



8th Grade Job Shadow

Tuesday, November 9th

Application due: Tuesday, November 2nd

Dear 8th Grade Parents/Guardians:

As part of the career exploration program at Elk Ridge Middle School, eighth grade students are encouraged to participate in a Job Shadow Day. This is a chance for students to take an individual field trip to a workplace of their choosing to learn more about the work environment and daily activities. This experience supports career exploration, which is an important part of middle school education. After the job shadow day, students need to complete a job shadow reflection report in order for their absence to be excused. They will also write a thank-you letter in their Language Arts class.

In order to participate:

1. Identify a career area in which your student is interested. Find a local business/employee that matches your student's interest. For ideas, students may refer to the career activity that counselors are doing with students in their science class.
2. Call the business/employee to explain the Job Shadow and arrange for your student to visit on Tuesday, November 9th, 2021. Job shadow activities usually last 3-6 hours; as long as you feel it is necessary for your student to get a clear understanding of the career expectations and training that is required for this job. Students will be excused for the whole day and are not expected back in the building after their job shadow ends. Jobs that don't have traditional hours are acceptable.
3. Read and sign the Job Shadow Application Form. **Turn into your history teacher by Tuesday, November 2nd.**
4. After the job shadow, the "Job Shadow Reflection Report" needs to be turned in to your history teacher by Thursday, November 11th. Students may go alone to the business site or be accompanied by a parent/guardian. Students will not report to school if they are job shadowing. Transportation for the job shadow is the responsibility of the parent/guardian. **Students will be excused for the absence if they turn in both the Application (before) and the Reflection Report (after).**

If you have questions, please contact the counseling center.

Sincerely,
Elk Ridge Counselors

Frequently Asked Questions

Q: What if I want to job shadow with a stay-at-home mom or dad?

A. This is an acceptable job shadow experience. We ask that students job shadow at a residence other than their own for several hours and actively participate as a caregiver of children and caretaker of the home - doing dishes, planning meals, cleaning, playing games with children, etc.

Q: What if I want to job shadow with a teacher?

A. This is an acceptable job shadow experience; however, students will not be allowed to job shadow at Elk Ridge Middle School. Regardless of the school the student selects, we ask that the job shadow is limited to only one Elk Ridge student per teacher. This option needs to be approved by the principal of the school.

Q: What if I want to job shadow someone in the healthcare field?

A. This is an acceptable job shadow experience; however, healthcare professionals often have confidentiality and HIPAA law requirements that may make a job shadow tricky. Please work with your chosen healthcare professional to come up with as realistic an experience as possible.

Q. What if my student can't find a job shadow opportunity?

A. A few teachers at the JATC North/South are willing to host Elk Ridge Middle School students during their class time to learn about their programs, including: Biotechnology, Engineering, Veterinary Science, Garden & Greenhouse, Horticulture & Landscape Architecture, Computer Programming, Web Development, Welding, Nail Technology, Hair Design & Barbering, Fire Science, EMT, and Aviation Science. Please contact your counselor if you want to sign-up for this option.

If YOU have a business and you are willing to host, please notify the counseling center.

Important Dates

- Application Due: Tuesday, November 2nd
- Job Shadow Day: Tuesday, November 9th
- Reflection Report Due: Thursday, November 11th

Job Shadow Application

Turn into history teacher by Tuesday, November 2nd

Students must obtain the signature of their parent or guardian on this form in order to participate in the Job Shadow.

Student Information:

Student (please print) _____

Language Arts Teacher (for thank-you letter) _____
Period _____

Parent/Guardian Name (please print) _____

Business Site Information:

Business Name _____

Address (please make sure the address is complete and correct for the purpose of mailing a thank-you letter)

Contact Person _____ Position Held _____

Student Agreement

I agree to attend a Job Shadow experience and to complete the Job Shadow Reflection Report. I understand that while participating in this experience, I am representing my school and my community and I agree to be on my best behavior. I understand that if all guidelines are followed, the time away from school on Tuesday, November 9th, will be an excused absence.

Student Signature _____ Date _____

Parent Permission to Participate in the Job Shadow Day

I understand that I am responsible for my child during this time away from school. I will not hold the business, Elk Ridge Middle School, Jordan School District, nor any employees of such organizations liable for any injuries sustained by my child during his/her participation in this program. I understand that school personnel will not be present and will not be responsible for my child. I understand that my student needs to complete the Job Shadow Reflection Report in order for the absence to be excused.

Parent/Guardian Signature _____ Date _____



Elk Ridge Middle School Job Shadow Day

IMPRESSIONS MAKE A STATEMENT

Appearance:

Someone with a good appearance looks prepared and confident.

- Dress in the clothes that you would wear on the job. For example: executives should wear suits; office staff should wear business clothing; and construction workers should wear work clothing
- Dress clean and neat
- Don't wear clothes that convey a political or social statement
- Avoid strong fragrances
- Avoid loud chewing of gum
- Avoid hats indoors

Prepare for a successful visit:

- show up on time
- give a confident handshake (if applicable)
- use good posture and eye contact
- greet everyone you meet
- be attentive and act interested the entire time
- ask questions about the company and other jobs
- ask if you can help with any tasks
- keep phone put away
- thank your host for their time

Reminders:

- Bring a notebook to take notes
- Bring your Job Shadow Reflection Report to get it signed
- Check on the mask wearing policy



Job Shadow Reflection Report

Turn into your history teacher by Thursday, November 11th

Your Name: _____

Signature of Job Shadow Supervisor: _____

Now that you have completed your Job Shadow experience, take some time to reflect on what you observed and how it might affect your plans for the future.

1. What is the job title of your host/job shadow supervisor?
2. What type of education does this job require?
3. Which parts of the job were interesting to you?
4. Which parts of the job would you find boring or challenging?
5. What other related careers did you learn about or observe today? What are some jobs that are related to this job?
6. What knowledge and skills are you learning in school that will be useful for this job?
7. What knowledge or skills do you need to strengthen to be successful at this job?
8. How would you rate your overall Job Shadow experience? (circle one)

Excellent		Good		Poor
5	4	3	2	1

