

PREPARING FOR A JOB SHADOW PROGRAM

This guide for educators offers a step-by-step approach to setting up a job shadowing program and begins with planning, data collection, and outreach. It emphasizes involving students, parents, and local employers to assess student interests, determine the program's focus, and create ways to manage and evaluate the program.



Presented by: Portland Public Schools //
Adapted by: Career Connected Learning Resources Team



WHAT IS JOB SHADOWING?

Job shadowing is a way for students to explore different jobs by following a professional who does the job students are curious about. Students get to see what professionals do, how they do it, and what their work environment is like.

In a typical job shadow, students spend one or more days on site with a career professional. Students watch what professionals do closely and ask questions. Careful observation helps students learn what skills are needed for the job and offers insight into how people professionals communicate with one another.



WHAT IS A JOB SHADOWING PROGRAM?



A job shadow program is an educational initiative designed for high school students. It offers them the chance to get an up-close look at different careers by observing experienced professionals in selected fields. Students observe the daily tasks, challenges, and work environment of a specific job.

During the program, students spend a few hours, a full day, or a series of days accompanying a seasoned employee. Students attend meetings, client interactions, and participate in other professional situations related to the job. The main goal is to give students a realistic understanding of the job, helping them make informed choices about their future careers. Job shadowing also provides students opportunities to build professional networks.

For community-based organizations, businesses, and industry partners, job shadow programs offer a chance to showcase their work culture and industry. It can also help them identify potential future employees. For the professionals who volunteer their time, job shadow programs are a way to help cultivate the next generation of career professionals.

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WHY IS A JOB SHADOW PROGRAM IMPORTANT FOR TEACHERS?



Relevance and contextual understanding: Job shadowing programs allow teachers to gain firsthand knowledge about different workplaces. This exposure helps connect classroom teaching to professional scenarios, resulting in engaging and relevant curriculum for students.

Best practices: Teachers can stay up-to-date with the latest industry trends, technologies, and practices through job shadowing programs. This ensures they are providing accurate and current information to their students.

Networking: Job shadowing exposes teachers to professionals and experts in their respective fields. This networking can lead to collaboration opportunities, partnerships, guest speakers for their classes, and future job placement for students.

Inspiration: Experiencing different work environments can reignite a teacher's passion for education and provide fresh perspectives on teaching methods. Job shadow programs can remind them of the ultimate goal—preparing students for their futures.

WHY IS A JOB SHADOW PROGRAM IMPORTANT FOR STUDENTS?



Career exploration: Firsthand observation gives students insights that help them make better-informed career decisions.

Creating relevance: Seeing how classroom learning is applied in professional contexts helps students connect conceptual knowledge to practical skills, enhancing their understanding of the subject matter.

Motivation and goal setting: Witnessing professionals at work can inspire students to set goals and work intentionally to achieve their aspirations.

Employability skills development: Students can witness essential employability skills in practice, such as communication, teamwork, problem-solving, and time management.

Building mentorship networks: Job shadowing exposes students to potential mentors, role models, and industry connections, which can be valuable when seeking internships, co-op opportunities, or future employment.

Reducing anxiety: Some students might have misconceptions or anxieties about certain careers. Job shadowing dispels myths and offers them realistic insight, potentially reducing their anxieties and fears.

Portfolio building: Students can use job shadowing experiences to enhance their résumés, college applications, and scholarship essays. It demonstrates initiative, curiosity, and a commitment to personal and professional development.

STUDENT BUY-IN

Job shadowing is a way for students to explore different jobs by following a professional who does the job students are curious about. Students get to see what professionals do, how they do it, and what their work environment is like.

In a typical job shadow, students spend one or more days on site with a career professional. Students watch what professionals do closely and ask questions. Careful observation helps students learn what skills are needed for the job and offers insight into how people professionals communicate with one another.

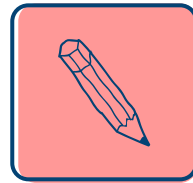
Before you set up a job shadowing program, you may want to discuss job shadowing with your students to determine their interest.



