



## OCEANSIDE COLLEGIATE ACADEMY JOB SHADOW EXPERIENCE- STUDENT EXPECTATIONS

Job Shadowing is one way for students to learn more about a career or group of careers in a business or industry. Through your Job Shadow experience, you should gain a better understanding of the identified career and assist you in making connections between your talents, skills, and interests and the career. This time should be used to observe and ask questions about how the different careers relate to your interests and future goals.

### Student Expectations during the Job Shadow

#### *The student will:*

- Be punctual. Arrive **at least** 5 minutes prior to your start time.
- Dress appropriately for the workplace/position to be shadowed;
- Do not bring cell phones or electronic devices into the business during the job shadow;
- Keep in mind this is a place of business;
- Maintain professional behavior throughout the job shadow experience,
- Follow all safety rules;
- Follow and respect the employer's privacy policies and business rules, particularly if placed at a medical site!
- Ask questions about the business and related career opportunities; and complete the "Observation/Interview Report" and "Reflection Form".
- Have the job shadow supervisor fill out the "Job Shadow Verification Form" and attach a business card

### Student Responsibilities After the Job Shadow:

#### *The student will:*

- Submit **typed** Job Shadow forms (*Observation, Reflection, Verification*) electronically to Mrs. Shackel-Scott ([bshackel-scott@landsharks.org](mailto:bshackel-scott@landsharks.org)) or hard- copies to the Main Office by Friday, April 5th to receive attendance credit for the experience.
- Complete and send a thank-you note to the company/supervisor.

#### *This packet includes:*

1. *Student Expectations*
2. *Observation/Interview form*
3. *Reflection form*
4. *Verification form*



5. *Explanation of Job Shadow Experience (for Job Shadow Supervisor).*

**OCEANSIDE COLLEGIATE ACADEMY  
OBSERVATION/INTERVIEW FORM**

*(must be completed and submitted by Friday, April 5, 2019)*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Job Shadow Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Career/Industry: \_\_\_\_\_

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**What is the primary mission of this company/organization? What does business do (what service or services do they provide?)**

**What are the responsibilities and day-to-day job duties of the position?**

**What type of education/training would you need for this career and what type of advancement opportunities are available?**

**What personal characteristics are important for success in this field?**



*OBSERVATION/INTERVIEW FORM, Cont'd*

**What advice would you give to someone who may be interested in this career?**

**Is technology utilized in the business? Importance of social media to job/career?**

**Salary range? Employee benefits and compensation? Is there opportunity for advancement?**

**Misc./other information shared with you during Job Shadow:**



**OCEANSIDE COLLEGIATE ACADEMY  
REFLECTION FORM**

*(must be completed and submitted by Friday, April 5, 2019)*

*Please write a short reflection of you job shadow experience. Some ideas: was job shadow a worthwhile experience and why, interest level in career/position/business after job shadow, any new information that you were surprised to learn, general impressions of business/industry, etc.*

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**OCEANSIDE COLLEGIATE ACADEMY  
JOB SHADOW VERIFICATION FORM**

I, \_\_\_\_\_, job shadowed at \_\_\_\_\_  
*(student name)* *(print clearly)*

on April 2, 2019.

\_\_\_\_\_  
*(Supervisor Signature)*

\_\_\_\_\_  
*(Contact number)*

\_\_\_\_\_  
*(Student Signature)*

Attach Business Card here.

- ★ This form must be completed LEGIBLY: signed by the student and the individual whom you shadowed. Also, please attach a business card, if they have one.
- ★ All forms must be returned by Friday, April 5, 2019 for attendance credit.

*Questions?*

Stop in or email Mrs. Shackel-Scott ([bshackel-scott@oceansidecollegiateacademy.org](mailto:bshackel-scott@oceansidecollegiateacademy.org)).



## **OCEANSIDE COLLEGIATE ACADEMY EXPLANATION OF JOB SHADOW EXPERIENCE**

*(For Job Shadow Supervisor)*

Thank you for your willingness to host an OCA student for a Job Shadow experience! Workplace visits are an invaluable component of career exploration and an essential part of the high school experience. We appreciate your time and interest in our students.

If you have any questions about our Job Shadowing program, please feel free to contact me at 843.936.7128 or by email at [bshackel-scott@landsharks.org](mailto:bshackel-scott@landsharks.org)

Sincerely,

Beth Shackel-Scott  
Assistant Principal

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### **Suggested Activities when hosting an OCA student:**

- Introduce the student to other employees.
- Explain the range of occupations and duties being observed.
- Provide tour (if possible and practical).
- Encourage student questions and allow student time to observe.
- Share your experience within position/career/industry.
- Provide insight into education, skills, and characteristics needed to be successful within position/career/industry.

### **Suggested Topics for discussion:**

1. What does your company/organization do?
2. What are duties for specific job?
3. Working conditions- environment, responsibility, travel, stress, etc.
4. What educational background is required?



5. What do you enjoy most about jo? What do you find most challenging?
6. Recommendations to those interested in this career?
7. Opportunities for advancement and necessary skills?