



School District of Pickens County

Building success beyond the classroom

September 2014

Dear Parent/Guardian:

SDPC is building strong career exploration programs for our middle school students. One popular program is ***Job Shadowing 2014***. This national program provides an opportunity for students to observe work environments and employees' daily activities and supports career exploration, which is extremely important for a middle school student's education. It is a great experience, and we invite you and your child to participate!

To participate,

- Read and begin completing the *Job Shadow 2014* packet as soon as possible. The packet is available at www.pickens.k12.sc.us. Click on *Job Shadow* in the upper right hand corner.
- Return the *Student, Parent & Business Mentor Agreement** to your child's teacher **by the date listed below**. The *Job Shadow 2014* packet will provide you with more information.

Middle School	Job Shadow 2014 Date	* <i>Student, Parent, & Business Mentor Agreement Due Date</i>
Pickens Middle School	11/18/2014	11/11/2014
Gettys Middle School	11/24/2014	11/17/2014
Edwards Middle School	11/21/2014	11/14/2014
Liberty Middle School	11/21/2014	11/14/2014
Dacusville Middle School	11/14/2014	11/7/2014

If your child is unable to participate, other career exploration activities will be available at his/her school on the dates listed above.

We are committed to the safety of all of our students; however, in most cases, school personnel will not be at the workplace where your child chooses to job shadow. Please discuss safety with your child in advance of job shadowing.

If you have questions, please contact your child's career specialist at his/her school.

Sincerely,
Brian Richard, Coordinator of School To Work Program

Instructional Services

1348 Griffin Mill Road • Easley, SC 29640-6997 • P 864-855-8150 • F 864-855-8159

www.pickens.k12.sc.us



JOB SHADOW 2014

FACT SHEET

What is Job Shadow 2014?

The Job Shadow Initiative, in its 17th year, kicks off in November during National School To Work Month. SDPC middle schools have designated dates for participating in *Job Shadow 2014*.

This year-long initiative gives students across America the chance to “shadow” a workplace mentor on the job for a day. This effort provides young people with an up-close look at how skills learned in school are put to use in the workplace. More than one million students and 100,000 businesses will participate in Job Shadow 2014. Visit www.jobshadow.org for more information.

How did the Job Shadow initiative get started?

Many middle and high school students previously didn't have the opportunity to explore career options first hand by visiting a workplace. In 1997, the National Job Shadow Coalition was formed to encourage participation in a shadowing initiative across the US. Pickens Middle School was one of the first to participate.

Does job shadowing make a difference?

A survey released by Junior Achievement indicates that American middle and high school students have unrealistic views of their future careers. Job shadowing is increasingly important for students because it acquaints them with the world of work through on-the-job experiences and a carefully crafted school curriculum that ties academics to the workplace throughout the year. In fact, according to the poll, one-third of students learned about career choices from job shadowing.

Where will Job Shadowing 2014 take place?

In Pickens County, hundreds of businesses participate in job shadowing. Some of the recognizable businesses are Palmetto Health and Cannon Memorial Hospital, Pickens County Sheriff's Department, Clemson University, Duke Energy and many local governmental departments.



JOB SHADOW 2014

STUDENT CHECKLIST

Before the Job Shadowing Experience

- Read and begin completing the *Job Shadow 2014* packet. Discuss career opportunities with your parent and decide on what interests you want to pursue.
- With your parent's assistance, select and call a local business that matches your career interest. Explain *Job Shadow 2014* and arrange for two separate dates to visit the business.
 - ✓ On the first visit, ask the business mentor to review and sign the *Student, Parent & Business Mentor Agreement*. Give him/her the forms *Suggested Activities & Topics of Discussion* and *Business Evaluation*.
 - ✓ The second date is the actual job shadow visit on the designated date for your school. You should stay at least six hours to understand the career's expectations and to complete the *Job Shadow 2014 Interview Questionnaire*.
- Return the *Student, Parent & Business Mentor Agreement* to your teacher on your school's designated due date.
- To encourage exploration of a variety of interests, you should not shadow the same career as the previous year. Popular worksites like vet clinics and law enforcement centers can only host a small group of students; do not wait until the last minute to make arrangements.
- If you need suggestions for job shadowing worksites, please contact your career specialist who will assist you with locating a job shadowing site, but is not responsible for making arrangements.

