

DELONE CATHOLIC HIGH SCHOOL

CAREER SHADOWING VISIT RULES AND REGULATIONS

When selecting a shadowing site for career day, please keep the following items in mind:

1. **This is a fantastic opportunity to find out what career you want to pursue.**
Students must complete minimum of four hours of shadowing!
2. **Students cannot visit a business where they are currently working.**
3. **Students cannot shadow a position in Delone Catholic High School.**
4. **Students may use their parent's place of employment as a shadowing site, but may not be hosted by their parent.**
5. **Career Shadowing can be done during the school day, after school or on weekends. If you plan on shadowing during the school day, the absence will be **unexcused** unless all proper forms have been submitted.**
6. **The time spent at the job site(s) should be the equivalent of a "normal work day."**
Students must be on the job site(s) at least four hours.
7. **Students must dress appropriately according to the specific job area being shadowed.**
For example, an auto mechanic would not wear a suit and a bank teller would not wear jeans. Remember – you are representing yourself and your school to a potential employer.
8. **In order to be eligible for receiving portfolio points, the student must complete:**
 - Career Shadowing Worksheet
 - Reflection
9. **All students are required to submit the following forms to the appropriate people.**
 - A Pre-Arranged Absence for Career Shadowing visit Form must be submitted to the Main Office for any school day shadowing.
 - A Career Host Survey Form must be completed by the person who you shadow on the day of your visitation. The career host should return this form to the Mentor Teacher.
 - Career Shadowing Worksheet – This questionnaire must be signed by the career host and returned to your Mentor Teacher in addition to your written reflection.
10. **Transportation is the responsibility of the student and the student's parents.**

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CAREER SHADOWING DAY STUDENT COMPLETION STEPS

- ❑ Student will receive rules, timeline and an explanation of the career shadowing experience.
- ❑ Prior to writing the business letter, students should do the following:
 - Decide on a career of interest
 - Find someone in this career
 - Contact someone to schedule a shadowing experience
- ❑ Business letter/email to contact business.
 - Letter/email is to be completed by the student.
 - Items to have available prior to writing the letter:
 - Contact name/company/business (be certain on the correct spelling of the information)
 - Date of visitation
- ❑ Forms
 - To be done prior to the shadowing day:
 - Pre-Arranged Absence for Career Shadowing Visit signed by the parent/guardian, administrator and teachers submitted to the Main Office
 - To be done on the shadowing day:
 - Career Host Survey Form – Give to career host the day of your shadowing visitation. The student should upload this form to the Portfolio Filing Cabinet as proof of the shadowing experience.
 - Career Shadowing Worksheet – This form must be signed by the career host and uploaded to the Portfolio Filing Cabinet.
- ❑ Written Reflection
 - Reflection Prompts
 - Why you chose this place for your visitation?
 - How has the visit encouraged or discouraged you regarding a future career in this field?
 - What have you learned about your chosen career from your visitation?
 - Write the written reflection on the College and Career log and notify the Mentor Teacher when the reflection has been added to the log.

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PRE-ARRANGED ABSENCE FOR CAREER SHADOWING VISIT

SECTION A *(To be completed by Parent /Guardian)*

When an educational trip is planned which will require a student to be absent from school this form should be completed and returned to the office **two weeks prior to the trip**. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent. To be excused for an educational trip, a student must have a satisfactory scholastic and attendance record. The parent/guardian agrees to make sure the student makes up any work missed during the absences whether the absence is excused or unexcused.

Today's Date		Date(s) of Absence:	
Student Name		Grade	
Reason for Absence	Career Shadowing Visit		
Career Host Name			
Name of Business			
Business Address			
Business Phone			

PARENT REQUEST AND CERTIFICATION

I request that my child, _____, be granted an excused absence from school for the purpose of a career shadow visit. I understand that it is my child's responsibility to acquire assignments from each of his/her subject teachers prior to the absence. In addition, I certify that the information provided above is correct.

Parent/Guardian Signature		Date	
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SECTION B *(To be completed by an administrator)*

<input type="checkbox"/> Excused or <input type="checkbox"/> Unexcused because			
Signature of Administrator		Date	

SECTION C *(Must be signed by the student's teacher(s) only after Sections A and B have been completed)*

PERIOD	COURSE	TEACHER SIGNATURE
A1		
A2		
A3		
A4		
A5		
A6		
A7		
A8		

Return to the Main Office two weeks prior to the shadowing experience.

