
LAUREL HIGHLANDS HIGH SCHOOL

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September 3, 2015

Parent/Guardian of a Laurel Highlands 10th Grader

LAUREL HIGHLANDS JOB SHADOWING CAREER PORTFOLIO REQUIREMENT

As part of the Laurel Highlands Career Portfolio Requirement, your son/daughter is required to job shadow an employee or employer for a **total of 5 hours** just like they did in 9th grade. **Students can also complete volunteer work for their 5 hours.** The shadowing can be done all at once or the hours can be divided up just as long as they complete 5 hours total.

If possible your child should try to job shadow a career that they have an interest in. However we are aware that due to safety and confidentiality issues this may not be possible. The main purpose of the requirement is to get students thinking about a future career and begin to realize some of the responsibilities and demands that go along with an occupation or volunteer work. **Please keep in mind that the person you allow your child to job shadow should be a trusted individual. The safety of your child should be the first priority in selecting the person.** The person can be a relative such as mom or dad.

We ask that students do not job shadow the same person that they job shadowed in 9th grade. We ask that this **be completed by January 21, 2016.** 10th graders will not be given class time to key their paper.

Students are permitted 1 absence during school hours to complete their Job Shadowing. Students must submit the attached Job Shadowing—School Related Excuse to their homeroom teacher when they return from their absence. As a reminder the Job Shadowing-School Related Excuse must be submitted within 3 school days just like any other excuse.

If there is a problem arranging the Job Shadowing experience for our child, please contact myself or your child's Guidance Counselor. If you have any further questions regarding this important matter, please feel free to contact me as soon as possible. Thank you for your time and assistance in this important educational matter.

Kerry Browell, Coordinator
Career Portfolio

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Laurel Highlands Portfolio Requirement Job Shadowing Verification Sheet

Student Name _____ Grade _____

Name of Person Student Shadowed _____

Occupation/Job Title _____

Place of Employment _____

Address of Employment _____
Street Address, City, State

Employment Phone Number _____

Dates of Job Shadowing with Total Hours:
(For example: Saturday, November 1, 2010 = 3 hours)

Signature of Person Student Shadowed

Signature _____ Date _____

Would you be interested in permitting another student to Job Shadow you in the future?

- Yes, I would like to allow a student to Job Shadow me again.
- No, I would not like to participate again.

Laurel Highlands High School

9th and 10th Grade Job Shadowing Summary

During the Job Shadowing experience, students are required to:

- ✓ Take notes on what they observe. What did the individual do? How did they interact with others?
- ✓ Interview the individual. Listed below are some suggested interview questions.
- ✓ Reflect upon their experience. Listed below are the reflection statements.
- ✓ Upload Job Shadowing Summary to www.bridges.com.

When the student is finished with the requirements stated above they should have a minimum of 4-pages of handwritten notes. The students will use this information to key a 2-paged typed written paper in MLA format.

Suggested Interview Questions

- What are your Occupation Responsibilities? What do you do?
- How did you become interested in this type of work?
- Why did you choose this job?
- How long the person has been employed there?
- What type of education and training is required for this position?
- What classes did you take in high school or college that helped prepare you for this job?
- Did you have to interview, take any tests, or complete an internship for this position?
- What type of job experience was needed for this position?
- What personality traits are good for this position?
- What skills are needed for this position?
- What type of technology is required for this position?
- How many hours do you work in a typical day? Do you work shifts or holidays?
- Are certain times of the year or month busier than others?
- Are you required to supervise others?
- Do you have to depend on others in order to accomplish your job?
- What do you like best about your position?
- What are the job opportunities for this career in this area?
- What advice can you give me on a future career?

Reflection Statements:

- ✓ Why did you choose this person to Job Shadow?
- ✓ What did you do to prepare for this Job Shadowing experience?
- ✓ How did you feel in that work environment?
- ✓ How can you use this experience in formulating your career plans?
- ✓ What was most worthwhile about your visit?
- ✓ Is this a job/career area that you would consider for your future? Why or why not?
- ✓ Would you recommend this shadowing experience to other students? If no, please explain.

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9th and 10th Grade Career Paper

You must compose a **2-paged typed written paper** on a career of your choice in the MLA format. Please keep in mind that www.bridges.com is an excellent source to complete your career research.

YOU MUST DO A DIFFERENT CAREER TOPIC PAPER EACH YEAR. YOU CANNOT DO THE SAME CAREER TOPIC PAPER AGAIN.

YOU MUST HAVE AT LEAST 2 SOURCES DOCUMENTING WHERE YOU GOT YOUR INFORMATION FROM.

- Skills needed for the career. (People skills, math skills, etc.)
- Career responsibilities and duties. (What do you do?)
- Does the career need special certification to practice the career? Teaching Certification, Bar Exam for Lawyers, etc. If yes, what is the certification require?
- Postsecondary (college or technical school) education needed for the career.
- What college/technical school would you like to attend to study for this career?
- What high school program of study or classes should you take to prepare you for this career?
- What is the average salary for the career?
- What are the working conditions? (Do you work in an office, outside, is it seasonal work, etc.)
- Explain why you chose this career as a possible career for you one day.
- List your sources of information whether it is from books or the Internet.
- **List any other important information that you found while researching this career.**

IMPORTANT: Upload Career Paper to www.bridges.com

Your login should be the same as your Novell login information (14smit) and your password should be your first name.

One you access www.bridges.com:

- ★ Click on Choices Planner
- ★ Click the green tab—Your Portfolio
- ★ Click—Your Activities
- ★ Click—Add a File
- Remember to key the TITLE—10th Grade Career Paper-Elementary Teacher, etc.

Laurel Highlands High School
Job Shadowing-School Related Excuse

Student Name _____ **Grade** _____

Date of Job Shadowing Experience _____

Name of Person Student Shadowed _____

Place of Employment _____

Parent/Guardian Signature

Signature **Date**

*Students are only permitted one (1) Job Shadowing-School Related Absence. Students are required to submit this excuse to their Homeroom Teacher within 3 school days just like any other excuse.