RECOMMENDED SCHEDULE OF ACTIVITIES

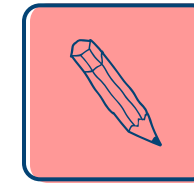


Starting a job shadow program at a school involves several steps, and the timeline can vary based on the size of the school, the resources available, and the specific goals of the program. Following is a general recommended timeline to get started:



1) 6 to 9 months before program launch:

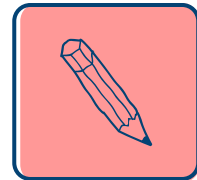
- **Initial planning:** Ask student teachers to help you make phone calls, collect data, and document your findings. You can also recruit students to help set up your program as part of their senior project.
- **Define the goals of the Job Shadow Program.** Determine the intended outcomes, such as helping students explore career options, connecting classroom learning to professional applications, and building networking skills. Decide if you want your program to focus on only specific career clusters, such as manufacturing, healthcare, education, etc.
- **Poll Students:** Before you set up a job shadowing program, you may want to discuss job shadowing with your students to determine their interest. Visit classrooms and pass out a sign up sheet to see how many students may want to participate.
- **Resource allocation:** Determine the budget and resources required for the program. This may include transportation, materials, administrative support, and potentially compensation for participating professionals.
- **Curriculum integration:** Work with teachers to identify how the program can align with classroom learning and fit into the academic calendar.



2) 4 to 6 months before program launch:

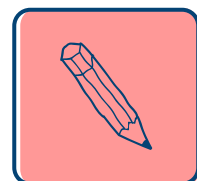
- **Community engagement:** Get buy-in from school administrators, teachers, parents, and local businesses. Communicate the benefits of the program and address any concerns.
- **Identify partner organizations:** Reach out to local businesses, organizations, and professionals willing to participate in the program as hosts. Contact a variety of employers in your area to get them on board. First send a letter explaining your program and then follow up with a phone call.
- **Develop program materials:** Create informational materials for students, parents, and hosts. This might include program guides, expectations, schedules, and safety guidelines. Create a simple consent form for any employer who agrees to participate in the program. Also consider creating a document that gives the employer an opportunity to provide feedback on the student. For example, did the student show up? Was the student punctual?
- **Student research and implement into curriculum:** Have students research the job shadows they are most interested in. Perhaps incorporate the program into an English class by having students write a report on the experience, create a visual collage, or prepare an oral report.

RECOMMENDED SCHEDULE OF ACTIVITIES



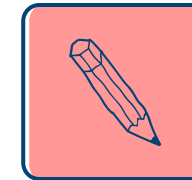
3) 3 to 4 months before program launch:

- **Schedule a meeting :** Organize an orientation session for participating hosts to explain the program goals, expectations, and guidelines.
- **Student application process:** Develop a fair and transparent application process for students. Consider student interests, compatibility with host organizations, and scheduling. Review student applications and match them with appropriate host organizations based on interests and availability.
- **Logistics planning:** Work out the logistics of transportation, schedules, and any necessary permissions or waivers.



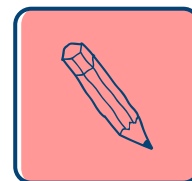
4) 1 to 2 months before program launch:

- **Communication:** Notify students and hosts of their participation. Provide them with program details and any necessary forms or instructions. Create a permission form that parents must sign and return to the school in order for the student to participate. Use this opportunity to also address transportation issues and lunch.
- **Preparation workshops:** Conduct workshops for students on professional behavior, etiquette, and effective communication to prepare them for the job shadowing experience.



5) Program launch:

- **Kick-off event:** Organize an event to launch the program, introduce students to their hosts, and build excitement.
- **Job shadowing experiences:** Facilitate job shadowing experiences coordinated with scheduled visits to host organizations.



6) After the program launch:

- **Thank participants:** Send thank you letters to employers and include a certificate that they can showcase in their business. Issue certificates of achievement and completion for students.
- **Collect feedback:** Gather feedback from students, hosts, and teachers to evaluate the program's effectiveness and identify areas for improvement.
- **Debrief and reflection:** Hold sessions for students to reflect on their experiences, share observations, and discuss potential career interests.
- **Advertise your success:** Contact local news stations and newspapers. Such advertising provides free publicity for your employers and is a great way to showcase what your school is doing for students.
- **Continued engagement:** Maintain professional relationships between students and hosts with follow-up events or further career exploration.

