

ANNVILLE-CLEONA HIGH SCHOOL



Career Shadow Program



TABLE OF CONTENTS

Career Shadow Program Overview.....	1
• Purpose of a Career Shadow experience	
• How to set up a Career Shadow experience	
Career Shadow Student Expectations.....	2
• Example phone call and follow up questions	
• Do you still need help? — Additional resources	
Student & Shadow Host Information.....	3
• Plan your work (student information)	
• Work your plan (options and information)	
Career Shadow Student Expectations.....	4
• Before you begin your Career Shadow experience (days leading up)	
• Expectations on the day of the Career Shadow experience	
Career Shadow Guidelines.....	5
• Minimum requirements for successful completion	
• Grading rubric	
Career Shadow Parent Permission Form.....	6
• Parent/guardian permission form	
• Parent/guardian responsibilities	
Career Shadow Icebreakers.....	7
• Questions to ask and to help keep the conversation going	
Overview of a Typical Day/Profile.....	8
• The basics of a typical day and the company/organization	
Mentor/Host Interview.....	9
• About your host’s career journey and the skills of the occupation	
Mentor/Host Evaluation.....	10
• Mentor/Host to complete at end of career shadow day	
Mentor/Host Information.....	11
• What your mentor/host can expect of your career shadow	



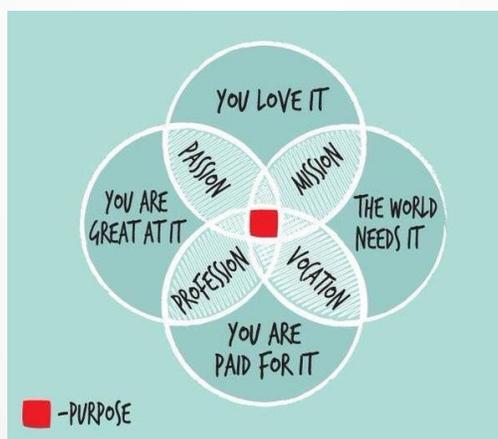
Career Shadow Program Overview

The purpose of the Career Shadow experience is to offer students a unique learning opportunity outside of the traditional classroom in order to...

- ...explore/learn about a career and select a future vocation.
- ...meet new people and network for future occupational opportunities.
- ...gain self-confidence.
- ...identify skills needed in a place of work.
- ...make connections within the community.
- ...initiate a potential volunteer or internship experience.
- ...learn what employers want from their employees.
- ...choose a college major or advanced technical training.
- ...train and retain the future workforce of Lebanon County.

How to set up a Career Shadow experience:

1. Reflect on your various career activity results...as well as...other interest, aptitude, and achievement tests to identify a career that you feel fits your skills and interests. Find one with your **PURPOSE!** This is for your **FUTURE**, not just to fulfill a class assignment.
2. Research possible Career Shadow possibilities and meet with an A-C counselor to further discuss businesses and companies in the area.



3. Contact potential businesses/companies (via phone call) that you would like to shadow. Be prepared when making the call (see example phone call and questions section):
 - ➔ Have a list of potential dates to shadow.
 - ➔ Review all expectations of the Career Shadow Program and be ready to answer questions. ** You will spend an entire day (7 hours) to complete the shadow **
 - ➔ Be sure to discuss the Guidelines for Mentors, so the employer understands what is expected of them (see last page).
4. Acquire the name of your shadow mentor and thank the business for hosting you.
5. Complete the Career Shadow Parent/Guardian Permission Form and submit it to the A-C attendance office...this also excuses you from school if you will be completing the experience during a school day.



Career Shadow Overview

Example Phone Call

Below is an example of how to make a phone call to local business/company to set up a career shadow experience:

“ Hello. My name is John Doe. I am a student entering into my junior year at Annville-Cleona High School. Do you have a few minutes to talk, so I can ask you a few questions about job shadowing?

I am interested in becoming an accountant and I am looking for an opportunity to job shadow an accountant, so I can determine if this is a career that I would be good at and that I would enjoy. I am interested in spending a day with your company and would need to ask questions about your company, the career, and have a form filled out at the end of the day.”

