



Class of 2026 Thousand Islands High School School to Work "Job Shadow" Experience

Students must be prepared to be productive workers and contributing members of their community. Our schools and communities must make a commitment to assist our young people in preparation for the future.

Thousand Islands High School successfully continues to implement a Career Job Shadow Program as a **graduation requirement**. Seniors participating in this program will spend a minimum of 24 hours with an employer in a work environment. They *do not receive pay* from the employer during shadowing hours, nor do they replace a regular employee.

The Career Job Shadow Program should introduce students to all aspects of a business and to various career opportunities. Students should be introduced to the logistics of daily operations, operating costs, educational requirements, employee/employer relations, governmental regulations, and other pertinent business related characteristics. The importance of a good work ethic, appropriate workplace attire, quality of work, and the ability to get along with others are workplace elements the Career Job Shadow Program provides to our students.

This program is required for graduation, which means students are responsible for meeting all the criteria and deadlines. The program coordinator will be available to provide guidance and direction in meeting these objectives.

INTERNSHIP TIMELINES Deadlines and times will be posted in advance.

For further information

Portfolio Help Site: <https://sites.google.com/apps.ticsd.org/tiportfoliolab/home>

email: balkm@ticsd.org



Student Responsibilities Checklist

Name_____

Prior to Job Shadowing

- ☐ Contact the potential sites to determine if the employer is willing to participate in the shadowing program. If you need help with contact information, see Mrs. Balk.
- ☐ Contact and confirm your placement, and arrange to review specific job expectations (dress, timeliness, attendance requirements) with the employer (on phone or in person).
- ☐ Finalize your intern site selection by completing and submitting the Job Shadowing Contract.
- ☐ Complete and submit a Parent/Guardian Medical Authorization form.

During the Job Shadow

- ☐ Have the Employer complete and submit to the School Coordinator Employer Evaluation form.
- ☐ Fill out your Time Sheet and get the appropriate signatures and submit directly to the School Coordinator.

After the Job Shadowing Experience

- ☐ Complete Student Evaluation
- ☐ Turn in Time Sheet (May be submitted by Employer directly to School Coordinator)
- ☐ Write a thank you note to your job site host/supervisor.
- ☐ Complete an Job Shadowing/Internship Summary Essay (usually done in English 12 class)

Community Service Volunteering

- ☐ Locate potential sites for doing community service If you need ideas, see Mrs. Balk.
- ☐ Keep track on a log of your eight (8) volunteer hours Tip: Make sure to get it signed as you go!
- ☐ Hand in your Community Service Log on or before the deadline of January 31, 2026.



Parent/Guardian Medical Authorization

Should it be necessary for my child to have medical treatment while participating in the job shadow, I hereby give the school district and/or worksite personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected to render whatever medical treatment he/she deems necessary and appropriate.

☐ Yes ☐ No

Permission is also granted to release emergency contact/medical history to the attending physician, or to worksite personnel, if needed.

☐ Yes ☐ No

Student's name _____

Date of birth _____

Address _____

Parent/guardian _____ Phone _____

Contact other than parent or guardian _____

Relation to student _____ Phone _____

Phone _____

Family doctor _____ Phone _____

Does your child require any special accommodations due to medical limitations, allergies, disabilities, dietary constraints, or other restrictions:

☐ Yes ☐ No

If yes, please explain any that are required.

Signature of Parent/Guardian

Date

Thousand Islands High School
Clayton, New York 13624
(315) 686-5594

JOB SHADOW AGREEMENT

STIPULATIONS OF THE PROGRAM:

Students may actively participate in activities that contribute to their vocational guidance, but may not replace a paid employee. Students cannot participate in the job shadow program if they receive pay from the same employer for similar work performed during hours when they are not on the program. Students are covered by the Thousand Islands Central School Liability Insurance Policy during their placement.

THE STUDENT AGREES:

My obligation to Thousand Islands Central School continues when I leave for my program. I understand my shadowing is an extension of my school program and I am entering this program to learn as much as my supervisor can provide in the nature of information, skills and attitudes. I will demonstrate a conscientious attitude and be honest, punctual, cooperative, courteous and willing to learn.

I will complete all items as outlined on the Student Responsibility Checklist. I understand that I will not receive graduation credit without completing the proper paperwork. I understand this contact will be completed on my own time. I will give my job supervisor as much advance notice as possible if I am unable to report to my shadowing station or if I cannot be there on time. If I am unable to report to my job shadow station, I will notify my instructor by calling the Thousand Islands High School main office and leaving a message with one of the secretaries. If my job shadow station is closed for any reason, I will report to Thousand Islands High school for participation in my regular classes. I will make up hours lost due to not reporting to my site. I will use my time outside school hours to make up the required time designated by the coordinator. I will comply with a reasonable request, order or recommendation that my job shadow supervisor gives me as long as I am not asked to do something that is dangerous or illegal. As a representative of Thousand Islands Central School, I realize my conduct is a reflection upon the entire Job Shadow Program and fulfilling the above obligations will be an important part of my training.