RECOMMENDED JOB SHADOW PROFESSIONS



Remember that the best job shadowing experience will align with a student's interests, goals, and aspirations. Careers students might consider for job shadowing include:

1) Healthcare:

- - Doctor
- - Nurse
- - Surgeon
- - Physical therapist
- - Dentist

2) Business and Finance:

- - Accountant
- - Financial analyst
- - Marketing manager
- - Human resources manager
- - Investment banker

3) Technology and IT:

- - Software developer
- - Data scientist
- - IT support specialist
- - Network engineer
- - UX/UI designer

4) Creative Arts:

- - Graphic designer
- - Animator
- - Photographer
- - Fashion designer
- - Writer or journalist

5) Education:

- - Teacher
- - School counselor
- - Principal or administrator
- - Librarian
- - Education researcher

6) Engineering:

- - Mechanical engineer
- - Civil engineer
- - Electrical engineer
- - Aerospace engineer
- - Environmental engineer

7) Science and Research:

- - Biologist
- - Chemist
- - Physicist
- - Research scientist
- - Geologist

8) Hospitality and Tourism:

- - Hotel manager
- - Event planner
- - Tour guide
- - Travel agent
- - Chef

9) Law and Criminal Justice:

- - Lawyer
- - Judge
- - Police officer
- - Paralegal
- - Correctional officer

RECOMMENDED JOB SHADOW PROFESSIONS



10) Social Services:

- - Social worker
- - Counselor
- - Therapist
- - Nonprofit organization worker
- - Community outreach coordinator

11) Manufacturing and Trades:

- - Welder
- - Electrician
- - Carpenter
- - Machinist
- - Auto mechanic

12) Media and Entertainment:

- - Film director
- - Radio show host
- - TV producer
- - Musician
- - Sound engineer

13) Environment and Sustainability:

- - Environmental scientist
- - Conservationist
- - Renewable energy specialist
- - Ecologist
- - Urban planner

14) Real Estate:

- - Real estate agent
- - Property manager
- - Real estate developer
- - Appraiser
- - Mortgage broker

15) Government and Public Service:

- - Politician
- - Government administrator
- - Diplomat
- - Public health official
- - City planner

16) Retail and Sales:

- - Store manager
- - Sales representative
- - Retail buyer
- - E-commerce manager
- - Visual merchandiser

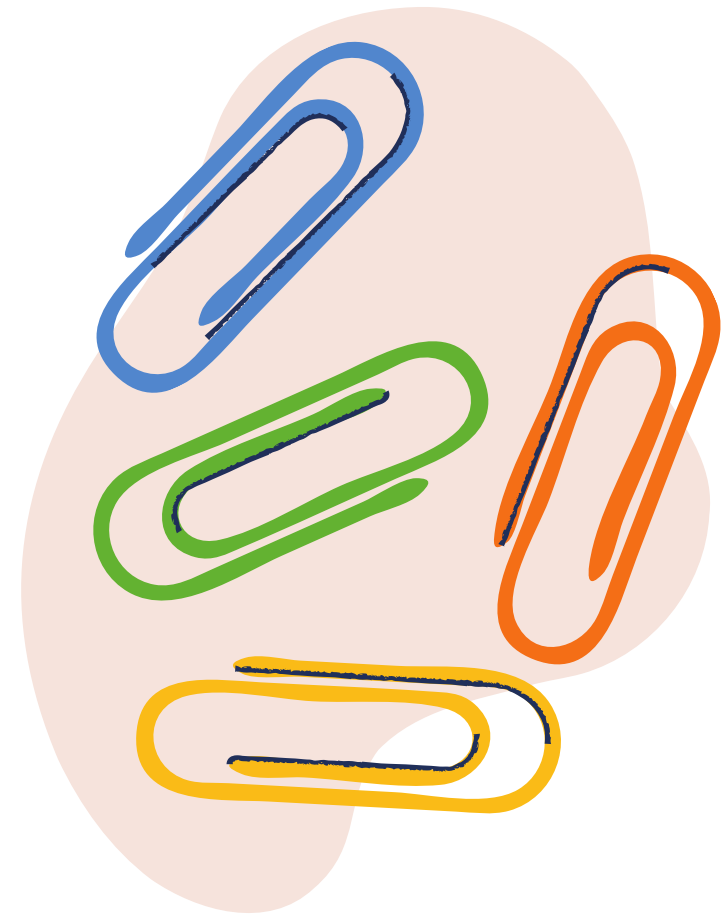
17) Agriculture and Farming:

- - Farmer
- - Agricultural scientist
- - Horticulturist
- - Veterinarian
- - Agronomist

18) Fitness and Sports:

- - Personal trainer
- - Coach
- - Sports therapist
- - Physical education teacher
- - Sports event coordinator

LOOKING FOR RESOURCES TO SET UP A PROGRAM AT YOUR SCHOOL?



