



Career Shadow Experience Instructions



Purpose:

Career Shadows are opportunities for students to go out into the community to learn about potential career interests by observing and interviewing people in the workplace. This career related learning experience is a part of a series of career exploration activities for all students.

Procedure:

Based on your career interests, you need to arrange to “shadow” a host employer for 2-4 hours. During this time, you will observe firsthand the daily routine and the various tasks and skills required in a particular job.

EXPECTATIONS OF STUDENTS:

Before the Career Shadow

- Brainstorm with your parents/guardians about potential career shadow possibilities.
- Discuss transportation and days and times for your shadow with your parents/guardians.
- Give the following forms to your parents/guardians have them read and sign the forms: **Parent Responsibility Agreement, Parent/Guardian Authorization**
- Complete **Planning Guide (Part #1)** and read and sign **Student Responsibility Agreement**

Setting up the Career Shadow

- Decide on the specific person/business you want to shadow (see Kip Carlson in Room D18 at CVHS or Donna Keim in the Career Learning Office at CHS if you need help with this).
- Call and set up career shadow. Use the script provided on the **Planning Guide (Part #2)**.
- Fill in the information on your **Planning Guide (Part #3)** about who you contacted for your shadow.
- Once the career shadow has been arranged, **complete and turn in** the **Parent/Guardian Authorization Form, Parent and Student Responsibility Forms and the Planning Guide Parts 1, 2, 3** to the Career learning office. If forms are not turned in prior to the career shadow, the experience will not be accepted and must be repeated.
- Read through the **Sample Questions** list so you are familiar with the questions you will be asking during the Career Shadow.
- Read through the **Reflection Sheet** so you are familiar with the questions you will be answering after your Career Shadow is completed.
- Confirm career shadow arrangements with parents/guardians and career shadow host before scheduled appointment.

Day of Career Shadow

- Dress appropriately for the work site. Please remember you are representing Corvallis School District in the community so your appearance, behavior and good attitude are important.
- Show up on time! Plan to be 10 minutes early.
- Bring your **Sample Questions**, pen/pencil, and **Evaluation form**.
- At the beginning of the shadow, give your host the **Evaluation form**.
- Before leaving, thank your host and ask for the completed **Evaluation form** and a **business card**.

After the Career Shadow

- Maintain confidentiality of the worksite!
- **Complete and turn in** the following to the Career learning office: **Sample Questions, Reflection Sheet, Evaluation form** with your **Host’s business card** attached, and a neatly written or typed **Thank You Letter** written to your Host (see sample thank you letter in packet). Also send a copy of **Thank You Letter** to your host.