

MITCHELL HIGH SCHOOL  
JOB SHADOW/INTERNSHIP  
SENIORS

### **What are the Job Shadowing/Internship requirements?**

Students must serve a **minimum of 15 hours of** Job Shadowing or Internship during their Senior year as a requirement for graduation from Mitchell High School. It is recommended that students complete the 15 hours the summer before their senior year or within the first semester of their senior year. All Job Shadowing/Internships must be completed by March 1st of their senior year.

### **What is Job Shadowing/Internship and its purpose?**

**Job Shadow** - Unpaid worksite experience

**Internship** - Paid worksite experience

A job shadow/intership is a worksite experience during which a student spends time one-on-one with an employee observing daily activities and asking questions about the job and industry. Students' complete written assignments before, during, and after the job shadow/internship to help them understand and reflect on what they see, hear, and learn at the workplace. When appropriate, students do hands-on tasks at the worksite.

A job shadow/intership gives a student a meaningful introduction to the world of work and provides a context for understanding the connection between school and careers. Specifically, a job shadow/internship helps a student accomplish the following:

- \*Begin to identify career interests.
- \*Observe the daily routine of adult workers.
- \*Gain awareness of the academic, technical, and personal skills required by particular jobs.
- \*Develop and apply communications skills by interacting with and interviewing workers.
- \*Realize that different jobs are characterized by different work cultures and working environments.
- \*Begin to understand the connection between school, work, and achieving goals.

### **Career Preperation**

#### **Preparing for the future**

- Analyze skills and abilities required in a variety of career options and relate them to their own skills and abilities.
- Demonstrate an understanding of the relationship between the changing nature of work and educational requirements.

#### **Intergrated and Applied Learning**

- Demonstrate an understanding of the integration and application of academic and occupational skills in school learning, work, and personal lives.

### **What qualifies as Job Shodowing/Internship?**

- A student may Job Shadow/Internship up to but no more then two different companies.
- Students are encouraged to complete their hours in areas related to their personal interests.
- Working with or without pay for a family business does not qualify

- The Job Shadowing/Internship requirement will be prorated for students transferring into Mitchell High School (5 hours per semester of attendance).

### **How do I prove my Job Shadowing/Internship hours?**

Students, Parent/Guardian, and Job Host must complete the following:

- \*Job Shadow/Inernship Checklist
- \*Parent/Guardian Permission Form
- \*Student Questionnaire Form
- \*Observation Form
- \*Host Feedback Form
- \*Job Shadow/Internshp Exit Survey

Job Shadowing/Internship forms are located in the main office, Counseling Office, as well as on the **mpstigers.com** website. Forms must be submitted within one month of the date of service and are to be turned into the Counseling Office. Hours earned over summer should be turned in at the beginning of the school year in August or mailed to Mr. Braman or Mr. Peters at Mitchell High School 1819 19th Ave. Mitchell, NE 69357. The deadline for submitting Job Shadowing/Internship hours is March 1st of graduating year.

### **JOB SHADOWING/INTERNSIHP IDEAS**

- \*Mitchell Businesses List located in the counselors office and on the **mpstigers.com** website
- \* Senior contacting Businesses outside the Mitchell Community

## TABLE OF CONTENTS

Job Shadow/Internship Checklist.....	5
Phone Script.....	6
Student Questions about Work Experience.....	7
Job Shadow/Internship Hosts: Talking about Your Work.....	8
Succeeding in the Workplace: Tips for Students.....	10
Permission Form.....	11
Day of the Job Shadow/Internship Instructions.....	13
Job Shadow/Internship Observation Sheet.....	14
Job Shadow/Internship Host Feedback.....	15
After the Job Shadow/Internship.....	16
Post Job Shadow/Internship Reflection.....	17
Job Shadow/Internship Student Evaluation.....	18
Sample Thank You Letter.....	19

## JOB SHADOW/INTERNSHIP CHECKLIST

Place of Job Shadow/Internship \_\_\_\_\_ Name of Job Shadow/Intership Host \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Address \_\_\_\_\_

To get credit for job shadow requirement for graduation, you must To get credit for job shadow requirement for graduation, you must successfully complete each of the following tasks:

<u><b>To be completed</b></u>	<u><b>Date Due</b></u>	<u><b>Advisor Initials to Indicate Task Is Complete</b></u>
<b>PRIOR TO JOB SHADOW/INTERNSHIP</b>		
Select a job shadow site	_____	_____
Call to schedule job shadow and obtain required information	_____	_____
Create a list of questions for job shadow	_____	_____
Turn in parent permission form	_____	_____
<b>AFTER JOB SHADOW/INTERNSHIP</b>		
Turn in job shadow questions	_____	_____
Turn in job shadow reflection sheet	_____	_____
Send thank you to job host	_____	_____
Share job shadow experience with advisor or advisor group	_____	_____

**STUDENT PHONE SCRIPT  
TO ARRANGE A JOB SHADOW**

Hello, my name is \_\_\_\_\_.  
(student name)

May I speak to \_\_\_\_\_? I am a student at Mitchell High School.  
(name of potential host)

I would like to job shadow you on \_\_\_\_\_.  
(date of job shadow)

I am interested in \_\_\_\_\_  
career interests

Would it be possible for me to shadow you for the day?