Reach out to your local Chamber of Commerce, another community agency serving your city, or a nearby job training center to inquire about job shadow programs. Many Chambers of Commerce operate business and education committees that can provide valuable assistance.

Students can also find job shadowing opportunities by making phone calls and setting up workplace visits on their own. If students reach out to employers, you may want to support them by contacting employers, verifying student visits and offering school credit.

For more specific details, consider talking to high schools in your area whose schools already offer job shadowing.

STANDARDS OVERVIEW



Education standards provide a framework to ensure the lesson's effectiveness and relevance. The ASCA Standards integrated into this lesson focus on holistic student development. They stress the significance of the whole self, understanding the necessity of post-secondary education, critical thinking, perseverance, and effective communication, among other essential skills. On the other hand, the OAR Rules highlight the importance of tailoring education plans based on personal and career interests. They emphasize tracking academic progress, documenting achievements, and underscoring the value of comprehensive school counseling and career education.

DIVERSE LEARNING STYLES & COOPERATIVE STRATEGIES



Encourage students to explore different ways to organize information and cooperate with their peers. Each Career Connect Oregon lesson plan comes embedded with these strategies.

These tools can improve engagement in classrooms, trainings, in-services, and conferences, too!

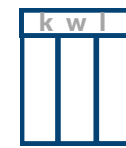
GRAPHIC ORGANIZERS



OUTLINE



MIND MAP



KWL CHART



VENN DIAGRAM



STORYBOARD



CHARTS



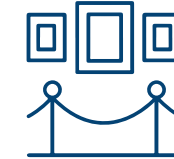
TIMELINE

COOPERATIVE LEARNING STRATEGIES



THINK-PAIR-SHARE

Students think, talk with peers, then share with the class.



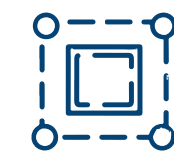
GALLERY WALK

Students walk around the room reflecting on one another's posted work.



3 STAY - 1 STRAY

One member from each group visits other groups, acting as a reporter and exchanging information.



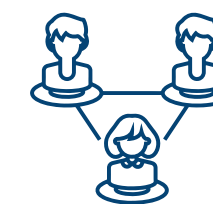
FOUR CORNERS

Students self-sort, moving near statements posted in the room they agree with and discuss reactions.



JIGSAW

Groups become "experts" in one aspect of a learning objective.



NUMBERED HEADS TOGETHER

Students in groups collaborate to ensure mutual understanding, each prepared to answer a question tied to their assigned number.



Student Reflection Activity

Prompt students to reflect on:

- **Collect feedback:** Gather feedback from students to evaluate the program's effectiveness and identify areas for improvement.
- **Debrief and reflection:** Hold sessions for students to reflect on their experiences, share observations, and discuss potential career interests.



Here are a couple questions to get you started:

Question 1: What did you enjoy about this job?

Question 2: What did you learn about this industry?

Question 3: How does this job match up with your interests?

Question 4: Would you consider a job in this field, why or why not?

CONCLUSION

The Job Shadow Program Resource offers a valuable opportunity to bridge classroom learning with real-world professions, presenting students with a diverse range of potential career paths.

By following this straightforward guide, educators can efficiently plan and execute a memorable event that not only informs students but also inspires them to envision their futures.

Remember, this resource is not just about introducing jobs—it's about igniting passions, broadening horizons, and building connections between students and their surrounding community.



ABOUT THE CREATOR



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Portland Public Schools

Founded in 1851, PPS is a PK-12 urban school district in Portland, Oregon. With more than 49,000 students in 81 schools, it is one of the largest school districts in the Pacific Northwest. Recent highlights include:

- Career Learning: PPS has more than doubled Career Technical Education offerings in recent years, which show a direct link to its rising graduation rate. Learn more at our [CTE/Career Pathways webpage](#).
- Language Immersion: The district's growing Dual Language Immersion program is closing the racial educational achievement gap and improving reading achievement in native and non-native speakers alike, according to a 2015 national study. One in 10 PPS students is in an immersion program. Learn more on the [DLI webpage](#).
- The Arts: The Portland Arts Tax now guarantees arts education for all elementary students and is fueling the alignment of K through 12 programs in such disciplines as orchestra and dance. Learn more on the [PPS Arts website](#).