



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?

- (a) Responsible for all missed classroom work.
- (b) Submit a completed application with transcript.
- (c) 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 (____) _____

2. 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

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
	9	10	11	
	9	10	11	
	9	10	11	

Student signature _____ Date _____

Parent signature _____ Date _____

School Counselor signature _____ Date _____

House Dean signature _____ Date _____

Questions ??? See Ms. Lala in the College & Career Center