DAKOTA HIGH SCHOOL
JOB-SHADOWING POLICY AND GUIDELINES

Identify and make arrangements for a job-shadow experience with a willing host. Since 80% of all jobs are filled through networking, it makes sense for students to learn about and practice networking now in arranging their own 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.) Please do not schedule your job-shadow experience for day where there are important tests, standardized tests or events going on.

To participate in the Job Shadow experience, please complete the Job Shadow application to arrange permission in advance with parents and school personnel. It is understood that the students are responsible for any missed work. 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 or Stephanie Pitcher (DHS Guidance Office) at least two weeks ahead of your scheduled job shadow event.

Arrange transportation at the appropriate times to arrive at your destination on time. Transportation to and from your job shadow site is not available through the school.

Dress appropriately for your job shadow experience. Get advice on this if you need it.

For example: If you are going to a manufacturing facility, make sure you are wearing closed-toed shoes, flip-flops will not work.

Be on time. In fact, be 10 minutes early. Arrange for your own lunch. If no cafeteria service is available at your host site, you may need to bring a bag lunch.

Have your Job Shadow application signed and dated 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 (with parent and student signatures) to your CTE teacher or to Stephanie Pitcher (Guidance Office) and to the attendance office. Your absence will be adjusted to a “school business, personal field trip” if this is occurring during normal school hours.

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.

Obtain 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 note via e-mail or snail mail.