

# **CVHS/DHS**

Teacher Cadet  
Mentor Teacher Job Shadow  
Field of Education  
Packet

**2019-2020**

# Job Shadow Guidelines & Check List

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

## STEP ONE: PREPARE FOR THE JOB SHADOW VISIT

- \_\_\_\_\_ 1. Contact mentor teacher and let them know that you will be doing a job shadow him/her on February 7<sup>th</sup> 2020. If the teacher is unable to accommodate you, contact advisor IMMEDIATELY.
- \_\_\_\_\_ 2. Complete the following forms and turn in to Ms. Kiel by Wednesday February 5<sup>th</sup> 2020
  - \_\_\_\_\_ **Job Shadow Registration & Parent Permission Form**
  - \_\_\_\_\_ **Teacher Signature Form**
- \_\_\_\_\_ 3. Remind your mentor teacher a day or two before your shadow to confirm details (time to arrive, location, what to wear, and lunch (if applicable))
- \_\_\_\_\_ 4. Take a copy of your Parent Permission Form, Interview Worksheet, Evaluation Worksheet and a notebook to the job shadow to record what you experience and learn.

## STEP TWO: COMPLETING THE JOB SHADOW EXPERIENCE

- \_\_\_\_\_ 1. Complete Interview Worksheet with responses from your job shadow host.
- \_\_\_\_\_ 2. Complete Evaluation Worksheet describing what you observed during your job shadow.
- \_\_\_\_\_ 3. Write a thank you letter to your job shadow host.
- \_\_\_\_\_ 4. Turn in final forms to Ms. Kiel no later than February 14<sup>th</sup> 2020.
  - \_\_\_\_\_ Completed Interview Worksheet
  - \_\_\_\_\_ Completed Evaluation Worksheet
  - \_\_\_\_\_ Thank you Letter (must be typed) or handwritten card and a properly addressed, that you will be hand delivering to your host teacher.

You will not be counted absent for being gone on Job Shadow Day if all the forms are completed and turned in to Ms. Kiel by the dates indicated above. If they are not turned in, and you go to job shadow anyway, your absence will be treated as if you skipped a day of school.

# Job Shadow Registration & Parent Permission Form

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

What career are you planning to shadow? \_\_\_\_\_

Please list the following information below for your job shadow experience:

School/District Job Shadow is taking Place(CIRCLE): CHIPPEWA VALLEY HIGH SCHOOL/DAKOTA HIGH SCHOOL

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

Job Shadow Educator Name & Subject Matter(s) taught: \_\_\_\_\_

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To participate in a job shadow, I agree to:

- 1) Schedule my job shadow for February 7<sup>th</sup> from 8:45am(at the latest) to 2:45pm(at the earliest.)
- 2) Return the Registration/Parent Permission Form to Ms. Kiel by Wednesday February 5<sup>th</sup> 2020.
- 2) Turn in completed Teacher Signature Page to Mr. Kiel before my job shadow day.
- 3) Complete all assignments for classes I will miss and turn in according to your teacher's wishes.
- 4) Return completed Interview & Evaluation Worksheets to Ms. Kiel no later than February 14<sup>th</sup> 2020.
- 7) Write a Thank You note to my host, make a copy of it and turn in THE COPY to Ms. Kiel by February 14<sup>th</sup>. Make sure that the original is then delivered to mentor teacher.

\_\_\_\_\_  
Signature of Student

I HAVE READ ALL INFORMATION REGARDING JOB SHADOWING. I UNDERSTAND THE CHIPPEWA VALLEY SCHOOLS ASSUMES NO RESPONSIBILITY FOR HEALTH, ACCIDENT OR TRANSPORTATION INSURANCE WHILE MY CHILD IS OUT OF SCHOOL FOR HIS/HER JOB SHADOWING. I AGREE TO PROVIDE (OR ARRANGE) TRANSPORTATION TO AND FROM THE JOB SITE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MS. KIEL BY EMAIL [RKIEL@CVS.K12.MI.US](mailto:RKIEL@CVS.K12.MI.US) OR BY PHONE 586.723.2560.

\_\_\_\_\_  
Signature of Parent

I GIVE MY PERMISSION FOR MY CHILD TO ATTEND HIS/HER JOB SHADOW ON THE REQUIRED DATE AND TIME.

\_\_\_\_\_  
Signature of Parent

## Job Shadow Evaluation Worksheet

This form is to be completed by student immediately after returning from job shadow. This must be turned in to Ms. Kiel by February 14<sup>th</sup> 2020. You may choose to complete these questions on a separate sheet of paper as it is going in to your portfolio.

Name \_\_\_\_\_

Today's date: **February 7<sup>th</sup> 2020**

Job Shadow Classroom/Teacher \_\_\_\_\_

1. What type of classroom did you observe?
2. Describe your job shadow site.
3. What did you like best about your job shadow experience?
4. What did you like least about your job shadow experience?
5. What surprised you the most about the experience?
6. What do you think was the most important thing you learned?
7. Will you consider a career in this part of the education field? Why or why not?
8. What are the things that you observed, as a "teacher" that you do not notice as a student?
9. How has this experience impacted you, in regards, to going in to education?

10. Rating your job shadow experience (place an X in the box to indicate your response).

Excellent    Good    Fair    Poor

Information I received during my job shadow				
Appropriateness of the site to my career interests/plans				
Rate the entire job shadow experience				

11. Were you given an opportunity to do something in the class aside from observing? If you answered yes, please provide details on what you were asked to do and how things went.

**LAST STEP: Construct a thank you note to be sent to your job shadow host immediately following the job shadow. You may use a thank you card or a letter thanking the professional for the opportunity to spend time there. Include, in your note, 1 or 2 specific things that were especially meaningful to you. Remember to sign the letter/card. Return the letter to the job shadow host once Ms. Kiel records it in grade book.**

## Job Shadow Interview Worksheet

Your name \_\_\_\_\_

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

Location of Job Shadow \_\_\_\_\_

The following topics of discussion will help you get the most out of your job shadow experience. Write the answers to these questions-you do not need to write every detail, but make sure you give a good answer. You are the interviewer, so YOU do the writing. This form must be turned in to Ms. Kiel by May 1<sup>st</sup>.

1. What are your responsibilities within the field of education?
2. What do you like most about your job?
3. What are typical working conditions? (hours, stress level, travel, physical working conditions, etc)
4. Why did you choose this occupation?
5. What academic skills are needed? (Math, English, Science, etc.)
6. What non-academic skills are needed? (Communication, leadership, creativity, etc.)
7. What do you wish you had studied more of while in school?
8. What schooling or training did you receive after high school?
9. What changes, if any, do you see taking place in your profession in the near future?
10. Do you have any advice for a student that is considering this career option in the field of education?

\_\_\_\_\_  
Signature of host received upon completion of visit

\_\_\_\_\_  
Date

Time participant arrived \_\_\_\_\_

Time job shadow concluded \_\_\_\_\_