

**2018**  
**Elk Ridge Middle School**  
**Job Shadow Day Information Packet**

**ERMS 8<sup>th</sup> Grade Students**  
**Job Shadow Day**  
**Thursday, November 29th, 2018!**

Dear 8<sup>th</sup> Grade ERMS Parent/Guardian:

As part of the CTE program here at Elk Ridge Middle School, eighth grade students are encouraged to participate in our Job Shadowing Day.

What is Job Shadowing? It is a chance for an 8<sup>th</sup> grade student to take an individual field trip to a workplace to see for him/herself what that particular environment and employees' daily activities are like. This experience supports career exploration, which is an extremely important part of every middle school child's education.

Today, your student learned about appearance, attitude, and manners in their History class. After the job shadow day, students will participate in a post-job shadow reflection activity and write a thank you letter in their Language Arts class.

In order for your child to participate in the Job Shadow Day November 29<sup>th</sup>, you will need to follow these steps:

1. Read and sign this Job Shadowing form.
2. Find a local business or employee that matches your student's career interest area.
3. Call that business or employee to explain Job Shadowing and arrange for your student to visit on November 29<sup>th</sup>, 2018. Job shadowing activities usually last 3-6 hours, as long as you feel is necessary for the student to get a clear understanding of the career expectations, training and gather the necessary information.
4. Have your 8<sup>th</sup> grade student complete the "ERMS 8<sup>th</sup> Grade Job Shadowing Application" form. **(Due Tuesday, November 27<sup>th</sup>)**
5. After your job shadow, turn in the "Job Shadowing Observation Report." **(Due no later than Monday, December 3rd to have absence excused)**

Students may go alone to the business site or be accompanied by a parent/guardian. Students will not report to school if they are job shadowing. Transportation for the job shadow is the responsibility of the parent/guardian. **Students will be excused for the absence once the required form is turned in by Monday, December 3rd.** Students who participate may be asked to share their experiences with the class.

If you have questions, please contact Mr. Bennett at 801-412-2819 or by email [paul.bennett@jordandistrict.org](mailto:paul.bennett@jordandistrict.org) Additional copies of these forms can be located in the Counseling Center or on the school website at [www.elkridgemiddle.org](http://www.elkridgemiddle.org) under the Department: Counseling tab.

Sincerely,

Elk Ridge Counselors

**ERMS 8<sup>th</sup> Grade Job Shadowing Application**  
**(Return to your History teacher by Tuesday, November 27th)**

Students must obtain the signatures of his/her parent/guardian on the Permission to Participate form before arranging a job shadowing visit.

**Student Information:**

Student \_\_\_\_\_

Language Arts Teacher \_\_\_\_\_

Parent/Guardians Name \_\_\_\_\_

**Business Site Information:**

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

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

**Student Agreement**

I agree to complete all forms in the Job Shadowing packet. I understand that while participating in this experience, I am representing my school and my community. I agree to be on my best behavior.

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

**Permission to Participate in the ERMS Job Shadowing Day:**

I understand that I am responsible for my child during this time away from school. I will not hold the business, Elk Ridge Middle School, Jordan School District, nor any employees of such organizations liable for any injuries sustained by my child during his/her participation in this program. I understand that school personnel will not be present and will not be responsible for my child.

I understand that if all guidelines are followed, time away from school on November 29, 2018, will not count against my attendance.

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

Parent/Guardian Signature \_\_\_\_\_

**(Due Date: Monday, December 3, 2018)**

**Job Shadowing Observation Report**

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

Language Arts Teacher: \_\_\_\_\_

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

Name/Contact of Employee(s) Shadowed: \_\_\_\_\_

1. What does this company or organization do?
2. What are the different job(s) you observed?
3. What education level does the job(s) require?
4. What is the salary range of the job(s)?
5. What skills, talents, and personality traits are needed for this job(s)?
6. What is the most interesting thing you learned or observed in this profession?
7. Has your experience changed your view of this occupation? Why or why not?
8. What middle school course(s) would prepare you for this career and why?
9. How would you rate your overall Job Shadowing experience? (circle one)

Excellent		Good		Poor
5	4	3	2	1

10. How can the experience be improved?

**(Give this Form to Your Job Shadow Contact)**

**ERMS Business's Evaluation of Job Shadowing Experience**

We thank you for your willingness to host a Elk Ridge Middle School student for a Job Shadowing experience. Workplace visits are an invaluable component of career exploration and an essential part of every middle school child's education. We appreciate your time and interest in our young people.

