



JOB SHADOWING INFORMATION AND GUIDELINES

As part of your graduation requirements at Kent City High School, students are required to complete two job shadowing experiences with a goal of gaining knowledge about the work world and to explore careers. Students are encouraged to complete one of their job shadows before the end of their sophomore year, and then complete the second job shadow before their senior graduation. Many students will complete their job shadow during summer break. Summer break may be the most convenient time for students to fulfill this requirement. A summer job, KCTC or WBL will not count for your required job shadow. Students are required to spend at least three hours at a place of employment and complete classroom related assignments in order to receive a school related absence. A program visit to the Kent Career Technical Center during a student's 9th, 10th or 11th grade year will count for one of the two required job shadows.

Your first assignment is to make contact with a potential job shadowing host. Completing a job shadow at a parent's place of employment can count as long as it is a career students are considering pursuing after graduation. Please remember that the business community does not have to allow for a job shadowing experience; they are doing us a favor if they choose to participate. Students should be respectful when contacting a potential job shadowing host. Furthermore, students should inquire about proper dress and foot adornment for the day. It is not unusual to be required to not wear open toed shoes on most job sites.

Remember that Kent City students are expected to be polite at all times. Any negative comments about your day should be saved for your reflection essay when you return. Don't make negative or constructive comments to your host. Remember you are their guest.

Please have your parent/guardian look over this information relating to your job shadowing experience and then discuss with them where you might visit for the day. Attending with other students is acceptable if your host approves. Your parent/guardian will need to sign the confirmation sheet in order to grant permission for you to attend the job shadowing experience and be excused from school.

Our students have historically found that participating in a job shadow experience has been an outstanding experience/opportunity, so put forth the effort to find a job shadow in a career path you are truly interested in exploring. Also, keep in mind that two job shadow experiences are a requirement for graduation. The experience could lead to other opportunities later, so do your best to make this day a worthwhile experience.