

## **Graduation Pathways--Bucket #2 (Job Shadow option) Directions**

We recently got approval for students to explore career paths they are interested in (with an excused absence). This is now an opportunity you can take advantage of! Students in Grades 7-10, can do this up to one time per school year. Students in Grades 11-12 can do this up to two times each school year. Bucket #2 of Grad Pathways, if doing the job shadowing to meet this requirement, requires three job shadow experiences in high school.

### **Where to job shadow?**

--You need to pick a place/career that you are ACTUALLY interested in pursuing--not just following Mom/Dad/Uncle/Cousin to work.

--If you know someone/some place you want to go, you can set it up and just turn in the forms listed below (hard copies will be in the office with Courtney).

--If you know what you want to do but don't know anywhere this job happens, you can request to see Mrs. Jones and she can help you get it set up.

### **Things to think about when setting up a job shadow:**

--Make sure you have transportation to and from the job shadowing opportunity. You should arrive on time and prepared to learn, ask questions, and participate. This includes having your form that needs signed, having a list of questions (provided with the form) to keep the conversation going, a clipboard or notebook so you can write answers down and a writing utensil.

--Make sure you know where you need to go to meet your job shadow person.

--Make sure you know what you need to do about lunch (pack a lunch, bring money for a lunch, etc.).

--Make sure you dress up for the experience. You should look professional. This could include a dress/skirt/dress pants/nice shirt/jacket (if you have one)/tie/dress shoes. If you have any questions or concerns about what to wear, see Mrs. Jones a week or two before you go.

--You might want to send a thank you note after you job shadow to recognize the sacrifice of time the person gave you and show your appreciation!

### **Process (You can pick up copies of this form in the office from Courtney):**

--Submit Job Shadow Request Form PRIOR to the day you are job shadowing.

--Submit the Work-Based Learning Experience--Job Shadow ONLY filled out AFTER you have job shadowed; you only have to fill it out for that one experience BUT, for high school students, it would be a good idea for your to keep a copy to make sure you have it to meet the Bucket #2 Grad Pathway requirement of 3 job shadow experiences, if you are using that to complete the Bucket #2 requirements.

--**NOTE:** It requires a signature on pg. 1 so you will want to take this with you when you go to your experience.