

## EDUCATOR TIP SHEET – STUDENT JOB SHADOWING

Updated July 2022

*A tip sheet for educators on how to help students get the most out of their job shadow.*

### Recruit & Prepare Students

- Identify interested and qualified students.
- Share and review the [Student Job Shadow Guidelines & Checklist](#) with students.
- If students are not able to meet the transportation and other expectations of the job shadow, these students should NOT apply for a job shadow at this time.
- Ensure students submit a completed application and receive guardian permission prior to the semester deadline.
- Meet with students and discuss behavioral expectations for the experience.

### Student Placement Expectations

- Students are expected to check their e-mails regularly. This mode of communication is how students will be updated of Job Shadow Placements.
- Students are required to accept placements no less than 3 days prior to the scheduled shadow.
  - Students must contact their coordinator as soon as possible for any scheduling conflicts.
    - Nonacceptance 3 days prior to the shadow will result in a cancellation.
- Students must write an apology letter to the business host for any cancellations (with the exemption of illness or inclement weather) or no shows.
  - A copy must be provided to the IWCC coordinator for consideration of future placements.

### Make the classroom connection.

- Build excitement for the Job Shadow by connecting the experience to the real world.
- Prior to the shadow, have students research the host company and it's offered occupations.

### After the Job Shadow

- Reflect on learning.
  - Provide opportunities for directed reflection through discussions, presentations, and/or projects.
- Assess the effectiveness of the Job Shadow and make recommendations for future adjustments.
- Have students write thank-you notes to the Job Shadow host.
- Ensure students complete the [Post Job Shadow Survey](#)