

8th Grade Job Shadow

To: Parents of Northwood 8th Graders

From: 8th Grade Teachers

Re: Job Shadow Experience on Wednesday, April 11, 2018



As your students complete their middle school experience, Northwood would like to focus on their future...high school, college or training and beyond to the world of work. Where do our students see themselves in the next ten years? What type of career sounds interesting to them? What does a real job look and feel like?

Northwood's 8th Grade Class will be participating in a Job Shadow Experience on Wednesday, April 11.

Creating a fabulous, meaningful placement begins now! Parents, please talk this over with your student. Pick their brains! What would be an interesting career to check out?

Help your child imagine, create a meaningful day, and celebrate the doorstep to your child's future. After filling out the Job Shadow Proposal, start making connections by phone calling or visiting businesses or professionals.

While in class, we'll be discussing options, and setting the anticipation. Your son/daughter and you will be contacting, choosing, and making arrangements for a job shadow experience on Wednesday, April 11th. On Job Shadow day, teachers will be visiting your kids at their "job" sites around the city and taking pictures. For those 8th grade students that will be at Northwood that day, with the help of teachers, they will be researching a career and creating a presentation to present to the class. Soon after Job Shadow day, we'll be hearing about the discoveries made on our student's foray into the world of work.

All the Job Shadow forms are attached and extras are available on the NW website and on the science teachers' Schoology site. Be aware of the deadlines!

Students received this packet on this date _____

8th Grade Job Shadow

This 8th grade school-wide unit includes the following:

*Each student may choose (with their parents' approval and help) a job site for a job shadow experience on **Wednesday, April 11.**

*Each student will experience a job site with adults in the work place, not with a group of their peers. **Please, only one student per job site.**

*Each student will be expected to complete a job experience report form and give a digital presentation of his or her experiences.

Students are already very excited about this snapshot of the workplace and are eager to begin looking for a site with you.

Ideally, we would like the students to focus their job shadow on an occupation that they are interested in pursuing or that supports our Career Technical Education or CTE. Some possible occupations include:

Engineer	Baker	Food Service Worker
Lawyer	Lab Technician	Aircraft Technician
Medical Professionals	Computer Analyst	Geologist
Museum Curator	College Professor	Architect
Law Enforcer	Financial Consultant	Retail worker
Pilot	Barista	Cosmetologist
Plumber	Veterinarian	Entrepreneur
Metal Fabricator	Craftsman	Judge

...and any other career you can imagine.

Please have your son or daughter complete the appropriate forms (see attached) and return them to us on or before the due date indicated. **Late forms will not be accepted.**

Feel free to e-mail or call your student's science teacher if you have questions (465-7500).

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Job Shadow Due Dates

Form	Due Date
Job Shadow Permission Form – 25 pts	Monday, March 26th
Supervisor Evaluation Form – 20 pts	Bring to job site – Wednesday, April 11 Bring to school filled out– Thursday, April 12th
Job Shadow Report Form and Digital Presentation – 25 pts	Friday, April 13

-----Step-by-Step Directions-----

Choose an *appropriate* job site. Do this ASAP as job sites fill quickly. Consider the following in choosing a site:

1. Discuss your ideas with your parent.
2. Choose a site where you can really observe a **career**. You aren't going somewhere to just "hang out" for the day!
3. This is an **individual** activity. You are to go to the site by yourself, not with a friend.
4. Permission slip is due **Monday, March 26**.
5. You should be at the job site for the time equivalent of a **full school day (5 hours)**. If you can only be there in the morning, you may need to visit another job shadow site in the afternoon. Speak to your teacher if this is a problem.
6. The designated day for job shadowing is **Wednesday, April 11, 2018**. On that day, teachers will not be holding regular classes, but instead will be observing students at their job sites. If students do not find a job site, they will be working hard on a career presentation.
7. Contact the employee you would like to job shadow and get formal permission.

