

Sevier Middle School
Career Connections Career Development Program

2012 Job Shadowing Day
Information Packet

Helping Sevier Students Explore the
“World of Work” by shadowing a professional in
the **CAREER of Their CHOICE!**

**Pages 4 & 5 IN THIS PACKET MUST BE
COMPLETED AND RETURNED TO Ms. Sims in
the Guidance Office by the end of the day on
Friday, FEBRUARY 17, 2012!**

**Pages 6 & 7 IN THIS PACKET MUST BE
COMPLETED AND RETURNED TO Ms. Sims on
Thursday, March 1, 2012 (the next school day
after Job Shadowing)**

Page 8 -Student gives to Business contact before February 29, 2012

Page 9 –Student gives to business contact on the day of Job Shadowing

January 5, 2012

Dear SMS Parent/Guardian:

As a part of Career Connections the career exploration program here at Sevier Middle School and as recommended by Personal Pathways to Success, students are encouraged to participate in our **Parent-Sponsored Job Shadowing Day on Wednesday, February 29, 2012.**

What is Job Shadowing? It is an academically motivating activity designed to give students the unique opportunity of an up-close look at the world of work. Students will "shadow" workplace mentors as they go through a normal day on the job. The program invites students to see first hand how the skills learned in school relate to the workplace. This experience supports career exploration, which is an extremely important part of every middle school child's education.

In order for you and your child to participate in this exciting activity on February 29, 2012, he/she will need to follow these steps:

1. Read and complete each page of the Job Shadowing information packet (Additional copies of the forms are available on the school website).
2. Student and a parent/guardian must complete the Permission to Participate form.
3. Find a local business or employee that matches your student's career interest area.
4. Call that business or employee to explain Job Shadowing and arrange for your child to visit on Wednesday, February 29, 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 (a minimum of 2 hours). The business or employee being "shadowed" should be given a copy of the **Job Shadowing Host Tip Sheet** (page 8) prior to February 29, 2012.

Students may go alone to the business site or be accompanied by a parent/guardian. **A parent/guardian's workplace is acceptable.** In some cases, small groups of students will be allowed. **Transportation is the responsibility of the parent/guardian.**

If you have questions, please contact Ms. Vickie Sims at 355-8377 or email me at vmsims@greenvillek12.sc.us. Additional copies of these forms can be located on the school website at <http://greenville.k12.sc.us.sevier> and click on the link.

Sincerely,

Ms. Vickie M. Sims

White Form- Student keeps

Page 2

Checklist---Job Shadowing

Before the Job Shadowing Experience

- _____ Submit the COMPLETED **Job Shadowing Application & Permission to Participate form** (pages 4 & 5) return to Ms. Sims in the Guidance Office **on/before February 17, 2012.**
- _____ Make arrangements for your visit. Parents should assist student with this!!
- _____ Give/send the **Tip Sheet for Job Shadowing form** (page 8) to the person you will be shadowing. VERY IMPORTANT.....Do this before scheduled visit, not the day of!!!!!!
- _____ Take along the Job Shadowing Observation Report & Student Evaluation Form (pages 6 & 7), and the Business's Evaluation form (page 9), 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. (Be sure that your questions are work related)
- _____ Observe.
- _____ Take notes.
- _____ Ask your host to complete the **Business's Evaluation form** (page 9). He/she may choose to return it directly to you or to mail/fax it to the school.
- _____ Thank your host for his/her time.
- _____ Complete the **Job Shadowing Observation form** (page 6) while shadowing. **This form must be turned in to Ms. Sims in the Guidance Office on Thursday, March 1, 2012, (the next school day after Job Shadowing).**

After SMS Job Shadowing Experience

- _____ Write a thank-you note to your business contact within three (3) days of your return.
- _____ Complete the **Student Evaluation form** (page 7) and submit it to Ms. Sims in the Guidance Office on **Thursday, March 1, 2012, (the next school day after job shadowing).**
- _____ Submit the **Business Evaluation form** (page 9) **completed by your host.** (Some business contacts may choose to mail or fax this directly to the school.)

