

Job Shadowing

Job Shadow Requirements:

- The student must have approval from parents/guardians.
- The student will remember that he/she represents Wyndmere Public School.
- All rules of conduct that exist in school also exist during the job shadow.
- In the event that a student is unable to attend the job shadow, the student is to call the job shadow host and the office ASAP.
- Students are responsible for arranging transportation to and from the shadow site.
- Students are expected to be on time and arrive early if possible.
- Students will dress appropriately as required by the work place.
- Students are expected to have researched the business they are shadowing.
- Students are expected to ask questions.

What can I share about my job shadow?

You will want to let your friends and family know how your job shadow went, but there are certain things you may share as well as other things that you may not.

Confidentiality:

Before students participate in a job shadow, it is very important that they are aware of the rules and laws of the business community. Confidentiality means not sharing what is seen or heard at a workplace during a job shadow. Students need to remember that participating in a job shadow experience is a privilege. Students may encounter private information during a job shadow. Any release of confidential information may be grounds for legal action against the students, parents, clients, customers, and patients. Behaving ethically and legally involves knowing the difference between right and wrong, and choosing to do the right thing.

What are some examples of confidential information?

- Names of customers, clients, or patients.
- All customer, client, or patient information such as medical or account information.
- All workplace information including financial status, and hiring/firing information.
- All employee or staff information such as salary, medical data, account information, or personal issues discussed in confidence.

I have read, understand, and agree to the requirements listed for a job shadow.

Student Signature

Date



School Board Members

David Buskohl (Pres.), Chris Busche (VP), Kara Bernard, Melissa Johnson, Dave Puetz

Job Shadowing Confirmation

Name of Student: _____

Name of Job Shadow Host: _____

Host's Telephone Number: _____

Job Shadow Business: _____

Date of Job Shadow: May 1, 2019

Time of Job Shadow: ____:____ to ____:____

Address or general location of job shadow: _____

To participate in a job shadow, I agree to:

- *Complete all necessary assignments for classes I will miss.
- *Arrange for my transportation to and from the job shadow.
- *Return completed Reflection Worksheet
- *Write a Thank You note to my host

I have read all the information regarding job shadowing and I agree to the conditions listed above.

Signature of Student

I allow permission for my child to participate in the Job Shadowing experience listed above.

Signature of Parent/Guardian

Please sign and return this form to the office by April 29, 2019



School Board Members
David Buskohl (Pres.), Chris Busche (VP), John Manstrom, Melissa Johnson, Janet Bell

Job Shadowing Host Evaluation

Name of Student: _____

Name of Job Shadow Host: _____

Job Shadow Business: _____

Date of Job Shadow: May 1, 2019

Time Student Arrived: _____ Time Student Departed: _____

The student arrived on time.

Yes No

The student dressed appropriately.

Yes No

The student showed interest and enthusiasm.

Yes No

The student followed directions.

Yes No

The student listened attentively and asked good questions.

Yes No

In my opinion, the job shadow was a worthwhile learning experience for the student.

Yes No

I enjoyed my experience and would be willing to do it again.

Yes No

I would recommend others at my workplace to host a job shadow student.

Yes No

Comments/Suggestions (Your comments here are greatly appreciated):

Thank you for completing this form. Please fax it back at your earliest convenience.

Attn: Stacey Strenge

Fax Number: (701) 439-2804

School Board Members

David Buskohl (Pres.), Chris Busche (VP), Kara Bernard, Melissa Johnson, Dave Puetz

