

### Educator Job Shadowing Template

<b>Job Shadowing</b>	<b>PDE definition:</b> A career exploration activity in which students gain exposure to careers that they are interested in pursuing by working with business volunteers. For a short period, up to several days, students spend the work day as a shadow to a competent worker. By visiting a workplace, investigating a career field and industry, and experiencing a typical day on the job, students can determine if the career and industry fits their interests and career aspirations.
	<p><b>Requirements to Qualify as a PDE Approved Work-Based Learning Experience for PA Future Ready Index:</b></p> <ul style="list-style-type: none"> <li>• Must be guided by a teacher advisor.</li> <li>• Connected to the school’s curriculum/course of study.</li> <li>• Follows a learning process that includes student pre, during and post documentation connecting the shadowing experience to student interest and career planning. (e.g., research the experience, develop questions for experience, interview career mentor, reflect on experience and key learnings)</li> <li>• Minimum three hours per experience; minimum of three separate experiences</li> </ul>
<b>CEW Standards:</b>	13.1.11 A, C, D, F, H, 13.2.11 D
<b>Recommended length:</b>	<b>To Qualify as a PDE Approved Work-Based Learning Experience for PA Future Ready Index job shadowing experience must be a minimum three hours per experience; minimum of three separate experiences, defer to host employer if more or less time is needed</b>
<b>Grade Level(s)/Age Appropriate for Job Shadow:</b>	
	<p><b><u>Before the Job Shadowing:</u></b></p> <p><u>Employer Research:</u></p> <ul style="list-style-type: none"> <li>○ Make sure students have access to personal Career Plans</li> <li>○ Insure there is a place for students to record their learning process that includes student pre, during and post documentation connecting the shadowing experience to student interest and career planning. (e.g., research the experience, develop questions for experience, interview career mentor, reflect on experience and key learnings)</li> <li>○ Design the reflection/artifact component for student completion after the job shadowing</li> <li>○ Research the company and determine what career pathways/academic preparation aligns to the industry</li> <li>○ Career Plan Location and Access Instructions:</li> <li>○ Reflection/artifact component for student completion after the job shadowing:</li> </ul>

- **Company website:**
- **Company job shadowing location:**
- **Company POC for experience:**
- **Notes regarding company that students should be aware of:**
- **Career pathways/academic preparation alignment to the industry. Note specific courses available in school for consideration.**

Logistics:

- Defer to district regulations requiring necessary clearances for career mentor. Work with the career mentor to obtain the required clearances.
- Address where job shadowing will take place
- Obtain all permission slips
- Touch base with employer for any equipment that may be needed for student to participate in experience
- How will student get to and from the job shadowing experience?
- Determine start time and end time of daily experience, days of the week, hours per day, number of weeks, etc. See PDE requirements but defer to employer.
- If student is driving where will they park?
- What are the expectations for dress/attire/safety?
- Is there anything that can be communicated to students in advance to set them up for success, e.g., safety considerations, sound levels, pre-reading, skill development, etc.?
- Insure the career mentor has contact information for school staff/parents in the case of an emergency
- Clearances (NOTE: Determine clearances required based on district requirements)
  - PA Child Abuse: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>
  - PA Criminal Background: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>
  - FBI: <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

<p><u>In collaboration with employer to determine job shadowing content:</u></p> <ul style="list-style-type: none"> <li>○ Confirm location address where job shadowing will take place.</li> <li>○ Are photos permitted?</li> <li>○ Consider “wow” factor that students may like to see, touch or experience.</li> <li>○ How will students get to know the company and what it does? What engagement strategies can be used to gain the interest of student and keep them engaged?</li> <li>○ Share what company does, and ideal employee traits, which could include: <ul style="list-style-type: none"> <li>○ On Time</li> <li>○ Drug free</li> <li>○ Responsible</li> <li>○ Team player</li> <li>○ Respectful</li> <li>○ Etc.</li> </ul> </li> <li>○ Share how students can prepare for roles in this industry. Consider asking career mentor to share the following: <ul style="list-style-type: none"> <li>○ Education</li> <li>○ Skill set commonly needed to perform job well</li> <li>○ What to expect in the job</li> <li>○ What they like about the job, etc.</li> </ul> </li> <li>○ Help connect what teachers teach in the classroom to technical skills needed on the job</li> <li>○ Share benefits of joining the company, e.g., tuition reimbursements, official On the Job Training programs, apprenticeship programs, entry level salaries and the range for multiple positions, highlights of benefits packages, etc.</li> <li>○ Are food and beverages available for purchase at the site or do students need to bring their own?</li>   <li>○ <b>Parent permission slip received: Yes / No</b></li> <li>○ <b>Dress code:</b></li>   <li>○ <b>Necessary equipment:</b></li>   <li>○ <b>Transportation:</b></li>   <li>○ <b>Parking instructions:</b></li>   <li>○ <b>Number of weeks:</b></li>   <li>○ <b>Start Date:</b></li> </ul>
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	<ul style="list-style-type: none"> <li>○ <b>End Date:</b></li> <li>○ <b>Daily schedule:</b></li> <li>○ <b>Safety considerations, sound levels, pre-reading, skill development:</b></li> <li>○ <b>In case of an emergency contact:</b></li> <li>○ <b>Photos permitted: Yes / No</b></li> </ul> <p><b><u>During the Job Shadowing:</u></b></p> <ul style="list-style-type: none"> <li>○ Weekly engagement with the career mentor and student to gauge how the experience is going.</li> <li>○ Provide necessary feedback to employer and student</li> <li>○ Encourage questions and interaction</li> <li>○ Insure student is keeping a journal with details of the experience, what they are learning, questions they have about the industry, etc.</li> <li>○ <b>Dates to meet with school POC:</b></li> <li>○ <b>Due dates for journal entries:</b></li> </ul> <p><b><u>After the Experience:</u></b></p> <ul style="list-style-type: none"> <li>○ <b>Date for follow-up meeting with school POC and career mentor:</b></li> <li>○ <b>Due date for “Career Plan” revision:</b></li> <li>○ <b>Due date for thank you note:</b></li> <li>○ <b>Complete survey or feedback tool from employer.</b></li> </ul>
<b>Student Expectations</b>	<p><b><u>Before the Job Shadowing:</u></b></p> <ul style="list-style-type: none"> <li>○ Revisit personal “Career Plan” and identify how this experience may align with personal career goals</li> <li>○ Teacher driven review of industry and aligned, academic career pathway</li> </ul>

	<ul style="list-style-type: none"> <li>○ Research company to include: web-site, posted vacancies, etc.</li> <li>○ Document connections between the shadowing experience to student interest and career planning. (e.g., research the experience, develop questions for experience, research skills/academic preparation needed for role of career mentor, interview career mentor)</li> </ul>
	<p><b><u>During the Job Shadowing:</u></b></p> <ul style="list-style-type: none"> <li>○ Observe what company does</li> <li>○ Observe the role of the career mentor and skills they possess that make them successful</li> <li>○ Consider whether this type of work environment and career are of interest</li> <li>○ Actively engage in conversation/Q &amp; A</li> <li>○ Meet with teacher advisor as required</li> </ul>
	<p><b><u>After the Tour:</u></b></p> <ul style="list-style-type: none"> <li>○ Revisit personal “Career Plan” and identify how this experience aligned with personal career goals.</li> <li>○ Document reflection on experience and key learnings</li> <li>○ Write personal thank you notes with any specific impact the tour had on their career planning/interests</li> <li>○ Complete any artifact(s) per teacher direction</li> <li>○ If career is of interest, consider next steps for academic preparation and skill development</li> </ul>