**The Next School Day After Job Shadowing – Thursday, March 1, 2012*

The following three forms MUST BE RETURNED to Ms. Sims in the Guidance Office, in order for student's time away from school to be EXCUSED!!!!

- Job Shadowing Observation Report (page 6)
- Student Evaluation Form (page 7)
- Business Evaluation Form (if business gives back to student, business may fax or mail to Ms. Sims at the school) – (page 9)

White Form- Student keeps

SMS 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 Information Packet to receive an EXCUSED ABSENCE on Wednesday, February 29, 2012.**

Student Information:

Student _____ Grade _____

Homeroom teacher _____

Home Address _____

Home phone & cell 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 29, 2012:

There may be students (8th graders ONLY!!) who need some assistance in arranging a job shadow experience. Ms. Sims is free to assist students as time allows, but is under no obligation to provide this opportunity for any students. If your student needs assistance in arranging a job site, contact 355-8377 and leave a message for Ms. Sims. Once you have confirmed a job shadow site, please provide the information below. Ms. Sims will call & verify the scheduled job shadowing visit.

Business Site Information:

Business Name _____

Address _____

Contact Person (name of the person student will shadow) _____

Contact person's phone number _____

Occupation student plan to observe _____

White Form-Parent complete... DUE to Ms. Sims on/before February 17, 2011.

BEFORE Job Shadowing!!

Permission to Participate in the SMS 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_____

Please Print Name_____ Date_____

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_____

Please Print Name_____ Date_____

Insurance Information:

Does your child have school insurance? _____Yes _____No

Is your child covered under a health/accident insurance policy? ___Yes ___No

Name of Insurance Company_____

Policy #_____

As a Sevier Middle School Student, I understand and agree to follow all the guidelines for Job Shadowing Day as listed in the SMS Job Shadowing Day Information 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 March 4, 2011, will not count against my attendance.

Student Signature_____Grade_____Date_____

Parent/Guardian Signature_____ Date_____

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_____ Date_____

White Form-Student & Parent complete.. DUE to Ms. Sims on/before February 17, 2012

BEFORE Job Shadowing!!

Page 5

SMS Job Shadowing Observation Report

Student Name: _____ Grade: _____

Date: March 1, 2012

Business Site Visited: _____

Name of the person you shadowed: _____

Job(s)/Careers Shadowed: _____

1. What does this company or business 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 important 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?

**White Form-Student completes and return to Ms. Sims on
Thursday, March 1, 2012, Next School Day after Job Shadowing**

SMS Student Evaluation of Job Shadowing Experience

Student Name: _____ Grade: _____

Date: _____

Business Site/Company Visited: _____

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?

**White Form-Student completes and return to Ms. Sims on
Thursday, March 1, 2012, Next School Day AFTER Job Shadowing!!**

Tip Sheet for Job Shadowing Host

We thank you for your willingness to host a Sevier Middle School 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 business evaluation form (blue form/page 9) provided to you by student after the job shadowing experience.

If you have any questions about our Job Shadowing program, please feel free to contact me at 355-8377 or by email at vmsims@greenville.k12.sc.us.

Sincerely,
Ms. Vickie M. Sims, GCDF
Sevier Middle School

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?

**White Form-Parent/Student gives to Business contact
BEFORE Job Shadowing Site Visit!!**

SMS Business's Evaluation of Job Shadowing Experience

Thank you again for hosting a Sevier Middle School student for Job Shadowing. Please take time to complete this evaluation of the student and the school Job Shadowing program. Your input is very important to us.

Your Name & Job Title_____

Business/Company Site_____

Business Address & Phone number _____

Student's Name_____Grade_____

Student's arrival time_____ departure time_____

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, mailed or faxed directly to:

**Ms. Vickie M. Sims
Sevier Middle School
1000 Piedmont Park Road
Greenville, SC 29609
864-355-8377
Fax# (864) 355-8255**

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_____ Date_____

White Form-Student gives to Business contact on the day of their visit