

Sam Barlow High School

Career Related Learning Experience

PD3 – JOB SHADOW WORKSHEET

Student Name _____
Student ID # _____ Graduation Year _____
Date Completed _____

******Take this Worksheet with you on your Job Shadow******

→ **Check the Career Area of Interest that you intend to pursue (*PICK ONE*).**

_____ Arts and Communication

_____ Human Resources Services

_____ Business and Management

_____ Industrial and Engineering Systems

_____ Health Services

_____ Natural Resources

→ **Who was your adult connection for your project? (*FILL OUT COMPLETELY*)**

Name:

Business/Organization Name:

Phone Number:

Address:

Email Address:

Summary comments by adult connection: (*ASK YOUR MENTOR TO WRITE A FEW SENTENCES ABOUT YOU AND YOUR EXPERIENCE*)

Mentor Signature: _____

Date:

→ **What was the career area that you explored?**

→ **Write a brief description of your experience. (*WHAT DID YOU DO?*)**

Name:

Your Career-Related Learning Experience must address each of the **six** Career-Related Learning Standards listed below. Reflect on how each standard was present in your job shadow experience and complete the chart below.

Career Related Learning Standard	How did you apply these criteria in completing this Career-Related Learning Experience:
<p>Personal Management Exhibit appropriate work ethic and behaviors. Identify tasks that need to be done and initiate action to complete the tasks. Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality. Take responsibility for decisions and actions and anticipate consequences of decisions and actions. Maintain regular attendance and be on time. Maintain appropriate interactions with colleagues.</p>	<p><i>i.e. TALK ABOUT HOW YOUR MENTOR DID THESE THINGS. DID YOU SEE HIM/HER <u>PLANNING, COMPLETING TASKS ON TIME, ETC.</u></i></p>
<p>Problem Solving Apply decision-making and problem-solving techniques. Identify problems and locate information that may lead to solutions. Identify alternatives to solve problems. Assess the consequences of the alternatives. Select and explain a proposed solution and course of action. Develop a plan to implement a selected course of action.</p>	<p><i>i.e. ASK YOUR MENTOR ABOUT A PROBLEM THAT HE/ SHE HAD RECENTLY AND HOW THEY WENT ABOUT SOLVING IT.</i></p>
<p>Communication Demonstrate effective communication skills to give and receive information. Locate, process and convey information using traditional and technological tools. Listen attentively and summarize key elements of verbal and non-verbal communication. Give and receive feedback in a positive manner. Read technical/instructional materials for information and apply to specific tasks. Write instructions, technical reports, and business communications clearly and accurately. Speak clearly, accurately, and in a manner appropriate for the intended audience when giving oral instructions, technical reports, and business communications.</p>	<p><i>i.e. HOW DID YOU FIND YOUR MENTOR? DID YOU ARRANGE THE JOB SHADOW BY CALLING, WRITING A LETTER, ETC. WHO DOES YOUR MENTOR COMMUNICATE WITH AND WHAT MODE OF COMMUNICATION IS USED?</i></p>

Career Related Learning Standard	How did you apply these criteria in completing this Career-Related Learning Experience:
<p>Teamwork Demonstrate effective teamwork. Identify different types of teams and roles within each type of team; describe why each role is important to effective teamwork. Demonstrate skills that improve team effectiveness (e.g. negotiation, compromise, consensus building, conflict management, shared decision-making and goal-setting).</p>	<p><i><u>Teamwork</u></i> <i>i.e. ASK YOUR MENTOR ABOUT <u>TEAMWORK</u> IN HIS/HER POSITION. WHO DO THEY WORK WITH? HOW DOES THEIR COMPANY REACH DECISIONS?</i></p>
<p>Employment Foundations Demonstrate both academic knowledge and technical skills required for successful employment within a career area. Apply academic knowledge and technical skills in a career context. Select, apply, and maintain tools and technologies appropriate for the workplace. Identify parts of organizations and systems and how they fit together. Describe how work moves through a system. Describe the changing nature of work, workplaces, and work processes on individuals, organizations, and systems. Demonstrate dress, appearance, and personal hygiene appropriate for the work environment and situation. Explain and follow health and safety practices in the work environment. Explain and follow regulatory requirements, security procedures, and ethical practices.</p>	<p><i><u>Schooling/Training</u></i> <i>i.e. WHAT KIND OF <u>SCHOOLING/TRAINING</u> DID YOUR MENTOR HAVE IN ORDER TO DO THIS JOB? HOW WERE THEY <u>DRESSED</u> FOR THE JOB? HOW DID YOU DRESS FOR YOUR EXPERIENCE?</i></p>
<p>Career Development Demonstrate career development skills in planning for post high school experiences. Assess personal characteristics related to educational and career goals. Research and analyze career and educational information. Develop and discuss a current plan designed to achieve personal, education, and career goals. Monitor and evaluate educational and career goals. Demonstrate job-seeking skills (e.g. writing resumes, completing applications and participating in interviews).</p>	<p><i><u>Skills</u></i> <i>i.e. WHAT <u>SKILLS</u> DOES YOUR MENTOR THINK WOULD BE VALUABLE IN PREPARING FOR THIS KIND OF POSITION? <u>WHAT ARE YOUR NEXT STEPS?</u></i></p>

Complete CRLE Packet Includes:

- 1) **THIS CRLE WORKSHEET** that you brought with you to take notes on your experience, mentor comments and **signature**.

- 2) **ESSAY.** Write a **7 paragraph essay** summarizing what you learned from this experience about your career area of interest in relation to the Six Career-Related Learning Standards. Also reflect on how the experience has or has not impacted your career goals.
 - } Summarize your answers to the six career-related learning standards (**one paragraph per standard**).
 - } Finish by reflecting on what you personally learned from this experience about a career in this field. Are you still interested in pursuing a career in this field? (**one paragraph**)
 - } May refer to your PD1 and PD2 materials to see changes and growth
 - } **12-font and double spaced**
 - } **Be sure to spell check and proofread your essay**
 - } **Name (first and last) and ID # must be on this essay**
 - } **Be sure to save your essay to your Google Drive.**

- 3) **THANK YOU LETTER** -- 2 copies of thank you letter
 - 1 copy give to your Mentor (***Person you Job Shadowed***)
 - 1 copy included in this packet

Format is important! An example Professional Thank You Letter can be found on the **Sam Barlow Website:**

- <http://sbhs.gresham.k12.or.us>
 - } Click on Programs (left)
 - } Select Health and Physical Education
 - } Click on Health and Physical Education again when it shows up a 2nd time
 - } The Sample Thank You letter will be posted as a Resource.
 - } Use the sample to help you draft *your own* personalized thank you letter to be addressed and sent to your mentor. Thank them for their time and the opportunity, also include what you learned.

**TURN IN THIS COMPLETED WORKSHEET, COPY OF THANK YOU LETTER
AND ESSAY TO YOUR PD TEACHER BY DUE DATE.**