During the Job Shadowing Experience

- Take along the *Job Shadow 2014 Interview Questionnaire*, *Student Checklist*, paper, and pen/pencil.
- Be on time and plan to stay the full school day (six hours).
- Listen and follow any instructions carefully. Observe, ask thoughtful questions and take notes.
- Before leaving the job shadow worksite ask the mentor to complete the *Job Shadow 2014 Business Evaluation*.
- Graciously thank your host for his/her time.

After the Job Shadowing Experience

- Write a thank-you note to your business contact within three (3) school days of your return.
- Share your experiences with classmates as directed by your teacher and career specialist.
- Complete the *Job Shadow 2014 Interview Questionnaire* and submit it to your teacher by the deadline.



JOB SHADOW 2014

STUDENT, PARENT & BUSINESS

MENTOR AGREEMENT

The student agrees to

- ✓ **Complete all paperwork promptly.** Absences from school for *Job Shadow 2014* are excused only with completed and returned paperwork.
- ✓ **Return this form to your teacher on the school's designated date with appropriate signatures.**
- ✓ Show honesty, punctuality, courtesy, a cooperative attitude, proper health, grooming habits, professional dress, and a willingness to learn
- ✓ Conform to the rules and regulations of the workplace
- ✓ Remember to knock on closed doors, do not chew gum, or bring friends while shadowing
- ✓ Report any problems to the site mentor and your career specialist
- ✓ Notify job shadowing site if you will be absent or late
- ✓ Represent yourself and your school in a professional manner. A positive experience with you can encourage future participation from the business.

The parent/legal guardian agrees to

- ✓ **Ensure student completes all paperwork promptly.** Absences from school for *Job Shadow 2014* are excused only with completed and returned paperwork.
- ✓ Be responsible for student's behavior at the job shadowing worksite
- ✓ Provide transportation for student to and from the job shadowing worksite
- ✓ Give permission for student to receive emergency medical treatment in case of injury or illness
- ✓ Give permission to the school district to collect data on student's experience for use in scholarly reporting
- ✓ Understand the school personnel may not be present when student is at the job shadow worksite.

The business mentor agrees to

- ✓ Ensure the safety of all students
- ✓ Complete *Job Shadow 2014 Business Evaluation* within 10 business days
- ✓ Provide appropriate activities for student learning

The career specialist has agreed to

- ✓ Connect job shadowing experiences to student career objectives
- ✓ Maintain students' shadowing records
- ✓ Provide supervision and support to the student
- ✓ Serve as a liaison between the student and job site mentor

Agreement Signatures

By signing this agreement, student has permission to participate in *Job Shadow 2014* and visit the indicated business mentor. We have read the *Job Shadow 2014* information. We understand and agree with our responsibilities. We further understand that school personnel may or may not be present when the student is at the worksite.

Parent/Guardian Signature

Date

Student Signature

Date

Business Mentor Signature

Date

Additional Information:

Student Name

Homeroom Teacher

Grade

Job Shadow Site

Type of Business

Job Shadow Address

City

State

Mentor Name

Mentor Job Title

Mentor E-Mail

Mentor Phone

If the parent is not the mentor, provide two emergency contacts who will be available on the *Job Shadow 2014* date:

Name (Contact #1)

Relationship to Student

Phone #

Alternate Phone #

Name (Contact #2)

Relationship to Student

Phone #

Alternate Phone #

Please list any health conditions or medications we need to know about:

"The School District of Pickens County operates without discrimination on the basis of sex, religion, national origin, age, or disability in compliance with Title IV, Title VII, Title IX, Section 504, and all other applicable civil rights legislation."



JOB SHADOW 2014

INTERVIEW QUESTIONNAIRE

Student's Name: _____ Grade _____ Homeroom Teacher _____

Date _____ Time of Arrival _____ Time of Departure _____

Students: *Ask these questions to discover more about your mentor's career:*

1) What is the name of your company?

