



Career Shadowing Contract

ExCEL offers students an opportunity to spend the day with a person in a given profession in order to see the duties and responsibilities involved in the workplace and to begin networking contacts from school to a career. Our students have traveled throughout Florida in quest of possible career goals. From the classroom to the boardroom, the only limits are to their imagination.

This shadowing experience can be a life changing event. The amount of time and effort you put into the preparation of the event can make a great difference in your experience. As well as information on the career, students have received college references, employment, scholarships, as well as a career mentor. This is your opportunity to evaluate this career choice. The appealing characteristics about the job, the daily tasks involved, salary expectations, and your future success in this type of profession are points you should consider during your day. Our students have participated in some fantastic shadowing experiences, including:

- Observed surgery in the operating room
- Rode in patrol cars, fire department and Bayflight
- Assisted in photographing manatees
- Observed a mortician
- Spent the day with a NASA astronaut
- Joined a forensic chemist in a crime lab
- Assisted zoo keepers at Lowry Park, Busch Gardens and the Clearwater Marine Science Center
- Shadowed television, radio broadcasters, newspaper reporters and news photographers
- Spent the day with a curator at the Smithsonian
- Followed judges, attorneys and private investigators

Magnet students are required to shadow twice a year in grades 9–10 and once a year as a junior. All students may shadow more than what we require. Students may “bank” their shadowing to use sometime during that school year to meet requirements (expires at the end of the year). In professions where students are unable to shadow (such as pharmacist because of liability with dispensing prescriptions or counseling because of patient confidentiality) an interview with two or three people in the profession could replace a one-on-one experience; however, (1) this may only occur once in the five experiences; (2) must be pre-approved and (3) must either be in person or over the telephone. Email communication will not count as an interview. For more information contact the magnet secretary.

In order to have the shadowing day count as a school related absence, *magnet students must meet all deadlines*. SHADOW LOCATION MUST BE APPROVED IN ADVANCE BY THE COORDINATING TEACHER OR MAGNET COORDINATOR. Furthermore, students may shadow no more than once with a parent, unless approved by the Magnet Coordinator. Students may not shadow the same person in the same position twice without the consent of the Magnet Coordinator. Students may not shadow in their current place of employment. Largo Police Department or Clearwater Marine Science Center have asked that the magnet secretary coordinate the shadowing experience for their establishment. Do not directly call Largo PD or Clearwater Marine Science Center – see the ExCEL secretary.

1. Before shadowing

- Complete the Pre-Qualifier form which is a diagnostic tool of past, current and possible future shadowing experiences
- Have the pre-authorization for a school completed if the student is shadowing an educator (ninth graders may not shadow at a middle school).
- Complete arrangements for the shadowing experience. Complete the first half of this form, along with a parent signature.
- Show form with all of the above items completed to the coordinating teacher at least three (3) days in advance of the shadowing date.
- Three days before the experience, contact the shadow to confirm plans and to remind your host to expect you.

2. On the morning of your shadow experience

- Students must be at work for a minimum of five (5) hours (shorter time is approved in advance by Magnet Coordinator on a case-by-case basis)
- Students and parents are responsible for transportation to and from the place of business.
- As with all field trips, the school board will not assume liability for outside the classroom experiences, so please work with us to place your child in an area of safety. Parents are ultimately responsible for placing their teen in a business where safety and security practices are followed.
- Students are expected to display appropriate behavior and to dress in a manner that the EMPLOYER finds acceptable.

3. At the end of your shadow experience

- Have the person you shadowed confirm your experience by signing and completing the bottom half of this form.

4. After shadowing

- Write a thank you note to the person you shadowed.
- Complete any missed assignments, tests, projects, etc.
- Complete the magnet class assignment for the shadow experience and give to the coordinating teacher, along with this contract, by assigned date.

Hints for Calling a Business

If calling a large business, ask for the specific department in which you would like to work. Keep a smile on your face while talking — you can hear the difference over the telephone. The following sample script is provided for your convenience . . . “Hello, my name is _____, I am a student in the ExCEL Magnet Program at Largo High School. Our program requires its students to explore careers by going to those fields with a professional in a one-on-one experience. I am very interested in shadowing somebody who works as a(n) _____ on _____. Would you have anyone in this area that I could shadow for a day?”

- Wait for the reply and go from there. They may connect you to another area in the company and you may have to repeat the above information. (CONFIRM a date with the caller, get the NAME OF THE PERSON you are shadowing, LEAVE YOUR NAME and HOME TELEPHONE NUMBER.)
- If they tell you that they do not have any spots available, ask if they can refer you to another company and try again!
- One way or another, please THANK them for their help. See your coordinating teacher if you need any help!

Student's Name (Printed): _____

Pre-Shadowing Requirements Deadline: _____ Place to shadow, parent, student & coordinating teacher signatures

Shadow Date: _____

Post-Shadowing Requirement Deadline: _____ Assignment & thank you note

Shadowing Arrangements

Pre-Visit Authorization to visit elementary, middle & high schools (9th grade students may not shadow middle schools)

Teacher to be shadowed

School

Approval of school official

PRINT Full Name of person(s) to be shadowed

Company Name

Position/Department

Telephone Number

Address, City, Zip

I have read the *reverse side* and I understand the requirements, and give my permission for my child to participate.

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Coordinating Teacher Signature: _____

Sample Questions to Ask While Shadowing (take notes during your visit)

- Describe the career.
- What type of education is necessary for a career like this?
- What special skills are necessary to be successful in this type of career?
- Are there other career choices with these skills?
- What type of career advancement is there? Where would you go from there?
- What are the salary ranges for this career? (entry to top-of-field)
- What daily tasks need to be performed on the job?
- What are the typical working hours? Are they flexible?
- How did you spend your day?
- What was the most appealing thing about the career?
- Are there any disadvantages to this career?
- Do you think you would be successful in this type of career?
- Would you recommend this shadowing experience to another individual?

(Completed by Person Shadowed)

CONFIRMATION OF SHADOWING VISIT

PLEASE TAKE A MOMENT AND EVALUATE THIS STUDENT'S PERFORMANCE DURING TODAY'S ACTIVITY. There should be NO contact with the student outside of the shadowing experience without specific written parental consent.

Date: _____ Time Arrived: _____ Time Left: _____ Please make additional comments below:

____ YES, I would be interested in being involved with future shadowing projects.

	Unacceptable ← → Excellent						Unacceptable ← → Excellent				
Appearance	1	2	3	4	5	Organization	1	2	3	4	5
Behavior	1	2	3	4	5	Effectiveness	1	2	3	4	5

Signature of person shadowed _____