



Highlands Ranch High School

9375 Cresthill Lane, Highlands Ranch, CO 80130-4408 303.387.2500

Dear Parent/Guardian,

As a part of the curriculum in the Career Pathway class at Highlands Ranch High School your student will be doing research on a career of interest. Part of this research includes an optional job shadow experience. A job shadow is an opportunity to spend time with one or more employees at a business, non-profit organization or government agency. The experience will provide the student with the opportunity to learn as much as possible from a person working in a career in which he/she has expressed an interest. Their other option is to interview 3-4 people with different careers in their career pathway or similar careers.

The student will be arranging the job shadow or interview on their own. They have to be done by _____. The job shadow may be arranged after school, evenings, or during the school day. Since the job shadow is a class assignment, they can choose, if it is scheduled during the school day, the absence will be excused, as long as the parent permission form and other signed paperwork are turned in and the student is confirmed to be at the job shadow. The interviews may be arranged on the student's own time. Interviews may be done over the phone, via video call, or in person. It should be a conversation, not an email/text.

The student is expected to confirm the appointment for their job shadow or interview, dress and act professionally, and provide their own transportation. The job shadow should be a minimum of four hours, and the student is responsible for any work missed in other classes. The interview hopefully is close to an hour long conversation. At the conclusion the student should be turning in an Interview Guide, copy of Thank You Notes, and a paper. This will be due on _____.

Please verify your permission for your student to participate in this assignment and your knowledge of the requirements of either experience through the permission form. I have also included a release document and a transportation document. A copy of the Career Experience requirements was given to your student.

If you have any questions or concerns, please email me Shannon.wessels@dcsdk12.org.

Sincerely,

Shannon M. Wessels
Career Pathways Teacher