2) What is your position in the company?

3) What type of education is needed to perform your job?

4) What skills are required to perform your job?

5) What is the required dress for your position?

6) Does this job coordinate responsibilities with other companies? If so, what are they?

7) What types of technology are needed to perform the duties of your job?

8) What type of personality is best suited for your job?

9) Who is your supervisor? What is your supervisor's role?

10) How long is your typical work day? _____ Does your job require after hours work to complete tasks? _____ If so, approximately how much time is spent outside of work hours? _____ Is there overtime pay for after work hours? _____

11) What classes can be taken to advance in your career field? What schools offer these classes?

12) Explain how you use the following skills on your job:

a. Math:

b. Writing:

c. Science:

d. Art:

e. Physical Education:

f. Social Studies:

Business Mentor Signature

Date

Student Signature

Date



JOB SHADOW 2014

SUGGESTED ACTIVITIES & TOPICS OF DISCUSSION

Student: Give this list to the business mentor before the *Job Shadow 2014* designated date for your middle school.

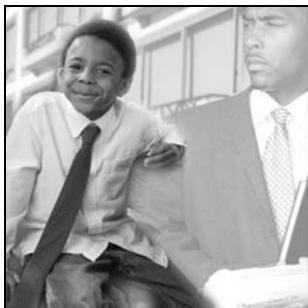
Business Mentor: A well-thought out plan for activities and topics of discussion helps your student learn more about his/her career interest from you. Some suggested activities and topics of discussion are listed below.

Suggested Activities

- 1) Introduce the student to other employees.
- 2) Explain the range of occupations and duties being observed. Show how all employees contribute to the product or service.
- 3) Provide a tour of the facility, if possible and practical.
- 4) Encourage student to ask questions.
- 5) Invite the student to help with a duty, if safe and practical.
- 6) Allow the student time to observe.

Suggested Topics for Discussion

- 1) What does your company or organization do?
- 2) What are the duties of this job?
- 3) What are the working conditions---environment, overtime, stress, responsibility, travel, etc.
- 4) What educational background is required?
- 5) What school subjects are most needed for this job?
- 6) What do you enjoy most about this job?
- 7) What do you find most difficult?
- 8) What recommendations would you give to someone interested in this job?
- 9) What personal traits are most needed in this job?
- 10) What opportunities for advancement are there?
- 11) What are the starting salaries and salary ranges for this job?
- 12) Where can interested students find out more about this job and related fields?



JOB SHADOW 2014 BUSINESS EVALUATION

This evaluation is for the business mentor to provide feedback on the *Job Shadow 2014* experience. Please return this form within 10 business days from student's job shadow visit by either

- (1) Giving the form to the student and the student will return it to his/her teacher or
- (2) Mailing/faxing the form to Brian Richard, SDPC School to Work Coordinator; 1348 Griffin Mill Road; Easley, SC 29640 (phone: 864-397-1050 or fax: 864-855-8159).

Student Name (Print)

Business Name (Print)

Mentor Name (Print)

Mentor E-mail (Print)

A. Please *circle "Yes" or "No"* to answer the following questions:

Was the student punctual, enthusiastic, cooperative, and respectful?	Yes	No
Was <i>Job Shadow 2014</i> a good experience for you?	Yes	No
Would your business be willing to participate in job shadowing next year?	Yes	No
Would your business be willing to register with Connect 2 Business? (More information on following page)	Yes	No

B. Do you have any suggestions for improving our job shadowing program?



JOB SHADOW 2014

CONNECT2BUSINESS

South Carolina is committed to helping combat the state's skilled workforce shortage by providing tools to produce highly-trained, career-driven workers and connecting businesses with their future workforce. Through Connect2Business, you can:

- **Recruit** the right candidates you need.
- **Promote** extended learning opportunities such as Job Shadow 2014 to prepare students early on.
- **Give Back** to your community with support for educational initiatives.

The School District of Pickens County thanks you for your continuous support. Along with you, our business partners, we can achieve our vision of building success for students beyond the classroom.