



**CHIPPEWA VALLEY HIGH SCHOOL**  
13800 Nineteen Mile Road  
Clinton Township, MI 48038  
Office: (586) 723-2300  
Attendance Line: (586) 723-2399



## **JOB-SHADOWING POLICY AND GUIDELINES**

10-1-12

CVS Career Tech Ed students are allowed to take one day during their CTE class year to engage in job shadowing. We encourage students to take advantage of such visitations during vacations when possible, but also encourage them to use available excused absence time for these valuable experiences as appropriate.

Students interested in job shadowing need to do the following:

- Identify and make arrangements for a job-shadow experience with a willing host. While the teachers and counselors at Chippewa Valley High School would like to help, we do not have the number of contacts available to arrange these experiences for even a fraction of our students. Since 80% of all jobs are filled through networking (i.e. contact with people who have contacts with more people), it makes sense for students to learn about and practice networking now in arranging job-shadowing experiences.
- Try to target dates for your job-shadow experience that do not interfere with your class time. (Teacher in-service days or vacation days would be ideal.) If that is not possible, follow these guidelines to deal with: notification of teachers; administration approval; attendance; parental permission; and documentation. Do not schedule your job-shadow experience for a “black letter day” - it won’t be approved. See your teacher for these dates.
- To participate in the Job Shadow experience, please complete the application on the back of this sheet to arrange permission in advance with parents and school personnel. **It is understood that the students are responsible for any missed work.** Prearrange homework with teachers to have it completed on the day of your return. **School personnel and/or parents reserve the right to deny the request for job-shadow if a student has demonstrated a flagrantly unacceptable pattern of attendance, behavior, or performance.**
- **The completed application form must be submitted to your CTE teacher at least two weeks ahead of the event.** (Your teacher will submit the class list of participant to administration for approval and to the attendance department at this time.)
- Arrange transportation at the appropriate times. Transportation is not available through the school. (Staff members are strictly forbidden to drive students.)
- Dress appropriately. Get advice on this if you need it.
- Arrange for lunch. If no cafeteria service is available at your host site, you may need to bring a bag lunch.
- Be on time. In fact, be 10 minutes early. (There is a saying in some businesses that if you are not 10 minutes early, you’re late!)
- Show interest. Have some questions in mind and be prepared to talk about the career. This is the ideal opportunity to learn first hand, from a professional, about careers of interest. **Be ready.** You can get information and printouts of career summaries from “Career Cruising”, The Occupational Outlook Handbook or any online career resources you find valuable, i.e. Yahoo Jobs, Monster, Career Builder, etc. Visit our web site at <http://www.chippewavalleyschools.org/careers> and go to “Networking/Informational Interviewing” for more concise resources.
- One of your parents will need to call in your absence for the date of your job-shadowing experience.
- Retrieve your Job Shadowing Application Form from your CTE teacher **before** the event, and take it with you.
- **Have this application signed** by a host at your job-shadow site during your visit, thus documenting that you did participate in this event. (State laws require documentation of absences and attendance regarding work-based learning.) Submit the completed application/verification to your CTE teacher. Your teacher will confirm your participation to the attendance office, and your absence will be adjusted to an “school business, personal field trip”.
- Represent both yourself and Chippewa Valley Schools well. We would like to expand job-shadowing opportunities for other students and so it is important that these experiences are beneficial for both our students and their hosts. Please do your part to make it a good and worthwhile experience for both parties.
- Be sure to get the names (with correct spellings) of your hosts. You can ask for a business card from your host. Use this information to send thank you notes to the people who are giving of their time and their expertise to be of service to you. **Please send a thank you notes. Make this a must.**
- Give feedback to the people in your network, those people who helped you get to the job-shadowing experience. They are interested in you – let them hear about your experience. They would appreciate this information.
- Share your experience with others, your teachers, classmates, and friends. You may be the inspiration for someone else to pursue a goal.
- If you have any questions, problems, or suggestions for future job-shadowing experiences, please share that information with your CTE teacher, the Guidance office, or administration.
- Learn, grow, and have fun.