



Dear Parent/Guardian:

As a part of the career exploration program here at J.L. Mann Academy and as recommended by the South Carolina Education and Economic Development Act, students are encouraged to participate in our Groundhog Job Shadowing Day on Tuesday February 2, 2010.

What is Job Shadowing? It is a chance for a student to participate in an extended learning opportunity (individual field trip) to a workplace to see for him/herself what that particular environment and employees' daily activities are like. This experience supports career exploration, which is an extremely important part of every child's education.

In order for you and your child to participate in this exciting February 2nd activity you will need to follow these steps:

1. Read and complete each page of the Job Shadowing Packet and permission slip and return to the Guidance Office on or before **Friday January 15th, 2010**.
2. Have your student complete the Permission to Participate form by signing in all areas of the form.
3. Find a local business or employee that matches your student's career interest area.
4. **Have your student call that business or employee to explain Job Shadowing and arrange for your student to visit on Tuesday, February 2, 2010.** The actual visit can be for as long as you feel is necessary (minimum 3 hrs) for the student to get a clear understanding of the career expectations, training and gather the necessary information.
5. Return the Groundhog Job Shadowing Packet and Permission slip to the guidance office by Friday January 15th for approval.
6. After Job shadowing, your student **must return** the completed Job Shadowing Observation form to Guidance by **Friday, February 5, 2010** to receive an excused absence for the day.

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. Transportation is the responsibility of the parent/guardian. Please call Ms. Barlow if transportation is an issue.

If you have questions, please contact Ms. Valerie Barlow at 864-355-1083. You can also email Ms. Barlow at vbarlow@greenville.k12.sc.us

Sincerely,

Ms. Valerie Barlow
Career Development Facilitator

All FORMS & PERMISSION SLIP must be completed and returned to Ms. Barlow for approval by **Friday 1/15/10**.

Checklist --- Job Shadowing

Before the Job Shadowing Experience

- _____ Submit the COMPLETED Job Shadowing Application/Permission to Participate page of the Job Shadowing Packet to Guidance by 1/15/10.
- _____ Make arrangements for your visit.
- _____ Take along the Job Shadowing Observation Report/Student Evaluation Form, and the Business's 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/she may choose to return it directly to you or to mail it to the school.
- _____ Thank your host for his/her time.
- _____ Complete the Job Shadowing Observation form 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 Job Shadowing Observation Report/Student Evaluation Form and submit it to Ms. Barlow **by Friday February 6, 2009 so your absence will be excused.**
- _____ Submit the Business Evaluation form completed by your host. (Some business contacts may choose to mail or fax this directly to the school.)

Job Shadowing Application

1. Student must obtain the signatures of his/her parent/guardian on the Permission to Participate form before arranging a job shadowing visit.
2. **Student must follow all guidelines and complete all forms in the Job Shadowing packet to receive an excused absence on February 2.**

Student Information:

Student _____ Grade _____

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 2:

There may be students who need school assistance in arranging a job shadow experience. Teachers, counselors, and administrators are free to assist students as time allows, but are not under obligation to provide this opportunity to all students. If your student needs assistance in arranging a job site, contact 355-1083 and leave a message for Ms. Barlow. 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 _____

Student completes and turns in to Ms. Barlow for approval by
January 15th, BEFORE Job Shadowing

Permission to Participate in the 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 J.L. Mann Student, I understand and agree to follow all the guidelines for Job Shadowing Day as listed in the J.L. Mann 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 and I turn in the required paperwork, time away from school on February 2, 2010 will not count against my attendance.

Student Signature_____

Parent/Guardian Signature_____

Student completes and turns in to Ms. Barlow by
January 15th, BEFORE Job Shadowing

Job Shadowing Observation Report

Student Name: _____ Grade: _____

Date: February 2nd, 2009

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 does 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 in to Ms. Barlow by
February 5th, 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?

Student completes and turns in to Ms. Barlow by
February 5th, AFTER Job Shadowing

Business Evaluation of Job Shadowing Experience

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

Please take time to complete the evaluation of the student and school Job Shadowing program.

Sincerely,
Ms. Valerie Barlow
Career Development Facilitator
J.L. Mann Academy

Suggested Activities when hosting a 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 Partner Evaluation of Job Shadowing

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?

This form can be given to the student or faxed directly to:

J.L. Mann Academy

Valerie Barlow

Career Development Facilitator

Fax# (864) 355-0088

Student gives to Business contact