Please take time to complete the evaluation of the student and school Job Shadowing program.

ERMS Student's Full Name \_\_\_\_\_  
Business Site \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Contact's Name \_\_\_\_\_

What is your evaluation of the student who visited you today (circle one)?

Excellent		Good		Poor
5	4	3	2	1

Comments:

Do you have any suggestions for improving our Job Shadowing program?

This form can be given to the student, mailed or faxed directly to:  
Elk Ridge Middle School Counseling Department  
3659 W. 9800 S.  
South Jordan, Ut 84095  
Fax# (801) 412-2848

**Parent Permission In Case of Emergency:**

I give permission for my child to receive emergency medical treatment in case of injury or illness while at the business site.

Parent/Guardian Signature \_\_\_\_\_



# Elk Ridge Middle School Job Shadow Day

## IMPRESSIONS MAKE A STATEMENT

### APPEARANCE

Someone with a good appearance looks fresh, clean, and confident. A good appearance has nothing to do with the brand labels on your clothing or good looks.

- Dress in the clothes that you would wear on the job. For example: executives should wear suits; healthcare or office staff people should wear business clothing; and construction workers should wear work clothing.
- Be sure that your clothes are neat, clean, and wrinkle free. Wear conservative colors – blues, grays, and browns are preferred. Be sure that your shoes are clean and shined.
- Avoid trendy fashions, patterns that clash, and bright colors.
- Avoid excessive jewelry and make-up.
- Avoid strong perfume or cologne.
- Never wear a hat, tank top, shorts, jeans, or sandals.
- Never chew gum or eat candy.
- No body piercings and clean your fingernails.
- Turn cell phones off and leave cell phones and I-pods in the car.

Remember... Your attitude is reflected in what you say and how you say it!

### **Employers look for employees who:**

- have good eye contact
- have an honest and genuine smile
- are enthusiastic and motivated
- are excited about coming to work
- sit up straight in their seats
- ask questions



# Elk Ridge Middle School Job Shadow Day

## Post Job Shadow Student Reflection Activity

Now that you have completed your Job Shadow experience, take some time to reflect on what you observed today and how it might affect your plans for the future. Please be as descriptive as possible. Use two or more complete sentences. Use another sheet of paper if needed.

1. What were the title and responsibilities of your Job Shadow Host?
2. Which parts of the job were of interest to you?
3. Which parts of the job would you find boring?
4. Would you consider a career in this field? Why or why not?
5. What surprised you most about what you learned, heard or observed today?
6. What knowledge and skills are you learning in school that will be used on the job?
7. What knowledge or skills do you need to strengthen to be successful on the job?
8. Did any other ideas for careers come to mind today?



## Elk Ridge Middle School Job Shadow Day

### Thank You Letter

A thank-you note is the expected form of appreciation in many families and cultures. It is considered common courtesy to send a thank-you note to individuals.

The same is true in the business world. People like to be thanked for their time and effort. Your job shadow host volunteered their time for you to be able to go into the workplace. They invested their personal time in preparing activities and demonstrating job skills because they care about your future. The hosts still had to meet their own job deadlines. A thank-you note will show your appreciation. It also builds good relationships with the workplace so other students will be invited back for a job shadow in the future.

1. Your letter will be one to two paragraphs long and should include no more than three short messages, such as:
  - a. Thank you for your time....
  - b. The most important thing I learned was....
  - c. What I enjoyed the most was....
2. End your letter with either “thank you” or “sincerely” and then sign your name.
3. Put your letter in an envelope that is stamped and addressed. Do not seal the envelope.
4. Give your thank you letter to your teacher to read and approve. Send it immediately.