

## JOB SHADOWING ACTIVITY

Dear Parents:

Each year we offer seventh grade students an opportunity to participate in the world of work for one day. This **work-based learning** activity is called “**Job Shadowing**”. The purpose of this activity is to help your student:

- Understand more about the world of work
- Learn about a specific job they are interested in
- Learn what technology is currently being used in the work force

Students who participate in job shadowing will go to work with an adult whose job they are interested in learning. They will observe, and if possible, participate with the person they are shadowing. This person could be a parent, friend, or other adult arranged for by the parent and student.

The date selected for this activity is (A day) **Wednesday February 24, 2010**. If there is a scheduling problem with the assigned day, the student may choose to participate on another date if they inform their A1 teacher.

To participate, the student must return the signed job shadowing permission form no later than (A day) Thursday **February 18, 2010**. **Earlier is better!**

Students not shadowing will attend school that day. Career activities will be provided for those students remaining in school. No make up work will be required from students participating in job shadowing.

It will be necessary for parents and students to arrange in advance with the person being shadowed and for transportation to and from the work site. This insures student safety because the parents know the person being shadowed. This is a valuable learning experience that cannot be duplicated in school and we encourage you and your student to participate if at all possible. However, this activity is **RECOMMENDED** and **NOT REQUIRED**.

Your help is greatly appreciated in making this activity meaningful to the students.

Sincerely,  
Canyon View Junior High  
Seventh Grade Teachers  
David Mower-Principal  
Dr. SK Smith-Vice Principal  
Will Verburg-Vice Principal

# JOB SHADOWING PERMISSION FORM

CANYON VIEW JUNIOR HIGH

**Student Name** \_\_\_\_\_  
(Please print)                                      First Name                                      Last Name

**A-1 Teacher** \_\_\_\_\_

\* If your student is **not participating** in Job Shadowing, please sign here.

\_\_\_\_\_  
Signature of Parent or  
Guardian

**If your student IS PARTICIPATING, please complete the following:**

Workplace where the student will be shadowing: \_\_\_\_\_

Host Name: \_\_\_\_\_

Workplace address: \_\_\_\_\_

Workplace Phone Number: \_\_\_\_\_

**Date and Time of Job Shadow Experience:**

**Date: February 24, 2010**

The student will be participating in Job Shadowing (circle one):

\_\_\_\_\_ All Day

\_\_\_\_\_ Until Lunch

\_\_\_\_\_ During the following time: from \_\_\_\_\_ to \_\_\_\_\_

## **Job Shadowing Parent Permission Form and Release from Liability**

I hereby give my son/daughter/ward, \_\_\_\_\_,  
permission to participate in the Job Shadowing Program sponsored by Canyon View Junior High and I assume responsibility for his/her transportation to and from the job site. By my signature to this statement of permission, I hereby release and hold harmless the above named school, individual sponsors, (including teachers), and place of business cooperating with the shadowing Program from all liability for mishap or injury to the above named student while participating in the Shadowing Program. Further, should it be necessary, I authorize the business representative to obtain medical treatment in the event of injury or illness, and I agree to pay any expense incurred for this treatment.

\_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Signature of Parent of Guardian**

Today's Date: \_\_\_\_\_

# 7<sup>th</sup> Grade

# Job Shadowing



February 24, 2009  
Spend all day in the "**Reality of Work**"  
Permission Slips due Feb. 18

# Seventh Grade Job Shadowing

## ADULT WORK INTERVIEW

Instructions: While job shadowing, you must interview an adult who works at that site. Use the following questions as an outline. When finished, have that person sign and date this paper below to verify that you complete the activity. Return to your A1 teacher the following day.

Interviewer (YOUR NAME) \_\_\_\_\_

A1 Teacher \_\_\_\_\_

Assignment Due \_\_\_\_\_

Job Site \_\_\_\_\_

(Place you went)

Adult Name \_\_\_\_\_ Job Title \_\_\_\_\_

(Person you were with)

1. Did you work while you were in school? Yes \_\_\_\_\_ No \_\_\_\_\_
2. How old were you when you began your first job? \_\_\_\_\_
3. What was your first job? \_\_\_\_\_
4. How much did you earn? \_\_\_\_\_
5. What are some of the different jobs you have had throughout your career? \_\_\_\_\_  
\_\_\_\_\_
6. Did you plan to have your present job when you were in school? Yes \_\_\_\_\_ No \_\_\_\_\_
7. What or who helped you find your present job? \_\_\_\_\_
8. What course of study or training was required to get your current job? \_\_\_\_\_  
\_\_\_\_\_
9. What is the thing you like most about your job? \_\_\_\_\_  
\_\_\_\_\_
10. Is there anything you dislike about your job? \_\_\_\_\_
11. If you were starting over, would you follow the same career path? Yes \_\_\_\_\_ No \_\_\_\_\_
12. What advice would you give someone who is considering your job field? \_\_\_\_\_  
\_\_\_\_\_

Name of person you interviewed \_\_\_\_\_

Job Title \_\_\_\_\_

Signature of person you interviewed \_\_\_\_\_

Phone Number teacher can call to verify that you were there. \_\_\_\_\_



Describe the environment where you worked or shadowed: (Is it an office, a cubical, a warehouse, inside or outside?) \_\_\_\_\_

Are you the only visitor there? \_\_\_\_\_

How many employees are there?  
\_\_\_\_\_

What is on the walls? What kind of furniture do you see? \_\_\_\_\_

What is the most interesting thing you've noticed?  
\_\_\_\_\_

What do you think is the most important piece of equipment?  
\_\_\_\_\_

## TECHNOLOGY SCAVENGER HUNT

While job shadowing, look and see what technology equipment you can observe being used.

\_\_\_\_ fax machine  
\_\_\_\_ photo copier  
\_\_\_\_ scanner  
\_\_\_\_ 10 key calculator  
\_\_\_\_ cash register  
\_\_\_\_ x- ray equipment  
\_\_\_\_ e-mail  
\_\_\_\_ paper shredder

\_\_\_\_ telephone  
\_\_\_\_ postage meter  
\_\_\_\_ digital camera  
\_\_\_\_ PDA (personal digital assistant)  
\_\_\_\_ testing equipment  
\_\_\_\_ GPS (global positioning system)  
\_\_\_\_ Voice Recognition Software

\_\_\_\_ cell phone  
\_\_\_\_ internet  
\_\_\_\_ computers  
\_\_\_\_ CAD programs  
\_\_\_\_ other \_\_\_\_\_  
\_\_\_\_ other \_\_\_\_\_  
\_\_\_\_ other \_\_\_\_\_



## SELF GRADING

Were you on time? Yes \_\_\_\_\_ No \_\_\_\_\_

Were you dressed appropriately? Yes \_\_\_\_\_ No \_\_\_\_\_

Were you respectful? Yes \_\_\_\_\_ No \_\_\_\_\_

Were you helpful and courteous? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you ask questions? Yes \_\_\_\_\_ No \_\_\_\_\_

What grade does the person you shadowed feel you have earned? Excellent \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_

Interviewer's signature \_\_\_\_\_

Phone number \_\_\_\_\_