THE JOB SHADOW PROGRAM COORDINATORS AGREE TO:

See that all parties are aware of their responsibilities and obligations while participating in the program. Use discretion on the time and circumstances chosen for site visits.

Foster good communications and understanding between all parties. Constantly strive to improve the program by seeking suggestions from all parties.

THE WORK STATION SUPERVISOR AGREES TO:

Inform the students of company rules, regulations and policies and the exact duties and responsibilities of their job. Provide direct supervision of the student's work. Give the students progressive and challenging work activities, as they are able to handle them. Review the student's job progress with them each day. Complete an appraisal of the student's performance provided by Thousand Islands High School. Contact the Coordinator by calling the Thousand Islands High School, 686-5594 ext. 5177, if a student is absent without proper notification and/or if a student's performance is unsatisfactory.

PARENT OR GUARDIAN:

I give my permission for my (son/daughter) _____ to participate in the job shadow
(Name)
program at _____

(Internship Site Name and Address)

according to the schedule established by the employer for a maximum of 3 days and a minimum of 24 hours. I understand that if the total hours are not met in the time given that my son/daughter is responsible for meeting this requirement on his/her own time.

PARENT OR GUARDIAN _____

The responsibility for transportation to and from the work site lies with the parents and students. The school will provide rides wherever possible within its regular network of busing during school hours when students are in session. This will include trips to and from Watertown on the morning and afternoon BOCES runs.

We, the undersigned, agree to the terms and statements contained in the agreement.

STUDENT: _____ DATE: _____

SITE SUPERVISOR: _____ DATE: _____

Thousand Islands Central School District
Senior Internship Time Sheet

Name: _____

Date: _____

| DAY | DATE WORKED | TIME IN | TIME OUT | HOURS WORKED | DAILY JOB DESCRIPTION |
|-----|-------------|---------|----------|--------------|-----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |



Total Hours _____

Intern Signature _____

Supervisor Signature _____

Date _____



Intern Interest Survey - Guidance Use Only!

Student's Name:

Circle one: BOCES/New Visions Spring 2023

Please list one or two interest areas (i.e. teacher, boat captain):

1.

2.

List two or three potential internship job sites you may try to contact:

1.

2.

3.

*If you are taking Distance Learning classes, we HIGHLY RECOMMEND you do a summer internship.

NOTE: If you are a BOCES/New Visions student, you will do your internship through BOCES in spring. You may NOT do a Fall internship. The only required STW paperwork for BOCES/New Visions students is: Internship essay (about your program...due in Fall) AND an updated Resume for your portfolio.

*Not sure who to contact? Ask for help! Mrs. Balk or Mrs. Nevala can assist you with this process.

Job Shadow Site Contact Form



Contact person: _____

Phone/Email: _____

BELOW IS A LIST OF POINTS TO BE COVERED BY THE STUDENT DURING THE CONTACT WITH THE POTENTIAL SITE. **PRACTICE PRIOR TO YOUR ACTUAL CONTACTS.** SPEAK TO YOUR ENGLISH TEACHER OR PROGRAM COORDINATOR FOR HELP IN PREPARING YOUR SCRIPT. BE SURE TO:

- Introduce yourself.
- State the purpose of your call – determine interest in hosting a student.
- Explain the STW Program – Graduation requirement for all seniors.
- Describe the Time Commitment - 24 hours during specific times
- Explain the paperwork involved for the Host – Expectations, Interview, Attendance, Evaluation.
- Provide the host with Coordinator contact info.
- If necessary, arrange for a follow-up contact appointment to finalize the employer's intent to work with you or any other interns.
- If the site agrees to accept you for shadowing, arrange for an orientation appointment to go over the contract and job expectations.

Note: If a direct contact is not available, leave a message with a secretary or assistant, or on voice mail. In your message, provide your personal contact information and leave the number of the school office where your school program coordinator can be reached.

Coordinator Contact information:

Mrs. Melissa Balk
(315)686-5594 X5177
balkm@ticsd.org

Job Shadowing Interview Resource Questions to Consider

Throughout your experience, you should gather information concerning the following questions. This will help you to organize your notes and be prepared to write your evaluation paper concerning your experience. You may also add your own questions to these.

