

Job Shadowing General Information

Introduction: One way to learn about a job is to "shadow" a person on the job. Job shadowing occurs at the worksite but is tied to the classroom by curriculum which coordinates and integrates school based instruction with work experiences. Classroom exercises conducted prior to and following the job shadowing are designed to help students connect the experience to their course work and relate the visits directly to career pathways, related skill requirements, and post-secondary education options.

Job shadowing involves a student visiting a work place for 3-6 hours during which time the student observes and asks questions of individual workers, but performs no work. More than one student can shadow at a time, but it is more effective if only 1-2 students shadow, thus allowing all students time to ask questions and observe.

Students, with the assistance of the career specialist, should make arrangements for the job shadowing experience, including permission from parents and other teachers.

Preparation: Prepare sufficient copies of the resource, *Job Shadowing*. This unit also includes several forms which may be used to manage the shadowing experience, including a sample brochure which can be used to introduce the job shadowing experience to businesses. Please note that the sample brochure provides space to include the specialist's contact information. The sample does not include page numbers for copying ease.

The specialist, when developing job placement sites, should also identify sites that are willing to host students for the purpose of job shadowing. Students may also identify job shadowing sites through their career exploration efforts. Specialists should review the Montana Child Labor Law (Appendix J, *Program Operations Manual*). This appendix also contains the Fact Sheet, Workers' Compensation, which should be attached to the Job Shadowing Agreement.

Directions: Students should complete the exercises as directed by the appropriate instructions. Depending on the skills of the student, preparations for job shadowing can be made by the student or the specialist.