



# JOB SHADOW AGREEMENT

880 Parsons Road  
Traverse City, MI 49686  
231.922.6298

## Student Information (please print)

Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Program \_\_\_\_\_ am pm  
Grade \_\_\_\_\_  
Home School \_\_\_\_\_  
Dates of Job Shadow \_\_\_\_\_  
(Start Date) (End Date)  
Time \_\_\_\_\_

## Business Information (please print)

Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Title \_\_\_\_\_

### **Employer's Responsibilities:**

To provide the student the opportunity to learn more about my profession.

### **Student Responsibilities:**

To abide by all the regulations and policies of the employer and the TBAISD Career-Tech Center.

### **Required Signatures Approving Job Shadow**

Student \_\_\_\_\_ Date \_\_\_\_\_  
Parent \_\_\_\_\_ Date \_\_\_\_\_  
Employer \_\_\_\_\_ Date \_\_\_\_\_  
Instructor \_\_\_\_\_ Date \_\_\_\_\_

Notice of Nondiscrimination Policy: In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Traverse Bay Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, marital status, or lack of English proficiency be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Principal, TBA Career-Tech Center, 880 Parsons Road, Traverse City, MI 49686; 231.922.6273.

TBA is an affirmative action, equal opportunity institution.

**Copy – Instructor**

**Copy -- Student Services**

## **Job Shadowing**

Students visit job sites and follow an adult worker through part of their work day, asking questions and getting answers which help them see both the connections to what they are learning in school and future career possibilities. This is an "observation-only" experience.

- Identify a career interest and possible sites.
- Contact employers at possible job sites.
- Select/identify the site.
- Arrange transportation.
- School employee confirms arrangements with employer.
- Discuss dress, safety, introduction, observation, and questions.
- Visit job site. Record and report observations.
- Complete Job Shadow Contract above.
- Return signed contract to instructor AND Student Services Office for attendance verification.

**Enjoy Your Day!**

### **What You Do:**

1. General description of your job:
2. Major tasks, subtasks, and specific responsibilities:
3. Equipment, software, hardware (pc, fax machine, printer, etc.)
4. What you produce (products, services)
5. How your job fits into the total organization:
6. Education requirements:

### **What Your Work Is Like:**

1. Working hours; salary range; fringe benefits (health insurance, pension plan, credit unions, etc)
2. Working environment (indoors or outdoors, travel, hazards, etc.)
3. How you spend a typical day:
4. Personal qualities needed for this type of work:
5. Unions or professional organizations involved in your work:

### **Personal Qualities and Criteria**

1. What you like most (and least) about your job:
2. What you would change if you could:
3. Why you chose this type of work:
4. Attitudes and values that are important to you and how they are reflected in your work:
5. Interpersonal skills you find most important in your work and why:

### **How Your Work Affects Your Personal Life:**

1. Family time: (weekend, overtime)
2. Leisure time:
3. General health/diet/exercise
4. Stress factor: tension, fatigue, burnout

Don't be shy about telling students about dress, behaviors accepted in the work place, and any other details about your businesses environment. JUST BE YOURSELF!

**1. Student Observations:**

Write a narrative addressing your observations during the job shadow experience. Include things like a job description, daily routine, work environment, pay and advancement opportunities, dress code, attitude and work ethic.

**2. School to Work:**

Tell about the school related skills and tasks that you observed during the visit. Include things like communication skills, math/ science related skills and personal responsibility skills (listening, punctuality, following directions etc.) Where in school have you or could you learn these? How do you learn these skills?

**3. Personal Reflection:**

What are your ideas about your job shadow experience? Include what you liked and disliked during your visit. Would you consider a career in this field in the future? Why or why not? Did this career meet your expectations based on your previous knowledge about it? How?

**4. Quality of Experience:**

Did you learn what you wanted to know? Would you return to learn more?