



JOB SHADOWING PROGRAM

Preparing today's students for the World of Work

MID-EAST CAREER AND TECHNOLOGY CENTERS
OFFICE OF BUSINESS PARTNERSHIPS AND PLACEMENT
JOB SHADOWING PROGRAM

GENERAL DESCRIPTION

The purpose of the job shadowing program is to provide the opportunity for students in various fields of study to observe and experience, on a first-hand basis, the nature of the occupation for which they are training. This unpaid job shadowing program will provide occupational benefits for both the employer and the student.

OBJECTIVES

1. To provide an opportunity for current students to gain hands-on service/work experience and career awareness in their career-technical field of study prior to graduation.
2. To assist current students in gaining job shadowing experience recognized by colleges/universities.
3. To provide the necessary support services which will aid all students in making the transition from school to the world of work.
4. To provide for an adequate period of training that will enhance the student's chances of being successful in their chosen career.

JOB SHADOWING PROGRAM QUALIFYING REQUIREMENTS

1. STATUS

1. Open to senior students who qualify starting the second 9-week grading period.
2. Open to junior students who qualify starting the last semester.
3. Must be approved by **all** instructors whose classes he/she will miss, the director/designee and the Coordinator of Business Partnerships and Placement (Placement Coordinator).

2. JOB SHADOWING SCHEDULE

1. The student will be permitted to go on a job shadowing training site during the time that the student would be scheduled in the career-technical program lab. Exceptions must be approved by all instructors whose classes the student will not be present in during this time.
2. Job Shadowing schedules:
 - * Juniors - 6 days (total for the year). No more than 3 days at a site.
 - * Seniors - 9 days (total for the year). No more than 3 days at a site.
 - * No job shadowing will be permitted during the last two (2) weeks of a grading period.
(Extenuating circumstances must be approved by the Director)
 - * No job shadowing will be permitted the week after Thanksgiving break.
(Extenuating circumstances must be approved by the Director)
3. Ineligible sites for job shadowing:
 - * Family owned businesses
 - * Former or present employers of the student

3. GRADES

1. A student must have a "C" or above in their Career-Technical Lab and Related classes. A passing grade ("C" minimum) in all academic classes. This includes science, math, English, and social studies. ***INSTRUCTORS PLEASE DO NOT SIGN A JOB SHADOWING FORM IF THE STUDENT IS NOT MAINTAINING AT LEAST A "C" MINIMUM IN YOUR CLASS.**

4. APPROVAL

1. A student must be recommended for the job shadowing program by their career-technical program instructor and all academic instructors.
2. The job shadowing experience must be directly related to an approved occupational area of the student's training program.
3. The student must have paid all program fees (or be current on loan payment) and have no outstanding obligations to the Mid-East Career and Technology Centers.
4. The student must have either personal family insurance or school student insurance declaration on file in the student's records.
5. The student must provide their own reliable transportation.

6. The student must have made prior arrangements to receive their assignments.
 7. Any student with a discipline record will require special approval from the Director.
 8. Attendance: Students must maintain good standing in regards to attendance. A student currently eligible for a certificate of completion/participation is considered to be in good standing (please see the Student Handbook section titled "Certificate Requirements").
 9. All Job Shadowing forms must be submitted to the Coordinator of Business Partnerships and Placement Office at least one week prior to the start of the job shadowing.
5. **FINAL APPROVAL**
1. Final approval by the Coordinator of Business Partnerships and Placement (Placement Coordinator) indicates that all job shadowing processes have been secured.

JOB SHADOWING PROCEDURES

STEP 1

When a training site is available a Job Shadowing Agreement must be completed by the student, who will obtain necessary signatures and return it to the Placement Office for administrative approval.

- ❖ **THE INSTRUCTOR AND STUDENT WILL BE NOTIFIED BY EMAIL ONCE THE JOB SHADOWING HAS BEEN APPROVED.**

STEP 2

CONGRATULATIONS! Start your job shadowing.

STEP 3 - (EVALUATION PROCESS)

1. Performance will be supervised by the career-technical instructor and cooperating field supervisor/employer.
2. The career-technical instructor will evaluate the student's shadowing site.
3. Instructors will receive a copy of the job shadowing site report/employer comments.
 - ❖ If the Job Shadowing Form/Site Report form is not returned to the Student Placement Office it will be an unexcused absence until the form is returned and the student will be denied of future participation in the Job Shadowing program.

IMPORTANT NOTE:

NON-COMPLIANCE WITH ANY OF THE POLICIES AND PROCEDURES OF THE JOB SHADOWING PROGRAM MAY BE GROUNDS FOR REMOVAL FROM THE JOB SHADOWING SITE OR DENIAL OF FURTHER PARTICIPATION IN THE PROGRAM.

PLEASE NOTE

ALL JOB SHADOWING AGREEMENTS MUST BE SUBMITTED TO THE STUDENT PLACEMENT OFFICE AT LEAST ONE WEEK PRIOR TO THE JOB SHADOWING

Before any student is permitted to leave campus on a job shadowing the following requirements **MUST BE MET:**

*****INELIGIBLE SITES FOR JOB SHADOWING**

1. Family owned businesses (extenuating circumstances only).
2. Former or present employers of the student.

*****GRADES** – A student must have a “C” or above in their Career-Technical Lab and Related classes. A passing grade (“C” minimum) in all academic classes. This includes science, math, English, and social studies. ***INSTRUCTORS WILL NOT SIGN A JOB SHADOWING IF A STUDENT IS NOT MAINTAINING AT LEAST A “C” MINIMUM IN YOUR CLASS.**

*****APPROVAL**

1. A student must be recommended for the job shadowing program by their career-technical program instructor (and all academic instructors if the student will not be present in their classes during this time).
2. The job shadowing experience must be directly related to an approved occupational area of the student’s training program.
3. The student must have paid all program fees and have no outstanding obligations to the Mid-East Career and Technology Centers.
4. The student must have either personal family insurance or school student insurance declaration on file in the student’s records.
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9. All Job Shadowing forms must be submitted to the Coordinator of Business Partnerships and Placement Office at least one week prior to the start of the job shadowing.

FINAL APPROVAL

ALL job shadowing forms must be approved by the Coordinator of Business Partnerships and Placement (Placement Coordinator) before the student is permitted to leave campus. Non-compliance with this procedure will result in unexcused absences during the time the student job shadowed.