If you receive feedback that the company is interested, follow up with the following questions:

- “What day would be a good day for me to job shadow?” (Have some dates ready that work well for you and know any dates that will not work due to other obligations)
- “Where should I report and at what time?”
- “Is there a specific person who will serve as my mentor or host for the day? If so, what is his/her name?”
- “What is the expected dress code for your employees? I would like to dress to impress.”
- “Should I bring anything with me?”

Do you still need help?

1. Search the Lebanon Valley Chamber of Commerce for local businesses as a potential career shadow opportunity – visit cca.lvchamber.org/businesssearch.aspx
2. Make an appointment to meet with an A-C counselor to discuss options or assist you with establishing a career shadow experience.
3. Utilize the resources below to explore personal interests, aptitudes, abilities and the associated careers that are connected to your skills:
 - www.pacareerzone.org (Pennsylvania Career Zone)
 - www.bls.gov/ooh (Occupational Outlook Handbook)
 - www.onetonline.org (The Occupational Information Network)
 - www.mynextmove.org (O-net resource)
 - www.educationplanner.org (PHEAA resource)



Student & Shadow Host Information

Plan Your Work and Work Your Plan

Plan your work... it is suggested that you complete the charts below, so you have all of your personal information and basic information on your top 3 choices for a shadow experience in front of you when making the initial phone call requesting the opportunity to shadow.

Student Information		
Student Name		
Student Phone Number	<u>Home</u>	<u>Cell</u>
Parent/Guardian Name		
Parent/Guardian Daytime Phone Number	<u>Home/Work</u>	<u>Cell</u>

Work your plan ... identify your top three choices below. If accepted for a shadow experience by a business/company, request information on your mentor for the day and complete the chart.

Business/Company Options		
Choice #1	<u>Business/Company Name</u>	<u>Business/Company Phone Number</u>
Choice #2	<u>Business/Company Name</u>	<u>Business/Company Phone Number</u>
Choice #3	<u>Business/Company Name</u>	<u>Business/Company Phone Number</u>

Business/Company Information		
Business/Company Name		
Business/Company Address		
Mentor/Host (who you are shadowing)		
Contact Person Phone Number/Email	<u>Phone Number</u>	<u>Email</u>



Career Shadow

Student Expectations

Before you conduct your Career Shadow experience:

- Review the requirements of the Career Shadow Program contained within this document. Review the questions you will ask and what will be required for successful completion of the Career Shadow.
- Review the behavior expectations for students, parents, and host employers. Be sure to prepare your attire for the day, establish transportation, and review your questions in advance. This is your chance to impress a potential future employer!
- Prepare to bring money or pack a lunch. Lunch is your responsibility.

Expectations on the day of the Career Shadow experience:

- Arrive at least 10 minutes prior to the established time for the Career Shadow to begin. This is the expectation of the business world.
- Turn off your cell phone immediately!!!
- Dress appropriately — formal attire is expected unless otherwise requested by the mentor — dress to impress!
- Use formal professional practices — Introduce yourself to your host with a firm handshake, make eye contact, and address all adults as “Ma’am” or “Sir.”
- Use formal language when speaking to employees of the company. For example, say “yes, sir” rather than “yeah” in response to a question. In general, use proper grammar and not colloquial teenage language. Impress!
- Provide a copy of your resume to your host and request feedback if the host is willing.
- Be enthusiastic and show interest throughout the day (even if it doesn’t turn out according to plan).
- Be polite and respectful to everyone you meet. Remember you are there as a guest and you are representing yourself, your family, and the Annville-Cleona School District.
- Ask questions throughout the day. Use the Career Shadow Icebreaker section for ideas. Interview your mentor to learn as much as possible about his/her career.
- Ask for a business card for future correspondence.
- If permitted by the business, take a few pictures and a photo of you and your host.
- Thank your mentor and anyone else who helped you while you were shadowing. Be sure to send an email or thank you card to your host when you return to A-C.
- Ask your host to complete the Mentor/Host Evaluation and submit to the A-C Guidance Office the next school day.
- Submit your career shadowing assignment to your Career Development Portfolio course as quickly as possible after the experience. Don’t wait...complete everything while it is fresh in your mind.
- Discuss your experiences with both family and A-C counselors. Maybe your experience solidifies a career choice...maybe it eliminates a career choice...either way, discussing your experience and identifying your next step in the career development process is important and should not wait.



