

**Liberty High School**  
**A+ Scholarship Program**  
**Pre-Approved Job Shadowing**



***Job Shadow Requirements/Student Responsibilities***

**Before Shadowing:**

- 1. Student must have prior approval from the A+ Coordinator before initiating any job shadow.
  - a. Student must locate and receive approval from the shadow site.**
  - b. Student must provide appropriate contact information to A+ Coordinator at least 5 days prior to starting job shadow.**
  - c. Any job shadow not receiving prior approval will not be eligible for A+ hours.****
- 2. Job shadow must occur on a non-school day (i.e. summer vacation, spring break, winter break, teacher in-service, etc.) Students may not miss a regularly scheduled school day to attend job shadow.**
- 3. The Liberty School District code of conduct is in effect at the job shadow site.**
- 4. Prompt attendance is required. Student must provide own transportation to and from shadow site.**
- 5. Student must dress appropriately for placement.**
- 6. Per state law, a maximum of 12.5 A+ hours can be accrued though job shadowing.**
- 7. Job shadow placement cannot occur with parent or immediate family member. It can occur at a parent's place of employment, but parent cannot be job shadow supervisor.**

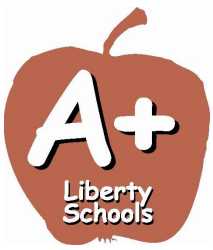
*Continued...*

### **While Shadowing:**

- 1. Observe actively. Note as much as possible about the environment, such as other workers, the manner in which interactions with co-workers and customers occur, and the general pace.**
- 2. Ask questions to clarify what you are observing and learn more about the professional's career progression.**
- 3. Take brief notes, if possible, but do not try to write everything down.**
- 4. Ask the professional for their business card for future follow-up.**
- 5. Expect to be asked about your interests, goals, and academic experience.**

### **After Shadowing:**

- 1. Send a brief note or email to thank the professional for participating in the observation/ job shadow.**
- 2. Student must submit a post-shadow report (attached) and typed activity report to the A+ Coordinator as documentation of the completed A+ hours. NO REPORT = NO A+ HOURS!**
- 3. Report Requirements: The report must include the Post Shadow Report, the typed report and must be turned in within 14 days of the job shadow. (If the job shadow occurs during summer months, the report may be turned in the first week of school in the fall.)**



# Job Shadow Report

Please print neatly in ink!

1. Student Name:

---

2. Name of Business/Company:

---

3. Title and Name of Person Shadowed:

---

Phone:

Email:

4. Date(s) of Job Shadow:

---

5. Start and End Time of Job Shadow:

---

6. Signature of Professional (feel free to attach a business card as well):

---

Please type and submit (stapled), as part of this report, 1-2 paragraphs about your job shadow experience.

Items to report should include a job description, the type of education/certification/licensing required for the position, average wage in this type of career, highs and lows of the job, and any advice the professional would give you; such as additional skill sets that may be useful/required.

Items you *may* include are things the professional likes best about their day, the challenges of the job, what high school classes may best help you prepare for that type of career, what the 5-10 year outlook for the this career is and what benefits are available in this line of work (insurance, paid time off, daycare, etc.).