

# UNIVERSITY HIGH SCHOOL

## JOB SHADOWS EXPERIENCE REQUIREMENTS

**Objective:** The purpose of the job shadow experience is to explore career options and to better understand a career or occupation through observation and self-reflection. A job shadow experience will also provide opportunities for students to gain insight into the general workplace.

### Steps to Follow:

- (1) Meet with your advisor and/or experiential learning coordinator to fully understand what is expected.
- (2) With the help of your advisor, parents or experiential learning coordinator select a potential career related opportunity for a job shadow.
- (3) Complete a proposal using the Job Shadow Experience and Verification Form.
- (4) Contact the person with whom you plan to job shadow and complete arrangements for the job shadow.
- (5) Complete a **narrative reaction paper detailing the job shadow experience**. The narrative reaction paper should address the following questions:
  - a. Where did you complete the job shadow and whom did you shadow?
  - b. What did you observe?
  - c. What did you learn about your potential career?
  - d. What did you learn about yourself as a result of this experience?
- (6) Signed and completed Job Shadow Proposal and Verification sheets and narrative reaction papers should be kept in your hard copy portfolio after your Advisor has reviewed the documentation.

### Requirement:

**Three** job shadow experiences are required for graduation.

Each student must complete the equivalent of **three (3) one half (1/2) days of job shadow**. Three additional shadowing experiences may be completed for an additional .25 credits.

**One may be with someone related to the student.**

# JOB SHADOW EXPERIENCE PROPOSAL AND VERIFICATION

**STUDENT NAME:** \_\_\_\_\_ **ADVISOR:** \_\_\_\_\_

Verification Table (A separate form will be needed for each job shadow)

Occupation/Organization	Beginning Date	Ending Date	# of Hours	Verification Signature

My rationale for selecting this experience:

What did I gain from experience related to my career interests and what did I learn about myself:

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**ADVISOR SIGNATURE**