Career Shadow Guidelines Requirements and Grading

** Students must complete a minimum of one Career Shadow experience by the middle of the junior year of high school. The written product is a graded English class assignment and is a required component of the Career Development Portfolio for graduation. **

The minimum student requirements for successful completion of a Career Shadow experience include:

- (1) Parent/Guardian Parents Permission form completed (prior to career shadow experience only if school absence required — submit to A-C attendance office).
- (2) Have host complete the Mentor/Host Evaluation form and submit to the A-C Guidance Office on the next school day.
- (3) Career Shadow assignment completed (submitted in Schoology). Components include:
 - a. Overview of a typical day and company profile — tasks and responsibilities
 - b. Mentor interview — basics about the career, mentor's career journey, what he/she likes and dislikes about the career
 - c. Mentor interview — skills of the occupation, required training, role of communication/teamwork/technology/decision making, whether there is career growth, any advice provided
 - d. Final reflection — after your experience, whether you feel you will continue to pursue the career (and why) — if so, explain your next planning steps — if not, what is a new pathway you are considering?

Grading Rubric

Total Score = _____ / 10

Overview of Typical Day — Tasks & Responsibilities	Mentor Interview — About the Career/Likes & Dislikes	Mentor Interview — Skills of the Occupation/ Training	Final Reflection	Mentor/Host Evaluation
Overview completed (2 points)	Career interview completed (2 points)	Skills interview completed (2 points)	Reflection completed (2 points)	Evaluation submitted (2 points)
Overview not completed (0 points)	Career interview not completed (0 points)	Skills interview not completed (0 points)	Reflection not completed (0 points)	Evaluation not completed (0 points)



Career Shadow Parent/Guardian Permission

**** SUBMIT TO A-C ATTENDANCE OFFICE PRIOR TO DATE OF SHADOW ****



ANNVILLE-CLEONA SCHOOL DISTRICT
520 S. White Oak Street
Annville, PA 17003



PARENTAL PERMISSION FOR STUDENT TO PARTICIPATE IN FIELD TRIP

Date(s) of Trip _____ Destination _____

Name of Student _____ Grade _____ Building _____

Teacher/Homeroom _____

Name of Parent/Guardian _____

Address _____

Emergency Phone Numbers: Home _____ Work _____

Medication is to be administered according to Medication Consent Form on file in nurse's office. PLEASE LIST BELOW ANY AND ALL MEDICATION THAT MUST BE GIVEN ON THE FIELD TRIP.

Medication: _____ Dosage: _____ Time: _____

Medication: _____ Dosage: _____ Time: _____

Medication: _____ Dosage: _____ Time: _____

Special Medical Needs/Instructions:

I hereby grant permission for my child to participate in the field trip listed above.

Signature of Parent/Guardian

Date

Parent/Guardian responsibilities include:

- Please make sure your son/daughter...
 - ➔ ...reviews the information in the Career Shadowing guidelines with you before the experience.
 - ➔ ...has transportation to and from the job site.
 - ➔ ...arrives to the business/company on the assigned date and is on time.
 - ➔ ...is dressed appropriately — clean and ironed attire appropriate for the place of work.
 - ➔ ...brings along a pen or pencil to take notes when asking questions.
- Ask to see your son/daughter's notes or completed Schoology submission to learn about his/her day.



Career Shadow Icebreakers

Starting a conversation...ask informative questions...

To help you begin a conversation with your mentor/host, try asking several questions from the list below. Remember, the best questions are ones that you develop, because they result from your curiosity. Take notes to use when preparing your final Career Shadow assignment.

Potential questions to “break the ice” and continue the conversation...

- What are some of the other jobs in this company?
- What are the responsibilities of your department?
- What are your responsibilities?
- How does your job relate to the overall organization?
- What other people do you work closely with?
- Are computers used? In what capacity?
- What do you see as the demand for careers like yours in the future?
- Do you have any advice for me as I consider career options?
- What do you do in a typical day?
- What skills are important to be successful in your position?
- What are some of the rewarding aspects of your career?
- What are some of the frustrating aspects of your career?
- How should I prepare myself for a career in this area?
- Do you recommend particular schools or colleges?
- How did you get into this career field?
- What other jobs or careers have you considered?
- How long have you been with the company/organization?
- How many hours do you work during a typical week?
- What is the salary range for someone working in this field?
- What kind of benefits do you get in addition to salary?
- What is your dress code?
- What kind of tools, machinery, and equipment do you use on the job?
- Are there opportunities for advancement?



