

Name _____ Date _____ Period _____

OBJECTIVE

Students will create a presentation reflecting their experience in a job or job-shadowing in one of the assigned career sectors.

OVERVIEW

Research in the classroom is a good start, but one of the best ways to learn about a career is by actually seeing jobs in action. In this project you will research local and regional employers in your chosen career sector, work with your teacher or a mentor to arrange a site visit, and present your findings and experience to your classmates.

RESEARCH

- Identify the career sector you're interested in job shadowing within.
- Utilize various research tools such as STAR jobs and local directories to identify the companies and organizations that employ people in that sector locally and regionally.
- Work in consultation with your teacher to write a letter of introduction and identify at least one employer that you can visit for a day of job shadowing.
- Once you've identified where you can job shadow you'll need to research that company or organization. What is their history? How large is the company? Which jobs do they employ?
- For the job (or jobs) you will be shadowing, you will need to research education requirements, typical job duties, and typical salaries.

BEFORE THE JOB-SHADOW

Before you go on a job-shadow it is important to be prepared and to understand what opportunities are available to you while you visit the employer. Some questions to ask your host before visiting include:

- What is the dress code?
- What will my agenda be for the day?
- Do I need to bring any snacks?

You should use your research of the job, career sector, and company to prepare a set of questions to ask your host. This set of questions should be reviewed by your teacher before your job-shadow day. Some questions might include:

- Please tell me about your job.
- During my research, I learned _____. How does this apply to your work?

DURING THE JOB-SHADOW

Bring a pad to take notes, you'll need to collect the following information:

- Company Mission Statement
- Information about your host:
 - Name, Title, Education, Previous Experience, Duties and Responsibilities
 - Dress Code
 - Skills and talents observed in the individuals at the job site
 - Description of the work environment and surroundings

REFLECTION

In 3-4 paragraphs reflect on the entire experience from the research phase, to the outreach, to the actual in-field experience.

- What were your favorite parts?
- What surprised you?
- Were there any experiences that you weren't prepared for?
- Which aspects of the job did you find interesting?
- Which were not?
- What did you like about the workplace?
- What would you change?
- Would you consider a job in this field now? Why or why not?

Your reflection paper should also tell the story of your job-shadow experience.

- How did you decide on this particular sector/job/company?
- What was the experience of setting up the job shadow visit like?
- What were your expectations going into the visit?
- Describe the actual visit and reflect on the questions above.
- Would you do another job shadow in the future?

PRESENTATION

In addition to the formal written profile you will also create a brief presentation for the class using PowerPoint. Your presentation will be scored by your teacher and classmates using the PVLEGS rubric. Your presentation should include at least 11 slides and run for 7-10 minutes in duration.

- Title Slide
- Photo of you at the job site (label with names and date)
- Company/Organization overview
- Your expectations before the visit
- Host information
- Job-shadow summary
- Skills and talents observed/necessary for success at company/organization
- Workplace observations
- Next steps to pursue a job in this career sector
- Bibliography

NECESSARY PORTFOLIO COMPONENTS

Please include the following project components in your final course portfolio:

- Printed copy of presentation
- Bibliography
- Printed copy of reflection paper