**Career Education 2202**

**Sample Template: Job Shadow Experience Reflective Journal**

Identifying interests is a significant part of the career education process. Participating in a job shadow with someone who practices one of their career interests is an excellent first step for students.

The **Job Shadow Experience Reflective Journal** is intended to help students get the most out of this experience. It includes both pre-planning and reflection sections, which are essential to a successful job shadow, and can be completed either digitally or on paper. It is designed to support students in preparing for, recording, and reflecting upon their job shadow.

Students may be eligible for up to 8 Career Hours by completing a job shadow experience and an associated reflective journal. Students may receive credit for subsequent job shadow days with the same individual or organization, but the work observed must be substantively different from the prior day. A reflective journal must be completed for each day in order to receive credit for eligible hours.

Before the job shadow experience, students should:

* Identify a set of careers that interest them.
* Arrange a job shadow with the help of their family network. Choose a date convenient for the host that does not conflict with major in-school assessments.
* Complete the Job Shadow Preparation Form and submit it to the teacher in advance.
* Review safety issues and other pertinent information with the job shadow host.
* Make contact with the host the day before the job shadow to make certain everything is in place.

On the day of the job shadow experience, students should:

* Arrive approximately 15 minutes before the job shadowing placement is to begin and report to their contact person.
* Record salient information about their experiences throughout the day.
* Ask their host to complete the Job Shadow Feedback form.
* Thank their host for the valuable experience.

After the job shadow experience, students should:

* Complete the Job Shadow Reflection and submit it to the teacher.
* Add an entry to their career hours tracking sheet.
* Contact other subject teachers to make up any missed work.
* Add a completed copy of this template and reflection to their Personal Career Plan.

**Template: Job Shadow Preparation Form**

All sections of this journal must be completed.

***Your Commitment***

The objective of this assignment is to investigate an occupational area of interest to me. I agree to arrive at the specified time and to abide by all regulations and requirements of the workplace. I understand that I am under the care and authority of the host adult that I will be shadowing in the workplace.

I agree to inform my teachers of the date of my job shadow in advance and maintain contact with the host. I also agree to take responsibility for finding out what work was covered or assigned in my classes during my absence on the day of my job shadow experience.

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| Student Signature: | Date: |

***Parent/Guardian Permission***

I authorize my child’s participation in the job shadow component of Career Education 2202. I understand that neither the Newfoundland and Labrador English School District nor the sponsoring employee can be held responsible for any injuries which may result from participation in this assignment/course. I hereby release the Newfoundland and Labrador English School District and the sponsoring employer and their employees and agents from all manner of action, suits, losses, damages or injuries, however caused, by negligence or otherwise, arising out of my child’s participation in this course/assignment/activity.

I agree to help my child obtain a suitable placement by contacting my personal network of community and family contacts. I also agree to discuss workplace safety with my child prior to his/her job shadow placement and provide transportation, if required.

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| Parent/Guardian Signature: | Date: |

**Job Shadow Placement Information**

Student Name:

I have made the following arrangements with a sponsoring employer/organization to participate in a job shadow placement.

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| Name of Employer/Organization: | Contact Person, Position/Title, and contact information: |
| Street and Mailing address of Employer/Organization: | |
| Types of work I will observe and related NOC code ([Canada.ca: Find Your NOC](https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html)): | |

**Job Shadow Arrangements**

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| Date and Start and End times: | Arrival time: |
| I will report to (specific place and person): | |
| Description of appropriate/required clothing and other needs (dress code, PPE, packed lunch): | |
| Further comments or specific instructions: | |

**Job Shadow Experience Reflection**

Students should complete this section at the end of the job shadow day.

Describe in detail the kind of activities/experiences you observed during your job shadowing session.

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What type of education and training is required to enter this field?

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What kinds of skills did you see being employed? Think in terms of knowledge/technical skills (e.g., computers, tools, machinery) and personal/transferable skills (e.g., leadership, communication, critical thinking).

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If you were to choose to follow this career path, what would you have to do?

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In conclusion, are you now more or less interested in a career in this field? Why?

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**Job Shadow Host Feedback**

At the end of the job shadow experience, students should thank their host and ask them to complete this feedback form.

Briefly describe the work, tasks, skills, or other workplace functions that the participant observed with you today. How many total hours did the job shadow experience last?

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Was the job shadowing experience a valuable or worthwhile activity for your organization? Why or why not?

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Do you have any suggestions as to how the career education experiences of students might be improved?

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Would you be interested in hosting other students for similar experiences?

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**Thank You For Your Time and Consideration!**