

## What is the Role of the Student?

The student should:

- Make arrangements, with the help of the specialist, for the job shadow visit
- Secure permissions from parent/guardian (including travel plans)
- Research the selected career and prepare planned questions
- Arrive at the site on time and appropriately dressed
- Participate actively in the visit, asking questions and observing safety rules
- Adhere to behavior guidelines and school rules
- Complete student reflection sheet
- Write a letter thanking the job shadow host for their time

## Contact Information



*Jobs for Montana's Graduates*

## What is a Job Shadow?

A Job Shadow is a period of time when a student goes to a worksite for 1-6 hours and observes one or more individual workers as they perform their daily tasks.

## What is the Purpose?

Job Shadows help students identify possible career interests. Many times it is easier to find out about some jobs by actually watching someone perform the duties of that job and asking questions.

By observing and asking questions, students learn about the academic, technical and personal skills required for particular jobs.

Job Shadowing exposes students to possibilities within their chosen career field and provides a connection between education and work.

## What is the Role of the Employer?

The employer should identify a lead person or worker to coordinate the Job Shadow experience, inform employees about the program, and provide release time for employees to host students.

## What is the Role of the Host?

The host should perform regular daily work while talking about it with the student. He/she should be prepared to discuss all aspects of the job, including necessary education and training, required skills, school classes which may be helpful to the particular job, working conditions, and other job requirements. The host should keep the health and safety of the students in mind at all times and provide any necessary safety gear.

The host should relate how his/her particular job relates to the business or company as a whole.

## What is the Role of the Parent?

The parents' role is to encourage and support their child's participation in the Job Shadow experience by providing written permission for the student to participate, including the transportation plan.

## What is the Role of the Specialist?

The specialist assures that the student is properly prepared, including (1) completion of research in the area of interest, (2) permissions from his/her parent/guardian, including travel plans, and (3) permission from the school and other teachers, including make-up work.

The specialist should clarify legal rights, responsibilities, and liabilities with the host company.

The specialist should also hold reflection sessions with the students regarding the Job Shadowing experience and assure that the student writes a thank you letter to the Job Shadow host.