



FALL 2024

# WORK BASED LEARNING GUIDE

JOB SHADOWING

---



CAREER READY  
ALLEGHENY

# JOB SHADOW OVERVIEW

A job shadow is a career exploration activity in which students observe the workday of a professional and gain exposure to careers that they are interested in. PA Department of Education requires a minimum of three required hours at three separate experiences (same or different workplace). Job shadowing allows students to determine if the specific career or industry fits their interests and aspirations by experiencing a typical day on the job while developing research skills and building occupational knowledge. Job shadowing should be conducted at the workplace and include a workplace tour and the opportunity for students to ask questions of the worker being shadowed throughout the day. Employers are able to contribute to the youth community, promote company culture, and showcase occupations that are not as well known.

Note: A job shadowing experience may also be considered part of an externship. See Guide on Externships for more information.

## JOB SHADOWING BENEFITS

- Exploration and exposure to fields of interest, careers, and jobs
- An understanding and awareness of the academic and technical requirements for particular jobs
- Pursuing education with a greater sense of purpose
- Positive interactions with adult role models in a reduced student-adult ratio
- Enriched opportunities to learn, perform, and be recognized
- Enhanced self-esteem
- Fuller awareness of future work options
- A chance to experience a range of opportunities that challenge traditional stereotypes based on gender, race, or ethnicity



# STUDENT SAFETY

## Clearances

According to the Department of Human Services Act 54 of 2018 states that employees who participate in an internship, externship, co-operative, work study or similar program with a school, who have identified as the minor's supervisor and the person responsible for the child's welfare are required to obtain school volunteer background clearances. Employees described above are required to have a Pennsylvania State Police criminal history check and child abuse history certification, which are now provided free of charge for these employees, as they are considered volunteers under §§6344.2(a). If the employee has resided in Pennsylvania for less than 10 years, a federal criminal history check is also required. If the child interacts with other workers at the employee's job site, only the employee is required to have clearances as long as that employee remains in the immediate vicinity of the student and is identified as the responsible adult (PA Department of Education, n.d.).

*Links to all clearances can be found [here](#).*



## Safety Training for Students

Students should receive training about potential workplace hazards and how to protect themselves. The school entity must provide basic safety instruction, and the workplace must supplement this training with location-specific and occupation-specific instruction. (PDE Instructional Toolkit)

# JOB SHADOW CHECKLIST

## Before the Job Shadow

- Have students identify their career interests
- Have students think about career options by utilizing career interest surveys such as the CCAC Career Coach, My Next Move assessment, or the RIASEC survey.
- Assist students in locating placements
- Supply workplace partner with information regarding participating students including checklists and required forms
- Ensure common understanding between the employer and student regarding behavioral expectations and workplace rules including phone use, breaks, appropriate dress
- Provide employers with information about participating students. Assist partners in understanding where students are in their development, career aspirations, and how employers can link the experience with the classroom.
- Confirm transportation arrangements.
- Double-check with the workplace contact person to ensure logistical details are arranged.
- Organize lunch options for students if they'll be shadowing over lunchtime
- Collect permission forms
- Assist students in identifying desired learning objectives

## During the Job Shadow

- Ensure the employer includes a safety talk on the first day.
- Arrange for students to visit different departments and observe employees with a variety of responsibilities.
- Ensure the young person completes their timesheet and asks for the supervisor's signatures

## After the Job Shadow

- Provide structured reflection using the provided evaluation forms
- Connect job shadow experience with classroom activities. Look to the Student Learning Plan and Goals.
- Review evaluations from students and Workplace Partner
- Support students in writing thank you to workplace partners.
- Support student in updating a resume to reflect the job shadow experience
- Share job shadow experience media with workplace partners and school/district websites.

# DOCUMENTING LEARNING AND COMPLETION

This guide is intended to support the implementation of work-based learning activities within the [Industry-Based Learning Indicator for the Future Ready PA Index](#) and/or the [PA High School Graduation Requirements](#). At minimum, complete the following documents and file them with the appropriate member of the school staff:

## 1. Job Shadow Learning Plan:

Students should complete this in preparation and during their experience to set learning goals and provide evidence for mastery of Career Education and Work Standards. This also should describe how the project is connected to the student's career plan.

## 2. Timesheet to Document Hours:

For an experience to count towards evidence of completion of a work-based learning activity and meet the criteria for the industry-based learning indicator, students must participate in at least 3 different experiences for at least 3 hours each.

## 3. Post-Experience Evidence of Student Learning:

Post-experience activities should provide evidence that the student met the goals in their learning plan. Depending on the learning goals and activities, there can be a variety of acceptable pieces of evidence that also align with the strands of Career Education and Work Standards. They may include student evaluations, or reflections.

### References:

[PA Academic Standards for Career Education and Work](#)

[Name a Future Work Based Learning Plan](#)

[PA Department of Education Work-Based Learning Toolkit](#)

[PA Department of Education SAS Resources : Evidence Comparison](#)

Editable templates for all documentation can be found on [www.careerreadyallegheeny.org](http://www.careerreadyallegheeny.org) in the Resources > Educators section.

