

CAREER SHADOW DAY

**Auburn Jr. High School
December 2, 2016**

Your mission is to select a cool job, find someone who does that job, and spend the day with him or her.



What: Set up your own job shadow assignment

When: Friday, December 2, 2016

How: You need to make the arrangements for this day. Start by selecting several career areas that you are interested in.

Where: Once you have selected your career area, you need to find a location to shadow.

- ✓ Talk to your parent/guardian. If they work at a place you would like to visit, see if there is someone else there whom you could shadow if you already know about their job.
- ✓ Check with your neighbors and other relatives.
- ✓ Ask your teachers or former teachers or other school staff. Look in the yellow pages and the library.
- ✓ Talk to your school counselor.

What else: Some of your teachers will give you an assignment to complete on or after career shadow day. Your teachers will give you more information about this.



COMMONLY ASKED QUESTIONS



When do I need to have my placement set up? November 10, 2016.

When are the class assignments due? Your teachers will talk to you about this.

What if I can't find a placement? Once you have tried the ideas above, please see your school counselor before the due date. We can help you find a location. Please bring your list of work locations you have already made contact with. **If you do not turn in your permission form by that date, plan to stay after school with Mr. Salvage or Mrs. Walsh until you have a placement.**

Can I go with my parent or guardian? We want you to shadow a career that you are really interested in. The purpose of this day is to learn about a career that you do not know much about. If you have spent time at your parent or guardian's place of employment, please find another location.

How do I get to the job site? You need to work out transportation with your parent/guardian or find a place that you can walk to. If transportation is a problem, see your school counselor as soon as possible.

Does it have to be in Auburn? No, you can go anywhere you would like as long as you have transportation.

What if the person I want to shadow wants me to come at a time or date other than December 2nd, during the school day? We would like everyone to complete his/her visit on December 2nd. You can go any time that day as long as you visit for 6 hours. If you choose to shadow during 3rd shift (11:00pm-7:00am), make sure you get sleep during the day. If you have a special circumstance that may require you to visit on another day, see your school counselor.

What should I wear? This is something that you will ask your job mentor. If you don't get specific guidelines, dress conservatively! Boys – dress shirt and pants. Girls – blouse, dressy pants or skirt, closed toe shoe with a low heel, and minimal jewelry.

What should I bring? You will need to ask your host if there is anything special you should bring with you. You should also ask if you should bring your lunch or bring money for lunch. You will need to interview your host, so bring that assignment and something to write with.

Setting up a Career Shadow Day Experience

When calling a business, use the following script.



“Hello my name is _____ and I am an 8th grade student from Auburn Junior High School in Auburn. I am calling today because I have an assignment to set up a location to job shadow at a local business.”

“I am interested in the career area of _____. Who can I speak to about shadowing in this area?”

You may be referred to a different person or department, if so, you will need to start over again and introduce yourself.

If the person wants more information, explain the following:

“I am required to visit a job site for at least 6 hours on Friday, December 2, 2016.”

“In addition to shadowing, I will need to interview my job mentor for approximately 15 minutes.

Would you be willing to be my job mentor for the day?

If yes:

Job Mentor’s Name _____

Phone number _____

If no: **“Is there anyone else that I could speak to that might be interested?”**

Contact info: Name _____

Phone number _____

If yes, ask the following questions:

“What time should I arrive and what time should I plan to leave?” (Remember, you need to be there for 6 hours.)



“Should I bring my lunch or bring money for lunch?”



“Where should I meet you?”

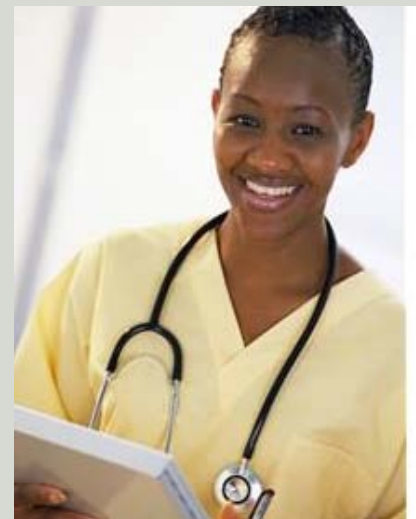
“What is the appropriate dress?”

“I will need to interview you for approximately 15 minutes, can we schedule that time now?”

If your host would like to speak to someone at Auburn Junior High School please ask them to call your school counselor.

**Mr. Salvage(A-K) 255-8490, gerald_salvage@auburn.cnyric.org
Mrs. Walsh (L-Z) 255-8532, margaret_walsh@auburn.cnyric.org**

If you are nervous about making the call, practice these questions ahead of time.



THINGS TO REMEMBER

Career Shadowing Info

Career Shadowing Day is Friday, December 2, 2016.

- Student is responsible for making the arrangements.
- Must be a **full day** experience, a minimum of 6 hours.
- Arrive 15 minutes **early** to ensure promptness.
- You will receive your assignments from your individual teachers and they will assign the due dates. Be sure to hand in assignments on time. **They will be graded**
- **Remember to dress appropriately. Ask your mentor.** For boys- we suggest dress pants, nice shirt, maybe a tie. For girls- We suggest a skirt, dress pants, blouse, dress, stockings, closed toe shoes, etc., unless you are told otherwise by your mentor.
- Make sure you arranged a time to interview your mentor.

- Be sure to bring the following with you:
 - **Lunch or money for lunch**
 - **Any assignments you need to complete and/or notebook to take notes, pen or pencil**
- Be **respectful** and call everyone that you meet Mr., Mrs., or Ms. unless they tell you otherwise.
- Shake hands with people that you meet throughout the day.

Remember you are representing
Auburn Junior High School &

The Auburn Enlarged City School
District.

Also, don't be surprised if your
teachers
pop in on you at your site!

**Last, but not least.....HAVE
FUN!!!!!!!**



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December 2, 2016

PLEASE RETURN PERMISSION FORM TO HOMEROOM TEACHER BY Thursday, November 10, 2016. Students who do not return the completed form by this date should plan to stay after school with Mr. Salvage or Mrs. Walsh until it is turned in.

I understand that my child _____ will be spending Friday,

December 2, 2016 from _____ until _____ (at least 6 hours) at the following location:

Mentor's Full Name _____

Mentor's Job Title/Occupation _____

Business Name _____

Street _____ City _____ State _____ Zip Code _____

Mentor's Phone Number _____

Mentor's Email Address _____

Dress Requirements _____

Lunch Requirements _____

Parent Signature _____

Student Signature _____

Daytime Phone _____ [7] Homeroom _____