

JOB SHADOWING GUIDELINES

DEFINITION: “Job shadowing” is considered to be any project where the student spends an extended amount of time with someone in the workforce to either observe or help to perform daily occupational tasks.

MINIMUM LENGTH OF THE SHADOWING: 24 hours. This can be divided into three 8-hour days, four 6-hour days, etc.

DOCUMENTATION OF THE SHADOWING: To document the hours spent shadowing, the student must keep an hourly log that is signed daily by the person being observed.

TANGIBLE PRODUCT: To further document, and to reinforce the career aspect of the shadowing project, one of three tangible products is required:

- ✓ A planned interview with the person shadowed. This may be documented with video, audio, or in writing.
- ✓ A reflective paper that relates your thoughts about this career prior to, and following the shadowing.
- ✓ A student developed brochure or paper that details this career choice including, but not limited to, educational requirements, related careers, and job description.