8. Check to be sure this person can accommodate the requirements listed, if not, make other arrangements.
9. Check appropriate attire for your specific job site.
10. Check plans for lunch.
11. Make plans for when and where to meet your supervisor.
12. Make transportation plans with your parents.
13. Attend your job shadow experience on **Wednesday, April 11, 2018**. Take with you the **Supervisor Evaluation Form** for your supervisor to complete and sign.
14. Bring your signed **Supervisor Evaluation Form** to class on **Thursday, April 12th**
15. Bring completed **Job Shadow Report Form**, and be prepared to share your digital presentation about the work place with your friends and teachers on **Friday, April 13**
16. Write a thank you note to your supervisor and send it to them by **Wednesday, April 25th**

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This handout is for you to use to keep notes as you research your job shadow selection. You are to choose three *appropriate* job sites that would complement a career you may choose in the near future. Prioritize your list. Decide which of the three your first choice is and contact them first. If this job shadow placement isn't successful go to your second choice. Continue until a placement is scheduled.

Please consider the following in choosing a site:

- Discuss your ideas with your parent.
- Choose a site(s) where you can really observe a **career**.
- Choose a site that has purpose and not somewhere to just “hang out” for the day!
- This is an individual experience. Please make an effort to go beyond being with friends or family members.
- You should be at the job site for the time equivalent of a **full school day**, (5 hours or more).
- Contact the person/company where you would like to job shadow and get formal permission.
- Check to be sure this person can accommodate the requirements listed.
- Plan for when and where to meet your supervisor.
- Arrange transportation plans with your parents.

After some thought, what are the proposed names and phone numbers of the sites where you would like to Job Shadow? Don't forget to prioritize your list.

Name of Company	Name of Contact Person	Phone Number	Call Back Notes

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JOB SHADOW REPORT FORM (Due Friday, April 13)



Student Name: _____ Date: _____

Work Site: _____

Address of Work Site: _____

Supervisor's Phone: _____

Occupation of job shadow: _____

Name of Supervisor: _____

Title of Supervisor: _____

Arrival Time: _____

Departure Time: _____

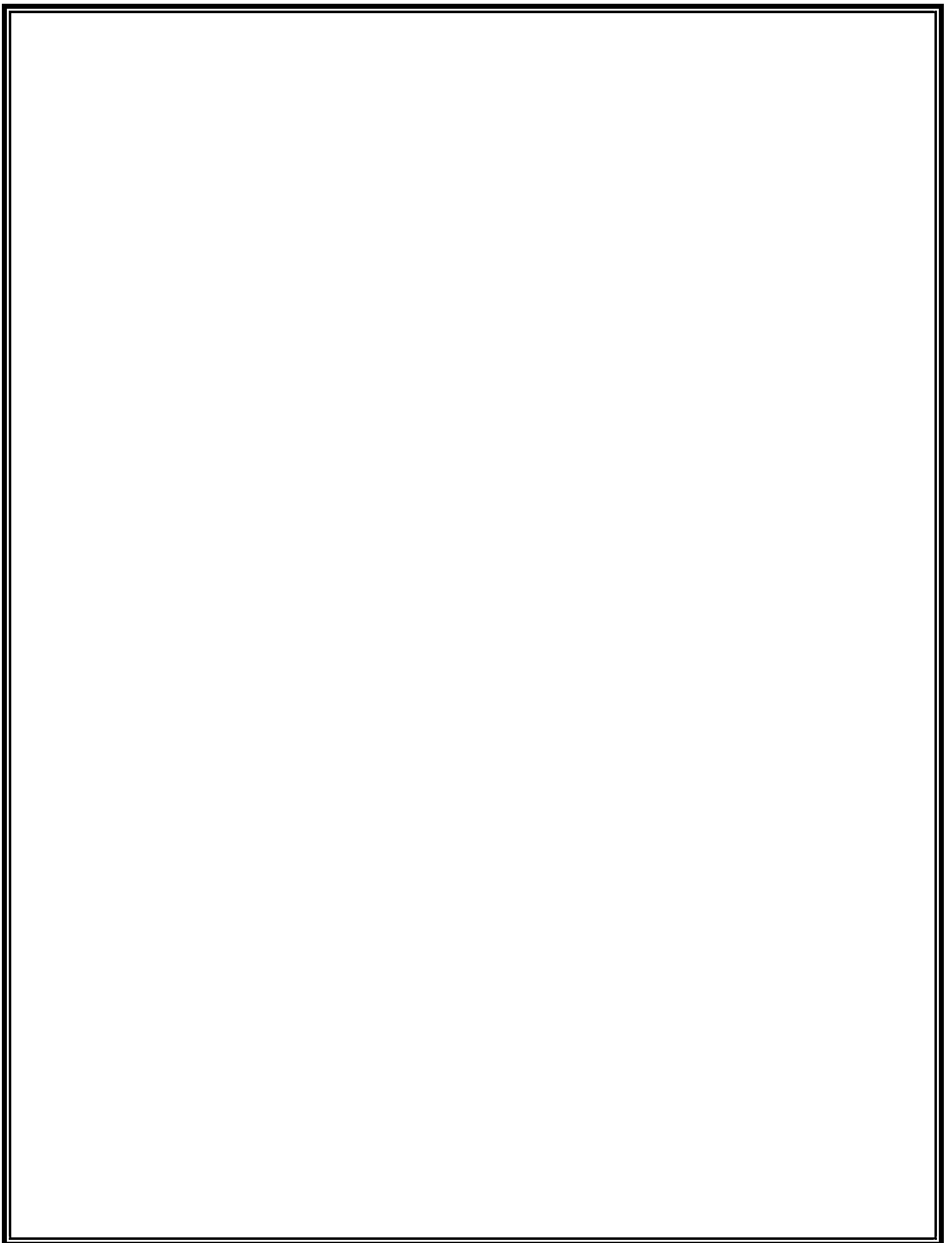
Describe your Job Shadow Experience.

