

What is a job shadow?

Job shadows are a free opportunity for high school sophomores, juniors, and seniors to spend a few hours at an area business on one day during the school year to explore a career of their choice.

The online application is brief and requires parent/guardian and school approval. Most students who complete the application will receive a job shadow placement.

How do job shadows benefit my students and their classroom learning?

It's a great opportunity for your students to connect classroom learning to a real-world work environment and see the day-to-day routine or gain a broad overview of a career field.

It's also a chance for your students to network and develop important soft skills- venturing out of their comfort zone to meet new people that share the same interests.

Students can explore a career they are interested in or curious about, and get ahead of the game by gaining information that can be applied to future education and career decisions.

They can discover which skills, training, and/or education is needed, and get advice about what they can be doing now to prepare for this career.

Hear from students who have participated in this video, or [click here](#) to read quotes from area high school students about their job shadow experiences.

Hear from educators about the value of this experience in this video.

Is a job shadow the same as an internship?

No, a job shadow is NOT the same as an internship.

A job shadow is a one-time, 2 – 6 hour experience, whereas an internship meets multiple times for a total of between 45 and 90 hours.

Students are encouraged to complete a job shadow prior to applying for an internship.

What is an internship?

An internship provides high school juniors and seniors a free opportunity to explore a career more in-depth. It is a class where students receive between 45 and 90 hours of planned career experience,

and develop employability skills through intern career development meetings.

Internships are available to students year-round, beginning with the summer after sophomore year and ending the spring of senior year.

The online application process requires a teacher recommendation, a personal recommendation, school approval, and an interview. Not all students who apply will receive an internship placement.

Students should speak with their school counselor if they are interested in an internship.

How can I help my students become aware of job shadow opportunities?

Post your school's job shadow deadline in your classroom so students have a daily visual reminder. Check with your school counseling office for the deadline.

Encourage students to sign up for a job shadow that fits their interests and/or is relevant to the courses you teach. Click [here](#) to become familiar with all of the options available. For most students, we would recommend the Group Job Shadow Opportunities which allow students to explore several careers during one job shadow.

Ask your classes if anyone has either completed or signed up for a job shadow. Take a few minutes to discuss their completed or upcoming job shadows and how what they learned or will learn at the business site relates to what they are learning at school.

Which students are eligible to apply for a job shadow?

High school sophomores, juniors, and seniors in Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington counties are eligible to explore a career of their choice through the Workplace Learning Connection job shadow program beginning Aug. 1.

What is the time commitment for a job shadow?

Job shadows are a one-day, one-time experience, typically a 2 – 6 hour excused absence from the school day.

How much do job shadows cost?

Workplace Learning Connection works in partnership with your school district to provide job shadows at no cost to students or their families.

Which career fields are available?

There are opportunities for nearly every career field and level of education available in the region, some of which are likely related to the courses you teach.

Click here to take a look at all of the options available for job shadows; options are updated during the summer.

If a student is unsure about which job shadow to choose, what would you recommend?

If students are unsure about which career to choose, they can meet with their school counselor or find career assessments at www.workplace-learning.org under Student Resources.

We would encourage any student who has not completed a job shadow or who is unsure of their career path to choose a Group Job Shadow. The Group Job Shadow Opportunities allow students to explore several careers in one job shadow whereas the Career Choices are specific to one career.

When can students apply for a job shadow?

Students may access the online portal system from Aug. 1 to a date in Sept. determined by your school, generally around the second Friday of Sept.

How do students apply for a job shadow?

Students should click here to explore career choices available and apply for ONE job shadow - they click on a photo, look through the choices, then click Apply.

Is transportation provided to/from the job shadow?

Generally speaking, transportation is NOT provided and must be arranged by the student. If it is not possible for your student to drive themselves or to arrange for someone such as a parent or guardian to take them, check with your school to see if transportation is available.

In most cases, students will receive a minimum of two-weeks' notice before the date of their job shadow to allow time for transportation arrangements to be made.

When will my student be placed in a job shadow once their application has been approved?

Due to the volume of job shadow applications received, students will be placed as soon as Oct. and as late as May depending on job shadow host availability.

On the job shadow application, students should indicate any conflicts (days/times/specific dates) that should be avoided when scheduling.

Students will receive an email from the person who will be coordinating their job shadow in early Oct.

Any questions a student has about their job shadow can be directed to that person, as well as any new conflicts that have come up to avoid when scheduling.

How will students find out about their job shadow placement?

Information will be sent anytime between Oct. and May via email to the student, parent, and school, in most cases at least two weeks before the job shadow is scheduled. A text will be sent to students to alert them to check their email.

Information will also be sent via postal mail to the student in a white envelope stamped with “Job Shadow Information” in light blue.

How can students prepare for their job shadows?

They can watch a short Job Shadow Orientation video.

They can prepare a list of questions to ask during the job shadow, or use this suggested list of questions.

Here are some tips on how to get the most from a job shadow.

Here are some additional resources that will help them prepare for their job shadow.

What is the inclement weather and reschedule policy?

If school is cancelled due to bad weather, the job shadow is cancelled. We will contact your student about rescheduling. If it is delayed, please use discretion on whether travel is advised, and they must call the Workplace Learning Connection and the business host if they cannot attend.

What is the reschedule policy?

If your student has a conflict and cannot attend their Job Shadow, they must call Workplace Learning Connection to cancel. It is the responsibility of the student to ask to be rescheduled. A second placement depends on timing and host availability. There is no guarantee a job shadow can be rescheduled.