

JA JOB SHADOW

Provide your students with a real world experience!

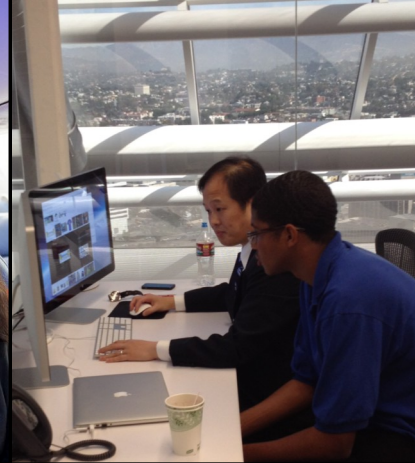
Job Shadow Day Options:

Place of Business

- Send a class of students from 9am-1pm, to a company site. (Lunch may be included.)
- Students spend half a day at workplace touring a site and shadowing employees.

Reverse Job Shadow Day @ School

- Three teacher led 45-minute class sessions and one 3-hour business volunteer visit.
- JA will provide Teacher Guide and Volunteer materials w/ training.



Name _____ Title _____

School _____ Email _____

Address _____ City/State/Zip _____

Phone _____ Ext _____ Fax _____

Date(s) Available _____

Please check method of Job Shadow you would like to present:

- Place of Business —Four Hours (9am-1pm)
- Reverse Job Shadow Day @ School—Three Hours (9am-Noon)

We would like to commit to the following number of students: 30 ___ 60 ___ 120 ___ other _____

Name of Preferred Employer (if any): _____

Junior Achievement Job Shadow Day

Dates:	<i>Date</i>	Times:	9:00 AM - 1:15 PM
Meeting Contact:	<i>Name. Phone # or email</i>		
Location:	<i>Address</i>		
School/Contact	<i>School Name, Teachers Name, Phone #</i>		

Agenda

9:00 - 9:15	Students arrive at <i>Company Name</i>	
9:15 - 9:45	Welcome/Company Introduction Who is <i>Company Name</i> ? Tour	<i>Speaker Name</i>
9:45 - 10:15	Careers at <i>Company Name</i>	<i>Speaker Name</i>
10:15 - 10:25	Hosts greet students	Hosts take Students and begin Job Shadowing
10:30 - 11:30	Discussion (Between Host & Student) Interests and Hobbies Community Service Career Interests Job Experience Special Skills Education	<i>Suggested</i>
11:30 - Noon	Continue Job Shadowing <i>Company name</i> Employee; throughout the morning while "on the job"	<i>Suggested</i>
Noon - 12:45	Lunch	
12:45 - 1:15	Question and Answer	<i>Speaker Name</i>
1:15 - 1:30	Students say Goodbye and return to school	

Job Shadow Host

Students

1.	8.	1	8.
2.	9.	2.	9.
3.	10.	3.	10.
4.	11.	4.	11.
5.	12.	5.	12.
6.	13.	6.	13.
7.	14.	7.	14.