



Job Shadow

STUDENT INFORMATION			
First Name:		Last Name:	
Street Address:		City:	State: MI Zip:
Date of Birth:	Age:	Student Cell Phone:	
Emergency Contact Name:		Student Email:	
Emergency Contact Phone:		Emergency Contact Relationship:	

PROGRAM INFORMATION		
CTE Program:	Instructor:	Session:

JOB SHADOW BUSINESS PARTNER INFORMATION			
Company:		Site Contact:	
Street Address:		City:	State: MI Zip:
Phone:		Email:	

JOB SHADOW INFORMATION		
Date of the Job Shadow:	Start Time of the Job Shadow:	End Time of the Job Shadow:
Is the Job Shadow during your KCTC Session? <input type="checkbox"/> YES <input type="checkbox"/> NO		
** If you selected no, the student will need to obtain permission from their high school principal.		

JOB SHADOW EXPLANATION
<p>A job shadow is a structured Career Exploration activity in which students are exposed to a career by meeting one-on-one with a business professional for a short period of time (typically 2-7 hours) to OBSERVE (not perform) the routine of daily tasks and activities required in that particular job. The job shadow experience may help students to identify career interests. It is an opportunity for business professionals to share their knowledge and expertise of a particular occupation with a student who displays an interest in that line of work and how they can further their career path in that direction. Internship's opportunities are also available at Kent Career Tech Center.</p>

Student Responsibilities:

- Arrive at the workplace appropriately dressed and on time. Being early is essential for any job.
- Turn off cell phone, except to take photos, if the company allows (ask first).
- Develop some skill-specific learning outcomes with your job shadow host and work on them.
- Comply with all health and safety regulations.
- Be observant and ask appropriate questions.
- Reflect on the connection between what is being learned in the classroom and what goes on in the workplace.

Business Partner/Site Contact Responsibilities:

- Give students instruction in workplace safety, if needed. Include a safety talk at the start of the day and highlight potential hazards.
- Be sure the student shadowing you is engaged in a range of activities throughout the day. Try to choose activities that highlight the skills needed to do your job.
- Ensure the student can't inadvertently disrupt or damage your work.
- Share the educational and career path you took to your current position.
- Ask questions about what the student shadowing you is learning, and what his/her career aspirations are.
- Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.

NOTICE OF NONDISCRIMINATION: Kent ISD is an equal opportunity institution. Kent ISD does not discriminate on the basis of race, creed, color, national origin, age, sex, physical/mental disability or veteran status in its educational programming, enrollment, employment or contracting. The Coordinator for Title IX, Section 504, the Age Discrimination Act and Title II is Coni Sullivan, Esq., 616.364.1333.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Instructor Signature _____ Date _____

If job shadow is outside of the student's KCTC session, please obtain High School Principal's signature.

High School Principal or Designee Signature _____ Date _____

TO BE COMPLETED AT JOB SHADOW

Employer signature should be obtained on the day of the job shadow for verification of attendance to the job shadow.

Employer Signature _____ Employer Printed Name _____ Date _____

JOB SHADOW ACTIVITIES

Student will complete this section on the day of the job shadow. They will list the activities they **observed** while participating on the job shadow.

