

OMS Job Shadow Day – March 15, 2024



February 2024

Dear Parent/Guardian:

Oakridge Middle School is committed to building strong career exploration programs for our middle school students. One popular program is ***Job Shadow Day 2024***. This national program provides an opportunity for students to observe work environments and employees' daily activities. It supports career exploration which is extremely important for a middle school student's education. It is a great experience, and we invite you and your child to participate!

To participate:

- ☐ Read and begin completing the *Job Shadow Day* packet as soon as possible.
- ☐ Return the **Job Shadow Application Agreement Parent Permission Form** to your child's Social Studies teacher **by Thursday, February 29, 2024.**

If your child is unable to participate, other career exploration activities will be available at school on ***Job Shadow Day***.

We are committed to the safety of all of our students; however, school personnel will **not** be at your child's job shadow site. You will be responsible for transportation to and from the job shadow site. Please discuss safety with your child in advance of job shadowing. Absences from school for Job Shadow Day are excused **ONLY** by students completing the online survey at the end of the job shadowing experience. A QR code to complete this survey is included in this packet. You will find the complete Job Shadow 2024 packet on the OMS school website. Also, both you and your child will receive a copy by email.

If you have questions, please contact me or your child's teacher.

Sincerely,

Emily Robinson
8th Grade Counselor





8th Grade – JOB SHADOW DAY 2024

Oakridge Middle School

STUDENT and PARENT CHECKLIST

Before the Job Shadow Experience:

- ☐ Read and begin completing the *Job Shadow* packet. Discuss career opportunities with your parent and decide what interests you want to pursue.
- ☐ With your parent's assistance, select and contact a local business for your Job Shadow visit. Explain *Job Shadow 2024* and arrange for your visit on **Friday, March 15th, 2024.**
- ☐ Return the ***Job Shadow Application Agreement Parent Permission Form*** to your Social Studies teacher **before Thursday, February 29, 2024.**
- ☐ Popular worksites like vet clinics and law enforcement centers can only host a small group of students. Do not wait until the last minute to decide. Some schools in Clover may not allow for students to job shadow.
- ☐ Please remember this is **NOT** a mandatory activity for Oakridge Middle School.

During the Job Shadow Experience:

- ☐ Take along the ***Suggested Activities and Discussion Topics, Business Evaluation QR Code***, paper, and pen/pencil.
- ☐ Be on time and plan to stay a minimum of four hours at the job shadow site. Please notify the job shadow site if you will be absent or late.
- ☐ Remember to represent yourself and Oakridge Middle School in a professional manner. Show courtesy, a cooperative attitude, professional dress, and a willingness to learn.
- ☐ Listen and follow any instructions carefully. Observe, ask thoughtful questions, and take notes.
- ☐ By the end of your job shadow experience, you should complete the ***Job Shadow Student Survey (online)*** using the QR Code provided in the packet. You must complete this survey to receive an excused absence. A link for the Student Survey will also be emailed to students. **The survey will not be open until Friday afternoon March 15th, (After students have completed their experiences).**
- ☐ Graciously thank your business site contact for his/her time.

8th Grade Job Shadow Day 2024

Oakridge Middle School

Job Shadow Application Agreement

Parent Permission Form – RETURN

By signing this agreement, student has permission to participate in *Job Shadow 2024* and visit the indicated business site. As parent/ guardian I have read the *Job Shadow 2024* information. I understand and agree with our responsibilities. I understand that school personnel will not be present when the student is at the worksite. I further give permission for my student to receive medical treatment in case of injury or illness. I also give permission for the school to collect data on student's experience. **THIS FORM IS DUE BY THURSDAY, February 29th.**

OMS Student Name (Print) _____ Homeroom Teacher/Team _____

Job Shadow Site (Local) _____ (Type of Business) _____

Job Shadow Address _____ City _____ State _____ Zip _____

Job Shadow Site Contact Person _____ Job Title _____

Job Shadow Site Contact E-Mail _____ Phone _____

Job Shadow Site Contact Signature _____ Date _____

Parent/Guardian (Print) _____ Date _____

Parent/Guardian Signature _____ Date _____

CHECK the Career Cluster(s) below that most closely relates to your Job Shadow location(may check up to two choices):

- | | | |
|--|---|---|
| <input type="checkbox"/> Agriculture/Natural Resources | <input type="checkbox"/> Government & Public Administration | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Architecture & Construction | <input type="checkbox"/> Health Science | <input type="checkbox"/> Marketing & Sales |
| <input type="checkbox"/> Arts/AV Technology | <input type="checkbox"/> Hospitality & Tourism | <input type="checkbox"/> Science, Technology, Engineering & Math |
| <input type="checkbox"/> Business | <input type="checkbox"/> Human Services | <input type="checkbox"/> Transportation, Distribution & Logistics |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Information Technology | |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Law & Public Safety | |



8th Grade - Job Shadow Day 2024

Suggested Activities and Discussion Topics

Oakridge Middle School

Student: Give this list to the business mentor before the *Job Shadow 2024* designated date for your middle school.

Suggested Topics for Discussion

- 1) What does your company or organization do?
- 2) What are some the duties of your career?
- 3) What are the working conditions---environment, overtime, stress, responsibility, travel, etc.
- 4) What educational background is required?
- 5) What school subjects are most needed for your career?
- 6) What do you enjoy most about this career?
- 7) What do you find most difficult about your career?
- 8) What recommendations would you give to someone interested in this job?
- 9) What personal traits are most needed in this job?
- 10) What opportunities for advancement are there?
- 11) What are the starting salaries and salary ranges for this career or similar careers?
- 12) Where can interested students find out more about this career and related fields?

Business Partners: A well-thought out plan for activities and topics of discussion helps your student learn more about his/her career interest from you. Some suggested activities and topics of discussion are listed below.

Suggested Activities

- 1) Introduce the student to other employees.
- 2) Explain the range of occupations and duties being observed. Show how all employees contribute to the product or service.
- 3) Provide a tour of the facility, if possible and practical.
- 4) Encourage student to ask questions.
- 5) Invite the student to help with a duty, if safe and practical.
- 6) Allow the student time to observe.

Oakridge Middle School
8th Grade - JOB SHADOW 2024
-- BUSINESS EVALUATION --
COMPLETE ONLINE

This evaluation is for the business mentor to provide feedback on the *Job Shadow 2024* experience. Please submit this form **BY MONDAY, MARCH 18th** by scanning the QR Code below. The survey will not be available to scan until Friday afternoon (March 15th).



**** Business Keeps Top Half ****

=====CUT HERE =====

Oakridge Middle School
8th Grade - JOB SHADOW 2024
-- STUDENT SURVEY --
COMPLETE ONLINE

Students must complete the online survey **BY MONDAY, MARCH 18th** to receive an excused absence for **Friday, March 15th**. Please do not complete this survey until you have completed your job shadowing experience. The survey will not be available to scan until Friday afternoon on the March 15th



**** Student Keeps Bottom Half ****