Prepare a Digital Presentation to share with the class on Friday, April 13

1. Software Options:
PowerPoint, Prezi, Google Slides, iMovie, Pages, etc.
2. Take lots of pictures at the job site and create a digital presentation to answer the questions on the right.
3. Save to your Google Drive and present in front of your Science class on **Friday, April 13**
4. This form should be turned in on presentation day. Drop presentation in teacher's Schoology drop-box.

Please answer the following questions within your presentation.

- A. What did you see? (Include observations, attire, lunch, work climate, types of other jobs observed, individual or teams of workers, expectations, etc.)
- B. Having observed this job, would you be interested in pursuing this as a career? Why or why not? What did you like and what parts did not interest you? What kind of schooling or training is needed? What is their average yearly income?
- C. What did you learn about the world of work in general? Explain.
- D. Why did you choose this job placement?



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JOB SHADOW EVALUATION FORM

Please send back with student today.

20 pts



To: Job Shadow Supervisor
From: Northwood Middle School Teachers
RE: **Evaluation Form**

Connecting the work place with a middle-schooler's academic studies is a unique experience that only you can provide. Thank you for allowing a student to make this connection.

Our expectations are that students will **actively** participate in any task you might assign to them. Our hope is that these tasks will give them a flavor of your occupation and work site. Students may assist you, do an independent task, and/or observe the work site.

Upon completion of the student's experience at your job site, please sign, complete this form, and return it with the student. We would appreciate any feedback you might give us to improve this experience for our students and the business community. Thank you for your time and effort.

Can return in a sealed envelope.

Student's Name: _____

Work Site: _____

Circle best answer

Absolutely

Not So Much

Student was:

