



## **Busbee Creative Arts Academy**

### **What is Job Shadow Day?**

**During the month of February thousands of U.S. workers will see shadows as they provide opportunities for young people across America to "shadow" them for a day. Job shadowing enables kids to get an up-close look at what a "real job" is like and how the skills they learn in school can be put into action.**

Students around the country will shadow scientists, firefighters, graphic designers, mechanics, doctors, architects, teachers, government employees and workers from hundreds of other professions as they all observe Job Shadow Day.

Job Shadow Day aims to:

- provide students with an up-close look at what a "real job" is like,
- help students see the connection between what they learn in the classroom and what they will need to achieve their goals,
- show students that they have choices in life, and
- motivate kids to achieve.

A job shadowing experience might make a difference in the life of a student by giving that student a new vision for their future. It may even provide inspiration that can change a student's life forever.



Busbee Creative Arts Academy  
**Job Shadowing  
Information Letter**

Dear Parent/Guardian:

Students are encouraged to participate in Job Shadowing as a part of our Career Development Program. This is an excellent way to show students that the skills they are learning in school are needed in the working world.

***\*The designated Job Shadow Day is Wednesday, Feb. 28, 2018\****

**Requirements:**

- Students can job shadow once per school year.
- Parents are responsible for all transportation and lunch needs for the day of the shadowing.
- Students must complete the attached Job Shadowing Permission Form and return it to their Homeroom teacher no later than **Wednesday, February 21, 2018**.
- In order for the absence to be counted as an Activity Day students must complete the Job Shadowing Worksheet and Thank You Letter (Worksheets will be distributed to students on 02/26/18 if a permission slip has been received) and return it to their homeroom teacher by Monday, March 5, 2018.
- Students should check with the person they will be shadowing to make sure they come to “work” in the appropriate attire. Students should dress professionally and wear comfortable shoes. School dress code still applies (i.e. no low cut tops for girls or baggy pants for boys).
- Some businesses have a release form or job shadowing packet that must be completed. Parents and students are responsible for completing all proper paperwork in advance for the business for which they will shadow.
- Students should be on their best behavior and do their best to represent Busbee Creative Arts Academy.

**\*\*Students cannot shadow a teacher at Busbee Creative Arts Academy\*\***

If you have any questions or need assistance, please contact Mr. Butler at 739-3111.

Thank you!

Charlie D Butler Jr, GCDF  
Career Specialist



## **Busbee Creative Arts Academy**

### **Job Shadow Etiquette & Additional Tips**

- Dress appropriately for the workplace to make a positive impression. Most employers are looking for neat, clean clothes that comply with business expectations regarding appearance.
- Show up on time – arrive 10-15 minutes early!
- Introduce yourself and offer a handshake and a smile.
- Be attentive and act interested the entire time.
- Bring a folder or binder and the Job Shadow Worksheet Form along with extra paper to take notes.
- Please have the Job Shadow Host sign the form.
- Obtain a business card. You will need a complete name, job title and address for the thank-you letter/email (if they do not have a business card, write down the information).
- Demonstrate positive manners and language.
- Do not use your cell phone during the Job Shadow experience.



**AFTER the Job Shadow**

**Busbee Creative Arts Academy**

Turn in:

1. Handwritten Thank you note in addressed envelope (Do not seal envelope)
2. Job Shadow Host Interview Form
3. Job Shadow Student Reflection Form

**to your Homeroom Teacher by Monday, March 5, 2018.**

Thank-you Note Instructions

Writing a thank-you letter to your Job Shadow host shows that you recognize and appreciate their contribution to your success. Thank-you letters go a long way toward making a great impression.

- Make sure your handwriting is clear and legible.
- Use complete sentences with proper punctuation.
- Begin your letter with a sentence that specifically thanks the host/employer for the time and effort they spent in educating you about their career and hosting you for the day.
- State several specifics that you learned and enjoyed during your Job Shadow.
- Check for any grammatical or spelling errors.
- Ask someone to proofread it for you.
- Address the envelope to the host. **DO NOT** seal the envelope.
- Turn in to Your Homeroom Teacher by Monday, March 5<sup>th</sup>.



**Busbee Creative Arts Academy  
Job Shadow Day Permission Form**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Date of Job Shadowing: **Wednesday, February 28, 2018**

Name of Person to Shadow: \_\_\_\_\_

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

**Business Person:**

I agree to allow this student to shadow me at my job on the above stated date.

Business Person Signature: \_\_\_\_\_

Contact Information for Business Person:

**Parent**  
:  
My  
child  
has  
permission  
to  
shadow  
at  
the  
above

I understand I am responsible for arranging transportation and for returning all forms required by the school and/or business.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student:**

I understand my responsibility as a student when job shadowing is to pay attention to the person I am job shadowing, dress appropriately, and be on my best behavior while representing Northside Middle School. I am aware that I must turn in my Job Shadowing Worksheet and Thank You Letter to my homeroom teacher by Monday, March 5, 2018 to receive an excused absence.

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

**This form must be returned by homeroom on Wednesday, February 21, 2018 to your HR teacher.**



**Busbee Creative**

# Arts Academy

## Job Shadowing Worksheet

Take this sheet with you on the day you job shadow. Answer the following questions and have the person you shadow complete and sign the bottom portion of the form. **Students must return this form to their homeroom teacher by Monday March 5, 2018 to receive an excused Activity day absence.**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Name of Person to Shadow: \_\_\_\_\_

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

1. What are the job title and responsibilities of the person you shadowed?

2. Which parts of their job did you find interesting?

3. Which parts of the job did you find boring?

4. What skills would you need to do this job?

5. Is this a job you would enjoy? Why?

6. Check all that apply to this job:

- Math Skills
- Reading Skills
- Writing Skills
- Good Listening Skills

- Problem Solving
- Teamwork
- Computer Skills
- Good Speaking Skills

**This section must be completed by the person you shadowed:**

1. Did this student arrive on time and properly dressed for the day?

2. Was this student respectful and attentive?

3. Any comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your time and interest in helping our student today! If you have any questions, please contact Mr. Butler at 739-3111.