- o What do you do at your job?
- o What is the recommended education or training for your work?
- o Are there opportunities for young people to get jobs in your field?
- o What other occupations did you seriously consider?
- o Do you enjoy your work? Why?
- o What activities do you enjoy doing most?
- o What activities do you enjoy least?
- o How might your job change in the next ten years?
- o How much money does the average person in your occupation earn?
- o What education and/or training are necessary for this career? Include high school requirements and any training beyond high school.
- o What skills and abilities are necessary for the career and what skills and/or abilities do you already have?
- o Does this position offer any form of advancement? If so, explain the system used for advancement.
- o Describe the work environment.
- o What other kinds of jobs would be related to this one? Would you be able to transfer skills, abilities, and responsibility to other career related areas? If so, what would they be?
- o What responsibilities would accompany this job? What responsibility do you already possess which helped you during the week?
- o What sort of personality would be needed to be successful for this job? Do you have the personality necessary for this position? Explain.
- o How plentiful are the jobs within this occupation? How plentiful will they be in the future? Do you think you will be satisfied with this job?

- o What and/or how is the salary or pay figured? What are additional benefits and/or perks, which may not be reflected in a monetary form, but you would consider beneficial?
- o If you are interning at a sole proprietorship/partnership, how did the business get started?
- o What type of insurance is needed to protect/insure the business?
- o Before the business was started, did you first have to create a business plan to show the bank as a requirement for receiving a loan as startup capital?
- o Does the business advertise its goods/services? What types of media do they use and why? Do they have a business web page?
- o Having finished a week at this job site, is this something you would want to do for a living? Why or why not?
- o Having prepared for this internship program, describe and/or explain what would improve this project and what you have learned about yourself.



Employer Evaluation

We wish to thank you for your valuable assistance and participation with our school's job shadowing project. Please help us evaluate the project by responding to the following items.

Business Contact :

Phone:

School:

Student Name:

1. Did the student make initial contact with you? Yes ___ No ___
2. Did the student confirm his/her placement? Yes ___ No ___
3. Did the student arrive at your location on time? Yes ___ No ___
4. Did the student show interest? Yes ___ No ___
5. Did the student ask questions during the visit? Yes ___ No ___
6. Did the student behave courteously? Yes ___ No ___
7. Did the student dress appropriately? Yes ___ No ___
8. Would you be willing to host students again? Yes ___ No ___

Recommendations for improvement:

Comments:



Student Evaluation

Please answer the following questions to help us improve the shadow experience:

1. Were you able to observe a particular occupation that interested you? Yes ___ No ___

2. Did you have sufficient time to ask questions? Yes ___ No ___

3. Did you have enough time to see the entire work site? Yes ___ No ___

4. How was the experience helpful to you?

5. Were you able to assist with any of the work? If yes, please describe.

6. Would you recommend this job site for other students? Yes ___ No ___

7. What did you like *best* about the experience?

8. What did you like *least* about the experience?

Comments:

Thousand Islands STW Community Service Volunteer Guidelines

Volunteering is the act of going above and beyond one's duty as a good citizen by donating free time to assist in a cause that benefits an individual, group or organization in need.

In order to count for the TI STW community service hours....

- Cannot be a paid position
- Cannot be for a grade
- Cannot be for a school based social event
- Cannot be a requirement for another organization
- Cannot be a fundraiser (unless all the proceeds are going toward a charity--an institution or organization set up to provide help, money, assistance, et. cetera, to those in need)
- Must be during your free time after school hours
- **Must be signed by your direct supervisor.** Your direct supervisor is the person in charge of the event, who is supervising your duties, and can verify you have completed all of your obligations. Your hours **may not** be signed by...
 - Someone who saw you there
 - Someone who knew you were going
 - A friend who was there with you
 - A parent/guardian

Volunteering Expectations:

- Wear comfortable and appropriate clothing
- Use manners at all times
- Use your cell phone only if directed by your supervisor or in case of an emergency
- Arrive at least 10 minutes before your scheduled shift to be briefed on your duties
- If you're unsure what to do, ask your supervisor. Show initiative.
- **Have your volunteer log with you THE DAY OF YOUR SERVICE!**

All community service hours need to be completed on or before the January 31 deadline. They will be handed in to the guidance office. *Do not wait until a week before to complete your hours!*



Phone #:

Use this form to record your 8 hours of volunteer service. Obtain a signature for each date you volunteer!

Total Hours:

Attention Seniors: The deadline to turn in your **8** hours is January 31

Make a copy of this form for your portfolio and turn the original to the Career & Counseling Center.