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**FAIRFIELD WARDE HIGH SCHOOL  
2017**

**11th GRADE JOB SHADOWING PROGRAM**

**What is Job Shadowing?**

Job shadowing gives students the opportunity to spend one day with a professional employed in a career area which interests them. Shadowing provides students with an invaluable opportunity to acquire realistic information about possible career options and college majors.

**Who can participate?**

11th grade students may participate who currently are in good academic standing (passing grades in all classes) with no disciplinary offenses or loss of credit.

**Does the student do the job shadow during school hours?**

Yes, the day will count as an excused absence.

**What is required of the student?**

1. Responsible for all missed classroom work.
2. Submit a completed application with transcript.
3. Attend a mandatory meeting prior to the job shadow with Ms. Lala in the College & Career Center.

(d) Contact their shadowing host to introduce themselves and to schedule a mutually convenient day for their shadowing experience.

(e) Review and select sample questions designed to learn about the career area selected to explore e.g. knowledge & skills, job outlook, related occupations, education and training.

(f) Complete an evaluation and send a “Thank You” letter to their site host.

(g) Provide their own transportation to and from the job site.

**How does the student find a job shadowing site?**

Students are encouraged to find their own shadowing site, as we have a limited number of sites available. If a student is unable to procure a shadowing site, members of the shadowing committee will make every attempt to find a placement that matches the student’s interest.

**What if a student is unclear as to their career of interest?**

If a student wants to participate in the program but is unclear as to their career interest, they can make an appointment with their school counselor or Ms. Lala in the College & Career Center to review their interest inventory and brainstorm ideas.

**What is the deadline to submit the shadowing application?**Monday, February 27th

**Application on back**

**JOB SHADOWING APPLICATION**

**\*\* Print Clearly\*\***

**Name: Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom: \_\_\_\_\_\_**

**Home Phone ( ) Cell Phone E-Mail**

1. **As our shadowing sites are limited, were you able to find your own shadowing location? Y / N**

**If yes, please provide the below contact information of your site host. If no, proceed to question #2.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **What careers interest you? Please list them in order of preference.**

**(A)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(B)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Employment:** Please list the jobs you have held from Grade 9 to present.

**Place of Employment Position(s) Held Avg. Hrs. /Week Dates**

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**5. Clubs/Community Service/Sports:** Please list extra-curricular activities in which you have been involved.

**Clubs/Service/Sports Circle Grade(s) Avg. hours per week/ Role**

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| --- | --- | --- |
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**Student signature Date**

**Parent signature Date**

**School Counselor signature \_\_\_\_\_\_ Date**

**House Dean signature \_\_\_\_\_\_ Date   
  
 *Questions ??? See Ms. Lala in the College & Career Center***