowed: _____

1. What does this company or organization do?
2. What are the different job(s) you observed?
3. What are the main duties of the job(s)?
4. What education do the job(s) require?
5. What is the salary range of the job(s)?
6. What skills, talents, and personality traits are needed for this job(s)?
7. What is the most interesting thing you learned or observed?
8. Now that you know more, are you still interested in this job(s)? Why or why not?

Student completes and turns into Flex teacher by
February 14th, 2012, AFTER Job Shadowing

Student Evaluation of Job Shadowing Experience

1. How would you rate your Job Shadowing experience? (circle one)

Excellent

Good

Fair

Poor

2. What was the best part of your visit?

3. What could have been better?

4. How do you think this experience might influence your future plans?

Tip Sheet for Job Shadowing Host

We thank you for your willingness to host a Greer Middle student for a Job Shadowing experience. Workplace visits are an invaluable component of career exploration and an essential part of every middle school child's education. We appreciate your time and interest in our young people.

Please take time to complete the evaluation (on the reverse side) of the student and school Job Shadowing program.

Sincerely,
Mrs. Rosemond, Career Specialist

Suggested activities when hosting a Middle School Job Shadowing student:

1. Introduce the student to other employees.
2. Explain the range of occupations and duties being observed. Show how all employees contribute to the product or service.
3. Provide a tour of the facility, if possible and practical.
4. Encourage student questions.
5. Invite the student to help with a duty, if practical.
6. Allow the student time to observe.

Suggested topics for discussion:

1. What does your company or organization do?
2. What are the duties of this job?
3. What are the working conditions---environment, overtime, stress, responsibility, travel, etc?
4. What educational background is required?
5. What school subjects are most needed for this job?
6. What do you enjoy most about this job?
7. What do you find most difficult?
8. What are some related jobs?
9. What recommendations would you give to someone interested in this job?
10. What personal traits are most needed in this job?
11. What opportunities for advancement are there?
12. What are the starting salaries and salary ranges for this job?
13. Where can interested students find out more about this job and related fields?

Business Evaluation of Job Shadowing Experience

Student's Name _____

Business Site _____

Your Name _____

What is your evaluation of the student who visited you today?
(punctual, enthusiastic, cooperative, courteous, positive attitude)

Excellent Good Fair Poor

Comments:

Do you have any suggestions for improving our Job Shadowing program?

Would you be willing to... (circle your answer)

Participate in job shadowing again Yes No

Be a career speaker in our school Yes No

This form can be given to the student, mailed or faxed directly to:
Attention: Career Development
Greer Middle School
3032 East Gap Creek Road
Greer, SC 29651
864-355-5885

Student gives to Business contact

8th grade Job Shadowing reflection essay requirements

In your essay, reflect on your Job Shadowing experience. Think about the following questions as you write:

- How does Job Shadowing benefit the student and the business?
- What did you like most about the career you shadowed?
- What did you like least about the career your shadowed?
- Do you think Job Shadowing makes choosing a career easier? Why or why not?

Your essay should have the following details:

- 1 page (not ½ page, not 1 ½ pages)
- Double-spaced
- 12 point font
- Times New Roman
- Title (centered at top of page)
- 1” margins on all sides
- Check for spelling, grammar, etc.
- Check for neatness (no frayed edges or spills)
- Write your name on the back of your essay
- Do not add any embellishments or decorations
- **Due date- February 14, 2012** (along with your evaluation)