Overview of a Typical Day/Profile

Notes

Name of mentor/host	
What position do you hold at your job?	
What are your basic tasks/responsibilities in a typical work day?	
What are your typical work hours each day/week?	
What kind of tools, machinery, and/or equipment do you use on the job?	
Do you have a specific dress code? If so, what is required?	
What other people do you work closely with?	
How does your job relate to the overall organization?	
What are some other jobs in your company/organization?	
What is the hiring process used to select new employees?	
What feedback did you receive on your resume?	
ADDITIONAL NOTES	



Mentor/Host Interview

About the Career and Skills of the Occupation

<p>Can you tell me about your journey in this career (ask how he/she got here)?</p>	
<p>How long have you been with the company?</p>	
<p>What education/training is required for your career? Are there specific past experiences needed?</p>	
<p>What are the key skills required for your career?</p>	
<p>How do communication, teamwork, decision making, and technology impact your career?</p>	<p><u>Communication</u> <u>Teamwork</u> <u>Decision Making</u> <u>Technology</u></p>
<p>Do you find your career stressful? Is it rewarding?</p>	
<p>What do you like most about your career?</p>	
<p>What do you dislike about your career?</p>	
<p>Is there a future job demand for your career? Why?</p>	
<p>How competitive is it to obtain a job in your field?</p>	
<p>What advice would you give to people who want to enter your career field?</p>	



Mentor/Host Evaluation

**** TO BE SUBMITTED THE A-C GUIDANCE OFFICE THE DAY
AFTER THE CAREER SHADOW EXPERIENCE ****

Please complete and return with student or mail to:

Annville-Cleona High School
Counseling Department
500 South White Oak Street
Annville, PA 17003

Name of Student _____

Mentor Name _____ Title _____

Business Name _____ Phone _____

Address _____

Please complete the following form regarding the student's performance and conduct during his/her shadow experience. Please note: 1 is the lowest and 5 is the highest rating.

Student Evaluation	Rating Scale
1. The student was well prepared to shadow.....	1 2 3 4 5
2. The student arrived on time and shadowed for 7 or more hours.....	1 2 3 4 5
3. The student's personal appearance was appropriate.....	1 2 3 4 5
4. The student displayed a positive attitude.....	1 2 3 4 5
5. The student made efficient use of his/her time.....	1 2 3 4 5
6. The student interacted professionally/appropriately with employees.....	1 2 3 4 5
7. The student followed instructions.....	1 2 3 4 5
8. The student completed any work asked of him/her efficiently.....	1 2 3 4 5
9. The student displayed respect for and courtesy toward host.....	1 2 3 4 5

Mentor Signature _____



Annville-Cleona Career Shadow Program Mentor/Host Information

What you can expect from the student...

- Punctuality
- 7 total hours shadowing
- Respect for your place of employment and its procedures
- Thoughtful questions and note taking
- Appropriate attire

What to expect...the content of questions students will ask...

- Overview of a typical work day & company profile — position, responsibilities, typical work hours, goods or services produced, hiring procedures, etc.
- Mentor/host career & skills interview — mentor's career journey, skills of the job, educational/training requirements for employment, what is liked most and least about the career, role of communication/teamwork/technology/decision making, whether there is career growth, any advice, etc.

What you can do to help make this the best possible learning experience for the student...

- Please be prepared to answer questions (honestly) and explain/model the behavior expected of students in a professional environment.
- Through conversation, please link your company's employment opportunities to several career goals tailored to the student's interest.
- If possible, please offer career networking opportunities to the student through introduction of key people you know at your site or other sites.
- Please ask to see the student's Career Shadowing Program questions to assist in the completion of the school assignment.
- Please provide the student with a business card for future correspondence.
- Please focus the student on your company's rules regarding:
 - ✓ Dress Code
 - ✓ Working as a team
 - ✓ Personal use of cell phones
 - ✓ Personal use of internet, email/ computers
 - ✓ Personal use of headphones/music
 - ✓ Procedures for calling off work
 - ✓ Procedures for leaving early
 - ✓ Consequences for arriving late
 - ✓ Work and lunch break procedures
 - ✓ Any other important issues you feel would help the student understand the requirements of working for your place of employment or the career in general