

PERRY HIGH SCHOOL
Student Job Shadowing Handbook



STEM DIPLOMA PROGRAM

Selecting a Job Shadowing Company

Students are responsible for identifying, contacting, and securing a job shadowing position.

Students should identify an appropriate job shadowing opportunity prior to the end of the first semester of their junior year. This will allow time for the student to consult with the STEM Coordinator and plan the best possible job shadowing experience.

When selecting a job shadowing assignment, the student should meet and share their job shadowing goals and objectives with the STEM Coordinator. Prior to logging any job shadowing hours, the student, and selected job shadowing mentor, must complete the Job Shadowing Agreement.

Job Shadowing Requirements:

- Students must complete 12 hours of job shadowing a mentor in their chosen STEM field of interest.
- Students must keep track of their job shadowing hours and have their Job Shadowing Mentor sign off on the form for verification.
- Students must coordinate work schedules with their Job Shadowing Mentors and work out a job shadowing plan. Students will give a copy of the job shadowing plan to the STEM Coordinator.
- Students are responsible for completing all procedural paperwork and/or requirements of the job site and have approval of the STEM Coordinator.
- Students must turn in their time log to the STEM Coordinator for verification and credit when the job shadowing assignment is complete.
- Students may begin their job shadowing experience during the Spring Break Intersession of their junior year or the summer between their junior and senior years. The job shadowing requirements must be completed before the start of the student's senior year.
- No Job Shadowing hours may be conducted during school days or when school is in session.

Roles and Responsibilities

The Student will:

- Maintain high level of attendance and performance at both the school and the work site.
- Notify their Job Shadowing Mentor prior to absences or when you are going to be late.
- Consult their shadowing mentor about any work place problems.
- Provide their own transportation to the shadowing facility. All shadowing hours must be done when school is not in session.
- Dress appropriately for the work site, including all appropriate safety clothing and equipment.
- Demonstrate honesty, punctuality, cooperative and collaborative attitude, proper grooming and dress, electronic etiquette (phones, computers, etc.), and willingness to learn.
- Conform to rules, regulations, and safety standards of the work site.
- Maintain confidentiality of work place information.
- Complete required time sheet.
- Be positive, mature, and reflect positively on Perry High School.
- Review the Experience Expectations and Goals PowerPoint

The Job Shadowing Mentor will:

- Discuss student placement with PHS STEM Coordinator.
- Complete the Job Shadowing Agreement.
- Provide appropriate orientation and training, if required, and provide a safe workplace.
- Work with student to coordinate a job shadowing schedule.
- Sign completed time cards to document student's job shadowing hours and provide constructive comments. The student must submit this card to receive credit for the job shadowing assignment.
- Provide a constructive job shadowing experience; sample criteria follows:
 - Job related duties as it pertains to the students STEM area of interest
 - Other related duties that might pertain to the specified position
 - Non STEM duties associated with the position
 - Job training and continuing education related to the position
 - Company dynamics and association with colleagues
 - Any other area that that is related to the area of interest
- Provide student with a broad view of the entire operation, spectrum of job possibilities, and educational requirements.
- Consult the STEM Coordinator regarding problems or concerns related to the job shadowing experience.

The PHS STEM Coordinator will:

- Work closely with student, parent and community partners to secure a job shadowing placement appropriate to students' interests and preparedness.
- Serve as coordinator to all parties involved in the job shadowing experience.
- Maintain open communication with student, parent and employer.
- Ensure all necessary paperwork is completed.
- Verify safety standards are in place at the work site.
- Verify student fulfilled the job shadowing requirements.
- Ensure all written work and forms are complete and received.

Parents Will:

- Guide student in identifying and securing an appropriate shadowing opportunity.
- Approve and support the student's participation in the job shadowing experience.
- Provide or arrange for transportation.
- Discuss the job shadowing experience with the student.
- Review the Experience Expectations and Goals PowerPoint

Job Shadowing Preparation Checklist

This checklist provides general guidelines to help you prepare for the PHS Job Shadowing experience.

- Identify an appropriate job shadowing opportunity.
- Verify with PHS STEM Coordinator that the job shadowing assignment will meet program requirements. The company must be reputable with good standing in the community. The company must also provide the type of work that the STEM student has expressed interest in learning about through the job shadowing experience. The STEM coordinator will verify that the company is a good fit for the STEM student
- Meet with your Job Shadowing Mentor and confirm that he/she is available during the prescribed time frame to complete your job shadowing requirements.
- Work out a job shadowing schedule to complete the required number of hours.
- Complete the Job Shadowing Agreement with appropriate signatures and submit to the PHS STEM Coordinator.
- Work with the Job Shadowing Mentor to develop goals and work plan for your job shadowing experience.