If the answer is NO: Then respond: Okay, thank you for your time.

If the answer is YES: Then respond: Thank you. What time should I come?

Where should I meet you?

What should I wear?

Is there a place where I can purchase lunch or should I bring a lunch?

Could I have your mailing address?

I look forward to meeting you and learning about your job. Thank you again for letting me job shadow with you.

## STUDENT QUESTIONS ABOUT WORK EXPERIENCE

Using the Talking about Your Work guide and your own curiosity, develop eight questions to ask your work site host.

1.

2.

3.

4.

5.

6.

7.

8.

Other questions optional.

## **JOB SHADOW/INTERNSHIP HOSTS: TALKING ABOUT YOUR WORK**

Job shadow/Internship hosts often ask, “What do I have to offer?” The answer: THE WISDOM OF EXPERIENCE. If you’ve ever said, “If I had only known then what I know now...” this is your opportunity to share those gems of wisdom.

Tell students what you personally get from your job and why you chose your line of work. Talk about the other people you work with and how your job relates to the community, who depends on your work and why. Mention other people in the community who do similar kinds of work. Stress equality of career opportunities for both girls and boys, regardless of race or other stereotypes.

### **WHAT YOU DO**

Job description:

- o Major tasks, sub tasks
- o Equipment or tools you use
- o Description of your typical day

What you like and dislike about the job

What you would change if you could

Avenues available to you for making suggestions on the job

### **WHAT YOUR WORK IS LIKE**

Working hours

Salary range, fringe benefits (health insurance, retirement, credit unions, etc)

Communication skills you use—reading, writing, speaking

Kinds of thinking you do (critical thinking, problem solving, decision making)

History of this kind of work

Why you chose this type of work

Underlying attitudes and values important to your job

Interpersonal skills you find most important and why

### **HOW IT AFFECTS YOUR PERSONAL LIFE**

Family time

Leisure time

General health, tension-fatigue vs. stimulation-fulfillment-increase in energy.

Job-related skills you use

Jobs/products/industries

Where else in the community your kind of work is done

Government regulations affecting your work

**THE FUTURE IN YOUR FIELD**

- Degree of opportunity for women and men
- Opportunities for advancement
- Personal qualities needed
- Employment projections; effects of technology and new knowledge on your work
- Effects of the country's economic condition on your job
- Other jobs you could do with the same skills

**JOB ENTRY**

- How you got started in this job
- Other jobs you have held
- Skills you already had that you use now; how you acquired them

Show students examples of what your job requires you to read, write and compute. Students will be interested in seeing the practical application of what they are learning to what different people do for a living.

## SUCCESSING IN THE WORKPLACE RKPLACE

### ~ TIPS FOR STUDENTS ~

Appropriate behavior at the workplace is important whether you are participating in a job shado/Internship or you are a permanent employee. The following tips will help you have a successful experience at the worksite:

1. Be honest.
2. Have a positive attitude – be friendly, courteous, polite and cooperative with workers and clients.
3. Be reliable and prompt.
4. Notify your job shadow host and the school if you are going to be late or absent.
5. If you do not understand something, ask questions or ask for help. It is better to admit you are learning than to make a costly mistake.
6. Respond positively to constructive criticism.
7. Take responsibility for your actions.
8. Give your best effort at all times.
9. Challenge yourself to be a lifelong learner.
10. Always be open to change.

**PARENT/GUARDIAN JOB SHADOW/INTERNSHIP PERMISSION FORM**

My son/daughter has permission to participate in job shadowing/Internship, a work-based learning experience.

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

Work Site: \_\_\_\_\_

Work Site Host: \_\_\_\_\_

Work Site Phone # \_\_\_\_\_

In Case of Medical Emergency:

Parent/Guardian's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

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

Family Physician: \_\_\_\_\_

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

List Any Medication: \_\_\_\_\_

Allergies? \_\_\_\_\_

Other: \_\_\_\_\_

Name of Medical Insurance Carrier: \_\_\_\_\_

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

The undersigned authorizes and directs any medical or surgical care including anesthesia, laboratory x-rays and other procedures necessary in the emergency medical care of the above named minor during the work-based learning experience.

**TRANSPORTATION:**

Transportation is the sole responsibility of the parent or legal guardian. Participation in the program is voluntary. The school is not directly supervising, controlling, or providing the students' transportation.

Job Shadowing/Internship is a Mitchell High School graduation requirement so students shall therefore abide by all Mitchell High School rules, policies, practices, and agreements at all times, from the time they start their Job Shadowing/Internship until the time of its conclusion.

Students shall dress in accordance with high school dress code/host company policy.

The undersigned understands there is an inherent risk in participating in community and work-based learning activities and agree to hold harmless both the school district and the learning site for any accidents or injuries occurring during placement.

