

Skaneateles High School Job Shadowing Program

Optional program requires student involvement and motivation

This is an optional program. Students can explore with the guidance of counselors, parents and the Job Shadow office. Participation depends on the desire and follow-through of the student.

Program objective

The program is designed to give students an opportunity to spend time on the job with people in careers they find interesting. Experiences are often tailor-made depending on the type of career, the suggestions of the host/mentor and the interest level of the student. Most shadowing experiences are for part of one day. Some expand into longer-term arrangements. Students often find the experiences exciting, interesting and empowering. Mentors really enjoy our students and are happy to help.

Shadowing times and dates

When possible, job shadows will be scheduled after school hours, on weekends, school holidays and school vacations. However, it is often necessary to schedule a student for a job shadow experience during part of the school day. It is an excused absence from class but does count as an absence on the attendance record. All classroom and homework assignments must be gotten from teachers and handed in on time.

Requirements for participation

- **The first step is for students to turn the Registration Form with Parent Permission** into the guidance office or the job shadowing office.
- Students must initiate this by stopping in to discuss possible opportunities with Mrs. Ruhlman or their guidance counselor. For it to work, they must follow through by responding to call downs and emails about the opportunities.
- Students will be given a **short occupational research form** about the career they will shadow to complete **before** the visit is scheduled. This helps students prepare for and get the most out of the job shadow experience. They will also be given a list of suggested questions to ask.
- **Students are responsible for their own transportation** to and from the job shadow. If transportation is a problem, we will help look for a solution.
- **Within five days of the job shadow, students must write a thank you letter and complete a one-page evaluation form.** Both should be turned in to the job shadowing office or the guidance office. When one job shadow opportunity is completed, a student may begin again. There is no limit! Many students go out more than once.