



Career-Based Learning Experience:

Job Shadow

CBLE (Explore)

Definition

A student observes an employee at a business anywhere from a few hours to a few days to learn about a particular occupation or industry. Students do not perform productive work and are not paid for the experience.

State Certificate

None

Course Credit

None

Number of Hours

Generally 2 hours to 5 days

Program Administration

Student, school district staff, and/or regional intermediary

Program Elements

The district and/or regional intermediary:

- Develop policy, forms, and a process.
- Manage student/school requests.
- Prepare worksite supervisors/mentors for process and expectations.
- Ensure any required documents are complete, including district insurance documentation, prior to the student experience.
- Prepare the student(s) for the shadow experience.
- Schedule students and keep records of job shadow experiences, including names, dates, worksites, and supervisor/mentors.
- Follow up with worksites for feedback on job shadows.
- Monitor completion of any student assignments.
- Provide availability for any emergency situations that may arise during the job shadow.

The employer/mentor at the shadow site:

- Develops standard company shadowing policy, process, and HR approval.
- Manages student/school requests.
- Prepares designated employee(s) for the student shadow experience.

- Informs the student of any relevant safety and policy regulations at the worksite.
- Answers relevant questions about the profession.
- Determines areas of career interest to shadow.
- Monitors the student while on site.
- Provides follow-up communications to the school.

Documentation

Local school district materials

Resources

- For educators:
 - [Job Shadowing Training Agreement/Permission Form Sample](#)
 - [Job Shadowing Research Activity Sample](#)
 - [Job Shadowing Student/Learner Reflection Sample](#)
 - [Student Expectations and Worksite sheet Sample](#)
 - [Worksite Follow Up form Sample](#)
 - [Nebraska Department of Education: Job Shadows](#)
 - [Pennsylvania Higher Education Assistance Agency: Setting Up a Job Shadowing Program](#)

Virtual Option

- Schedule different dates for specific speakers to present via a video-conferencing platform to students who register.
- Highlight Practice: [INSPIRE Sheboygan County](#). Interactive career speaker(s) sessions require preregistration and close monitoring of chats. Career speaker sessions are prefaced with connections to career standards in an interactive poll format, followed by a brief speaker(s) presentation on the career. No video or audio is allowed from students, but questions are asked via chat.

Excerpted from the [Wisconsin Guide to Implementing Career-Based Learning Experiences](#)