

# Sport and Medical Sciences Academy

## JOB SHADOW STUDENT PACKET

### **To the Student:**

Complete the following steps **BEFORE** going out on a job shadow experience.

### **STEPS:**

1. Consult with school to career office about potential job shadow preferences
2. Ask family, friends, teachers and associates for leads to people that you could shadow.
3. Complete the Job Shadow Permission form (at least 1 week prior)
  - a. Teacher Sign-Off
  - b. Parent Sign-Off
4. Consult with Mrs. Freeman for Pre-Shadow Orientation meeting

Please complete the following steps **DURING** you are the Job Shadow Site

### **STEPS:**

1. Check –In with Job Shadow Host
2. Interview Job Shadow Host
3. Observe and Participate
4. Complete the Job Shadow Experience Completion Form

Please complete the following steps **AFTER** you complete your Job Shadow Experience

1. File completed Interview Form and Completion form in the school to career office

**Sport & Medical Sciences Academy  
280 Huyshope Ave.  
Hartford, CT 06106  
(860) 695-6916**

***JOB SHADOW  
PERMISSION SLIP***

If any student will be completing a job shadow assignment during school hours he/she must complete the following permission form. This form must be completed and handed in to Richard Serrano one week before the student goes out on a job shadow assignment.

Student Name \_\_\_\_\_  
Job Shadow Date \_\_\_\_\_

Job Shadow Site \_\_\_\_\_  
Site's Phone # \_\_\_\_\_

Person Shadowed \_\_\_\_\_ Address \_\_\_\_\_

**PARENTAL PERMISSION:**

I \_\_\_\_\_ give permission for my son/daughter to  
(Parent's Name )

participate in this job shadow activity on \_\_\_\_\_. I understand that my  
(Date)

Son/daughter will be leaving school at \_\_\_\_\_ and returning to school or  
home. I  
(Time) (circle one)

further understand that the student is responsible for his/her own transportation to and from this activity.

\_\_\_\_\_  
(Parent Signature) (Date) Telephone #

\_\_\_\_\_  
(Student Signature) (Date) Emergency Phone & Contact

**TEACHER PERMISSION:**

Please sign off on this student's job shadow assignment.

Block 1 \_\_\_\_\_ Block 2 \_\_\_\_\_

Block 3 \_\_\_\_\_ Block 4 \_\_\_\_\_

**Job Shadow Interview Form**

Student Name \_\_\_\_\_  
Date \_\_\_\_\_

Today's

Job Shadow Host Name \_\_\_\_\_  
\_\_\_\_\_

Job Shadow #

Organization \_\_\_\_\_

**Directions:**

To find out more about your career host's occupation, you will conduct an interview. Think about the reporters that you watch conducting interviews on television. Make sure your questions are spoken clearly, and make eye contact with your host. Write answers to the questions in the space provided. Space is also provided for you make up your own questions if you need it.

1. What is your official job title?
  
2. What are your main responsibilities?
  
3. What are your some of your secondary responsibilities?
  
4. How do you help this organization meet its goals?
  
5. What is a typical day like for you?
  
6. What do you like most about your job?
  
7. Why did you select this type of work?

8. Can you describe all of the education that you needed for this job.
9. Did you need more job training after you completed your education?
10. What is the average entry-level income for this job?
11. How important is reading in your job? Give an example.
12. Is there a specialized vocabulary used in this job?
13. How, if at all, do you use writing in this job?
14. Is math important to your job? How?
15. Do you need good listening skills for your job?
16. How important is verbal communication and public speaking in this job?
17. Can you describe any instances where you need to work in a team situation?
18. Do you use a computer for any part of your job? How?
19. Are problem solving skills a part of your job? How?
20. Are there any skills that you learned in school that you continue to use in your  
job?

