



## **Groundhog Job Shadow Day!**

Take the opportunity to Explore A Career

**Orange County Schools**

**8<sup>th</sup> Grade Job Shadowing Program**

**February 1, 2012 – April 9, 2012**

Celebration will be held on April 13, 2012

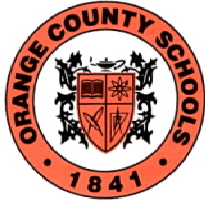


### **How do I find Work-Based Learning Opportunities?**

- 1) Click **NC Employers** in the menu bar at the top of the page
- 2) Select **Work-based learning opportunities**.
- 3) Click **Search by type of opportunity**.
- 4) Choose Job Shadowing opportunity.
- 5) Read through the list of Job-Shadowing Opportunities (WBLs) available at companies in your area.
- 6) Filter the list by clicking **Companies within (miles)** in the top blue bar and selecting how far you're willing to go to experience a Work-Based Learning opportunity.
- 7) Click the WBL name (e.g. **Job Shadowing**) at a company that interests you.

### **How do I Request Work-Based Learning Opportunities?**

- 8) If you'd like to participate in a WBL at this company, click **Make a Request**.
- 9) Enter your preferred date range or select **Flexible**.
- 10) Enter your preferred start time or select **Flexible**.
- 11) Add any additional notes. Example: "My name is Jane Doe, and I am an 11<sup>th</sup> grader in Anytown. I would like to job shadow at ABC Company to see how widget-makers make widgets. Currently, I'm taking Widget-Making 101 at my school. Thank you."
- 12) Click **Preview Request**
- 13) Then click **Send**
- 14) Your WBL request will be emailed to the WBL coordinator at your school (Patricia Harris) to approve or decline, and make arrangements with the employer.



## Parent Information: Groundhog Job Shadow Program

February 2, 2011 – April 9, 2012

Celebration – April 13, 2012

Dear Parent/Guardian,

**Groundhog Job Shadow Program** is a national event beginning on February 2<sup>nd</sup>, 2012, Groundhog day. Orange County Middle Schools will begin the program during the first week of February and it will end on April 9, 2012. **A celebration for those who complete a job-shadowing experience will be held during lunch on April 13, 2012.** As part of our School-to-Career activities, each of our middle schools will offer eighth grade students the opportunity to participate in this year's program so that they might better understand the relevance of schoolwork to their future career choices. This event provides students a chance to shadow a parent or another adult at his/her place of work for part of a workday. Student activities may vary from merely shadowing to actually helping in the workplace.

Three methods for Job Shadowing:

- 1) You may know of a professional, who would be willing to host your student for part of a day on the job. Arrange the visit and have your student fill out appropriate paperwork which is attached.
- 2) The students also have learned how to search for jobshadowing opportunities on our Future for Kids website and how to make a request. If the request is approved, then students will be responsible to complete the paperwork which is attached. Go to your school's home page and click on Career Cruising emblem to begin the process. Instructions are attached.
- 3) Students can also participate in a Job Shadowing experience through the Future for Kids(Career Cruising) website via on-line communication with a Career Coach. Students will complete the interview questions by researching and interviewing a Career Coach on-line. Instructions are attached.

**Parent and school permission is needed before the actual date of the job shadowing experience and the parent is responsible for transportation.** Your child is excused for one school day to job shadow starting on February 2<sup>nd</sup> through April 6<sup>th</sup>. The attached permission form must be completed and returned to a core teacher **prior** to the date of the job shadowing experience. Participation in this program is completely voluntary. A certificate of participation will be awarded to your student on April 13<sup>th</sup>.

**Remember: (forms attached)**

- 1) **Permission form** completed and given to core teacher before date of experience.
- 2) **Interview questions** completed the day of the job shadowing. Make sure Employer signs the form.
- 3) **Send a Thank You letter** to the employer who assisted in your job shadowing experience.

Please make sure all forms are returned to a core teacher by **April 9, 2012**. If you have questions or need assistance with a job shadowing placement, please call. Thank you so much for supporting this program! Looking forward to hearing from you and your student!

Sincerely,

*Patricia Harris*

Patricia Harris  
Career and Technical Education Director  
919-245-4003 ext 1 or patricia.harris@orange.k12.nc.us



## Student Permission Form for Job Shadowing

Please fill this form out completely and get approval from your parents, the principal, and all of your teachers prior to going to your job shadowing site. Students are required to make up classroom work missed while job shadowing. If school is not in session the principal and the parents are required to sign the form.

(Parent/Guardian) I give permission for \_\_\_\_\_, a student at \_\_\_\_\_ to participate in job shadowing on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_. I understand that my child will not be counted absent from school but is responsible for any class assignments missed. I also understand that I cannot hold the business or Orange County Schools and staff responsible in the event of an accident. As a parent/guardian I will talk to my child about acting responsibly while he/she is job shadowing because horseplay is not covered by the insurance. I understand that Orange County Schools has liability insurance that covers students who participate in the shadowing program

In case of an emergency contact \_\_\_\_\_

Phone number (area code and number) \_\_\_\_\_

Is your child covered by accident insurance? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

If school is in session the permission form must be returned to your homeroom teacher before going to the shadowing site or your child will be counted absent. If school will not be in session during the time your job shadowing is scheduled, return the form to your principal prior to job shadowing. If school is in session it will be up to the principal of your school to decide whether or not to approve this request. The permission form must be signed by the principal and the parent even if the student job shadows on a day school is not in session for the liability insurance to be effective.

The principal of my school and my classroom teachers have been told that I will be job shadowing on (date) \_\_\_\_\_ at (list shadowing site) \_\_\_\_\_ and phone number \_\_\_\_\_ name of person you are shadowing \_\_\_\_\_

My teachers have agreed to count me present and allow me to make up class assignments missed.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teachers' Signature - Homeroom \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_ 7<sup>th</sup> \_\_\_\_\_

Please place additional signatures or information on the back of the sheet if needed.

"The Orange County School System does not discriminate on the basis of race, sex, color, national origin, creed, or disadvantaging or handicapping conditions in its educational programs, activities, or employment practices."



## WHAT DID I FIND OUT?

When you go to your job shadow location the following questions will help guide your conversation!

**Student Name:** \_\_\_\_\_ **School** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

1. Name of person interviewed \_\_\_\_\_
2. What is your job title? \_\_\_\_\_
3. What education is required for this type of work? \_\_\_\_\_
4. What type of experience is needed? \_\_\_\_\_
5. What are the skills needed for this job? \_\_\_\_\_
6. What type of personality should you have? \_\_\_\_\_
7. What benefits do you have with this job? (insurance etc.) \_\_\_\_\_
8. What is the starting salary? \_\_\_\_\_
9. What high school courses would you recommend for this line of work? \_\_\_\_\_
10. What is the future outlook? \_\_\_\_\_
11. What do you really like about your job? \_\_\_\_\_
12. Is there anything you dislike about your job? \_\_\_\_\_

13. What are your working hours? \_\_\_\_\_

14. How does your career affect your family and your lifestyle? \_\_\_\_\_

15. After your interview and jobshadow experience, do you still want to pursue this career?

Why or Why Not? \_\_\_\_\_  
\_\_\_\_\_

Turn in this sheet with your packet to your  
8<sup>th</sup> grade teacher!

**Students please send a formal thank you letter in the  
mail to the person you interviewed. Ask for an address.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