I hereby understand my son's/daughter's role in the job shadowing/Internship experience and assume all risks, hazards, and injuries incidental to such participation and do hereby waive, release, absolve and agree to hold harmless the learning/work site and Mitchell Public Schools from any claim arising out of an injury to my child.

I understand that some learning/work sites may include travel. This travel is **NOT** provided by Mitchell Public Schools but rather by the learning/work site and therefore Mitchell Public Schools will not be liable for their negligent acts.

The parent/guardian and student understand that even though these experiences may be non-paid, the student may perform work-related activities. School personnel may not visit the worksite, meet the hosts, nor be present when the student is on site.

**I have read and understand the responsibilities and policies involved in the job shadow program.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, as parent or legal guardian of the above-named student, hereby agree to the conditions of participation in the job shadow/Internship program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Legal Guardian)

## **DAY OF THE JOB SHADOW/START OF INTERNSHIP**

### **~ INSTRUCTIONS ~**

1. Show up on time – arrive 10-15 minutes early! If you are sick or having a problem, call your host immediately to inform him/her you will be late or unable to attend.
2. When you arrive, introduce yourself and ask for the person you will be shadowing. While you are introducing yourself to your host, shake his/her hand.
3. Give the employer the Employer Evaluation form and return envelope.
4. Dress appropriately, be polite, and try to make a good impression for yourself and the school.
5. Listen carefully and observe. Complete the Job Shadow Observation Sheet.
6. At the appropriate time, ask questions. Use the Job Shadow Question Sheet. Also, feel free to ask additional questions.
7. Demonstrate good manners and language. Do not chew gum. Use friendly smiles and bring an enthusiasm for learning.
8. SHAKE YOUR MENTOR'S HAND AND THANK HIM/HER.

## JOB SHADOW/INTERNSHIP OBSERVATION SHEET

Name \_\_\_\_\_

1. Describe the location of the work site (on the water, downtown, etc.).

2. Job environment? (circle response) Where does your job shadow host mainly work?  
Inside or Outside

How does your job shadow host work?

Alone or With others

What was the general attire worn by workers?

Casual or Formal

3. Do the workers wear safety boots, safety glasses, etc.?

Yes No

4. The Facilities

Lunch/break room	yes	no
Child care center	yes	no
Health care/first aid	yes	no
Outside seating areas	yes	no

## JOB SHADOW/INTERNSHIP HOST FEEDBACK

Thank you for participating in and assisting with the job shadow/Internship experience. Please help us evaluate the experience by responding to the following items. The information will be helpful in improving our program.

Job Shadow Host: \_\_\_\_\_

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

Student: \_\_\_\_\_

Student arrived on time	YES	NO
Student's attire was appropriate	YES	NO
Student participated	YES	NO
Student's behavior was appropriate	YES	NO

1. Did you alter your day to accommodate the student? If yes, how?

2. What benefit do you feel the student gained from this experience?

3. What did you enjoy the most about participating in this experience?

4. How could this experience be improved?

5. Would you be willing to participate in this program again?      Yes                  No

6. Would you, or a representative from your company, be willing to be placed on a list of available career speakers?      Yes                  No

## **AFTER THE JOB SHADOW/INTERNSHIP**

Complete the Student Reflection Form.

Complete the Job Shadow/Internship Evaluation.

Write a thank you letter and address the envelope. (Do not seal). See “thank you letter” guidelines.

Complete “Job Shadow/Internship Exit Survey” e-mailed by counselor regarding the experience

## **POST JOB SHADOW/INTERNSHIP REFLECTION**

Now that you have completed your job your job shadowing/Internship experience, take some time to think about your experience.

1. Describe the job site you visited.
2. What type of work activities did you observe during your job shadowing experience?
3. What did you like best about your job shadowing experience?
4. What did you like least about your job shadowing experience?
5. What surprised you most about what you observed, heard, did and/or learned?
6. Would you consider a career in the career area you visited? Why or why not?
7. If you wanted to have the job you visited, what might you do to prepare in the next five years, both in high school and afterwards?

## JOB SHADOW/INTERNSHIP STUDENT EVALUATION

Name \_\_\_\_\_

Job Shadow Host: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Work Site: \_\_\_\_\_

1. Were you able to observe an occupation that interested you?
2. Did you have enough time to ask questions?
3. Was there enough time to see the complete work site?
4. How was the shadowing experience helpful to you? Explain.
5. Were you able to assist with any of the work? Explain.
6. Would you recommend this site for other students? Explain.
7. What could have made this experience more beneficial for you?

**THANK YOU LETTER**

**Using the model below, draft a thank you letter to your host.**

Your street address or PO Box  
Town, State, Zip Code  
Date (month, day, year)

Host name, Title  
Name of Company  
Street Address  
City, State, Zip Code

Dear (Mr. or Ms. + host's last name):

Paragraph 1: Thank your host for the opportunity to do the Job Shadow/Internship.

Paragraph 2: Describe some of the things you learned as a result of the Job Shadow/Internship experience.

Paragraph 3: Add any additional comments you have.

Sincerely,

(Sign your name – in pen.)

Type your name