



JOB SHADOWING

Job shadowing is a work-based learning activity, providing students the opportunity to gather information of a specific career possibility. Students will shadow a work site with one or more employee(s) to observe and experience a day in the life of someone in a field in which they have any interest.

Job shadowing is a required component of each student's curriculum in their first year in each program and is designed to assist students to explore further interest in a currently chosen career area. All students will schedule a job shadowing experience that aligns with their Prosser course, and each student will earn credit towards their semester grade for successfully completing all components of the job shadowing experience.

The job shadow requires a partnership between the student, teacher, and employer supervisor. Each partner has a distinct role and responsibilities to fulfill to ensure the experience is positive and productive for all.

Goals of the Job Shadowing Program:

- Create an awareness and exploration in a specific career pathway.
- Extend students' knowledge, understanding, and requirements of the career pathway.
- Demonstrate to students the connection between the CTE program – relate coursework, academic coursework, and workplace requirements.
- Provide an experience for students to explore and understand workplace issues such as time management, workplace culture, teamwork, communication, and quality standards.
- Provide a link between technical skill set and soft skill set.
- Advance students' academic, career, and personal development.
- Build and strengthen relationships between Prosser, local employers, and students.

Work-Based Learning

Prosser Career Education Center is committed to providing multiple work-based learning experiences and programs to all students. Work-based learning activities collaboratively engage local employers and Prosser instructors to provide structured learning experiences for students. These experiences allow students to apply knowledge and skills learned in the classroom and lab to real world situations. All work-based learning experiences and activities are strategically integrated within the CTE curriculum. Some of this valuable learning will occur within the classroom environment while much of it will occur in a place of business or community organization.



Work Based Learning Partner Responsibilities:

Each place of business will:

- Assign an employee to supervise the student.
- Provide 4 hours of job shadowing experience.
- Allow students to observe actual work related to the Prosser training program.
- Rotate students to multiple areas/departments if possible.
- Immediately report any problem or concern to the supervising teacher.

Student Responsibilities:

Each student will:

- Submit this agreement form prior to completing the job shadow in order for the teacher to sign and approve.
- Complete 4 hours of job shadowing experience.
- Teachers will approve all job shadowing experiences.
- Be responsible for transportation to and from the job shadowing worksite.
- Represent Prosser in a professional manner at all times during the job shadowing experience including wearing appropriate dress for the industry in which you are shadowing.
 - When meeting adults in the workplace, smile, make eye contact, and use a firm handshake.
 - Do not attempt to communicate on a first name basis. Greet all adults with Mr. or Mrs., unless directed otherwise.
 - Be attentive and energetic throughout the job shadow experience - ask relevant questions.
 - Be punctual (show up 10 minutes early) to your job shadowing site.
 - Thank the host throughout the job shadow.
- All students will complete classroom activities and assignments related to the job shadow such as:
 - Conduct an employee interview.
 - Complete a Job Shadow reflection sheet.
 - Write a thank you letter to the supervising employee.
 - Teachers may require additional activities and assignments such as oral presentation, written summary and video of interview, video of segments of the shadow day, PowerPoint presentation, poster, or brochure.

Job Shadow Placement _____ **Date of Job Shadow** ____/____/____

Employer/Site Contact Person Phone/Email _____

Mode of transportation to job shadow: Driving self Riding with: _____ Bus Other: _____

APPROVAL SIGNATURES NEEDED:

Student Printed Name

Student's Signature

Parent/Guardian

Prosser CTE Teacher

Home School Counselor

WBL Coordinator

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