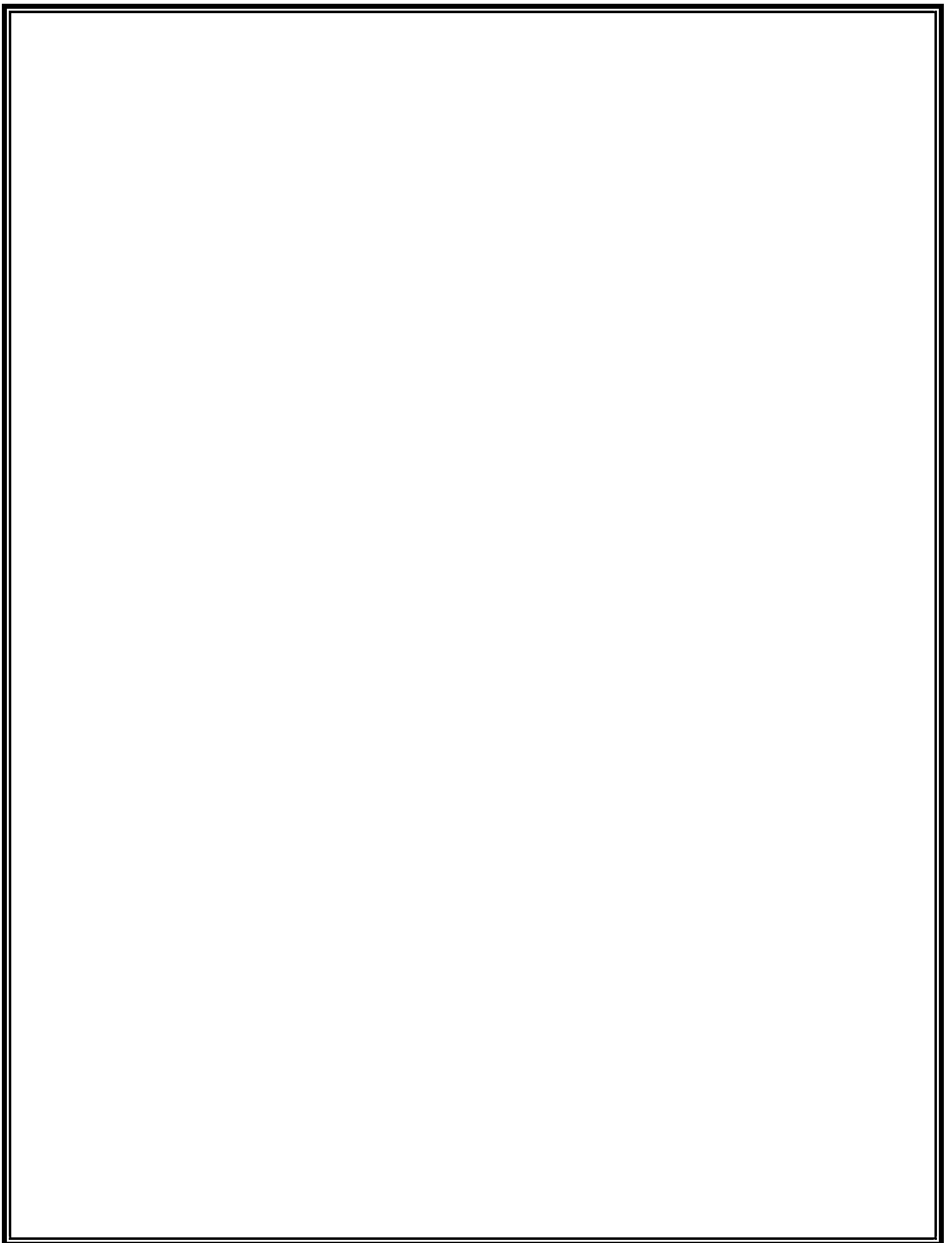
On Time	5	4	3	2	1
Appropriately Dressed	5	4	3	2	1
Enthusiastic Worker	5	4	3	2	1
Hours Completed on Job	5	4	3	2	1

Comments:

Supervisor's Signature

Date

****Students must return this form to Science class on Thursday, April 12th**



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JOB SHADOW PERMISSION FORM

This form is due by **Monday, March 26th**
All information must be completed.
25 pts.



My son/daughter, _____, has my permission to participate
in the Job Shadow Experience on **Wednesday, April 11th**

Work Site: _____

Work Site Address: _____

Office Number or Department: (if appropriate) _____

Supervisor's Name: _____ Phone: _____

Position being observed: _____

Job Shadow Workday begins at _____ and ends at _____
(Must be the equivalent of a full school day)

Normal workday attire is _____

For lunch, the student should: ___ bring money, ___ bring a sack lunch or
_____ other (specify _____).

I understand that I am responsible for making transportation plans for my son/daughter.

Parent's Signature

Student's Signature

