

**JOB SHADOWING**

Job shadowing is a work-based learning activity, providing students the opportunity to gather information of a specific career possibility. Students will job shadow a work site with one or more employee(s) to observe and experience a day in the life of someone in a field in which they have any interest.

Job shadowing is a required component of each student’s curriculum in their first year in each program and is designed to assist students to explore further interest in a current chosen career area. All students will schedule a job shadowing experience that aligns with their Prosser course, and each student will earn credit towards their semester grade for successfully completing all components of the job shadowing experience.

The job shadow requires a partnership between the student, teacher, and employer supervisor. Each partner has a distinct role and responsibilities to fulfill to ensure the experience is positive and productive for all.

**Goals of the Job Shadowing Program:**

* Create an awareness and exploration in a specific career pathway.
* Extend students’ knowledge, understanding, and requirements of the career pathway.
* Demonstrate to students the connection between the CTE program – relate coursework, academic coursework, and workplace requirements.
* Provide an experience for students to explore and understand workplace issues such as time management, workplace culture, teamwork, communication, and quality standards.
* Provide a link between technical skill set and soft skill set.
* Advance students’ academic, career, and personal development.
* Build and strengthen relationships between Prosser, local employers, and students.

**Work-Based Learning**

Prosser Career Education Center is committed to providing multiple work-based learning experiences and programs to all students. Work-based learning activities collaboratively engage local employers and Prosser instructors to provide structured learning experiences for students. These experiences allow students to apply knowledge and skills learned in the classroom and lab to real world situations. All work-based learning experiences and activities are strategically integrated within the CTE curriculum. Some of this valuable learning will occur within the classroom environment while much of it will occur in a place of business or community organization.

**Business Partner Responsibilities:** 

Each place of business will:

* Assign and employee to supervise the student.
* Provide 4 hours of job shadowing experience.
* Allow student to observe actual work relate to the Prosser training program.
* Rotate student to multiple areas/departments if possible.
* Document student participation hours.
* Immediately report any problem or concern to the supervising teacher.

**Student Responsibilities:**

Each student will:

* Complete 4 hours of job shadowing experience. Students will complete all four hours at one location during one four hour visit.
* Teachers will approve all job shadowing experiences.
* Be responsible for transportation to and from the job shadowing worksite.
* Represent Prosser in a professional manner at all times during the job shadowing experience.
	+ If the job shadowing is in an office or other professional setting, males are advised to wear dress pants and button-up shirts. Females are advised to wear dress pants, a skirt, or a dress. Flip flop shoes are not appropriate at any worksite. Tattoos and piercings may be inappropriate for some work settings.
	+ When meeting all adults in the workplace, smile, make eye contact, and use a firm handshake.
	+ Do not attempt to communicate on a first name basis. Greet all adults with Mr. or Mrs., unless directed otherwise.
	+ Be attentive and energetic during through the externship; ask relevant questions.
	+ Be punctual (show up 10 minutes early) to your job shadowing site.
	+ Thank the host throughout the job shadow.
* Follow the direction and instruction of the supervising mentor at all times.
* All students will complete the following classroom activities and assignments.
* Conduct an employee interview.
* Complete a Job Shadow reflection sheet.
* Write a thank you letter to the supervising employee.
* Teachers may require additional activities and assignments such as oral presentation, written summary and video of interview, video of segments of the shadow day, power point presentation, poster, or brochure.

Job Shadowing Placement Date of Job Shadow

Contact Person/Title Prosser Instructor

Parent Signature Student Signature

cc: Prosser Attendance Clerk & Home School Attendance Clerk