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CAREER HOST SURVEY

This form should be taken along to the career shadowing day visitation by the student. It is to be given to the employer at that time. The career host should complete this form upon completion of the visitation.

Dear Career Host:

Thank you very much for assisting Delone Catholic High School students in participating in Career Shadowing Day. The purpose of the day is to help students determine if their possible career choices are ones that are suitable for them. It gives them the opportunity to learn about entry-level requirements, all aspects of the job, and, most important, your own personal insights into your occupation. As you know, there is nothing like getting hands-on experience and knowledge.

We hope the day was rewarding for both student and the career host. We ask that you complete the bottom portion of this form and mail it or fax it to the Delone Catholic High School at your earliest convenience.

Thank you again for your participation in the career-shadowing program.

Sincerely,

Delone Catholic High School

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CAREER HOST SURVEY

Student Name			
Business Name			
Business Address			
Career Host Name		Career Host Phone	
Date of Student Visit		Time of Student Visit	
		Start	End
Do you feel the shadowing experience was worthwhile to the student?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:			
Career Host Signature		Date	

Please return this survey by fax to 717-624-6499 or by mail to:

Guidance Office
 Delone Catholic High School
 140 South Oxford Avenue
 McSherrystown, PA 173344

**DELONE CATHOLIC HIGH SCHOOL
CAREER SHADOWING WORKSHEET**

This form is to be taken along to the Career Shadowing visit. The student is to complete this form, have the career host sign it and then upload it to the Portfolio Filing Cabinet.

Student Name	
Career Host Name	
Career Host Position	

SUGGESTED INTERVIEW QUESTIONS

Describe your job duties. Have I seen a typical day at your job?

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What hours are you expected to work?

--

What are the advantages/disadvantages about your job?

--

What high school courses would be beneficial to do your job? Do you need further education?

--

What is the employment outlook in this career, and what are the possibilities for promotion?

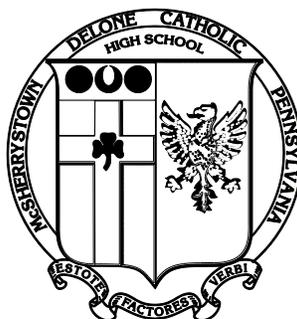
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What abilities or skills, other than those studied in school, are necessary in this career?			
Are benefits important to you? What benefits do you receive?			
Do you have any advice for a high school student about choosing a job?			
Is this your first career, or have you held other jobs?			
Signature of Career Host		Date	

REFLECTION WRITING PROMPTS

- Why you chose this place for your visitation?
- How the visit encouraged or discouraged you regarding a future career in this field?
- What have you learned about your chosen career from your visitation?

Upload this completed form to the Portfolio Filing Cabinet and email it to the Mentor Teacher within two weeks of your shadow experience. Notify Mentor Teacher when the reflection has been added to the College and Career Log.



DELONE CATHOLIC HIGH SCHOOL
SAMPLE BUSINESS LETTER TO PROSPECTIVE CAREER HOST

[Your Street Address
City, State Zip Code]
[Current Date]

[Company Name]
Attn: [Prospective Career Host Name]
[Company Street Address
City, State Zip Code]

Dear Mr./Ms./Mrs./Miss [Last name of Prospective Career Host]:

Would you permit me to shadow you on [requested dates] for Delone Catholic High School Career Shadow Program? Currently a [grade level], I am required to shadow someone in a field of interest. [Career field of interest] interests me, and I hope to attend post-high school education in this or a related field. The length of stay should be a normal work day, but if that is not convenient, a minimum of four hours is required. After the visit, I will be writing a reflective essay to help me evaluate the experience, so any information you may have about your career would be helpful. I need to decide if this career is suitable for me.

If having a student shadow you is something you and/or your employer would be interested in allowing, please contact me with a response as soon as possible, even if the answer is negative so I know to look elsewhere. Once I hear from you, I will contact you by phone or email, if you prefer, to see if there are any special accommodations I need to make on the specified day such as bringing lunch or money for lunch and any dress code requirements I may be asked to follow.

If you have any questions or concerns, please contact me at [phone number]. I look forward to your response and spending the day with you if this is permissible. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Typed Name]