


Administrative Procedures 243

Job Shadow

		Adopted: August 18, 2011
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 87, 109, 175• Ministry of Education: Career and Work Exploration Curriculum Guide: Practical and Applied Arts 2002	Amended: July 10, 2014
		Internal References: <ul style="list-style-type: none">• AP 240 Career Development• AP 244 Off-Site Work-Based Activities• Form 243-1 Job Shadow Approval Request• Form 243-2 Job Shadow Parent/Guardian Consent• Job Shadow Handbook

Background

A Job Shadow is a career-exploration tool "in which a student shadows an employed worker to learn more about his/her job. This non-credit activity is integrated into curricular learning." - *Career and Work Exploration Curriculum Guide: Practical and Applied Arts 2002*.

Participating in a job shadow allows a student exposure to an occupation of interest by observing the working life of an individual employed in a chosen field. A Job Shadow is a short term investigation activity. Acting as a shadow in the workplace, the student will witness the work environment, occupational skills, educational requirements, and skills necessary of the position. The student may also glean insight as to how such a job relates to school subjects he/she is currently taking.

Procedures

1. The Career Development Teacher at each school can assist with the paperwork necessary to implement a Job Shadow opportunity for a student but any teacher can initiate the process.
2. The process to apply for Job Shadow is:
 - 2.1 The student, assisted by the Career Development Teacher, completes Form 243-1 Job Shadow Approval Request and forwards it to the Career Development Consultant for final approval.
 - 2.2 The parent/guardian completes Form 243-2 Job Shadow Parent/Guardian Consent.
 - 2.3 The original approved Job Shadow Request form and Consent will be housed by the Career Development Consultant.
 - 2.4 A copy of the approval will be sent to the teacher for student records.
3. The Initiating Teacher will support the Job Shadow Student in completing the pre/during/post activities found in the Job Shadow Handbook.