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# LAUREL HIGHLANDS HIGH SCHOOL

300 Bailey Avenue  
Phone: 724.437.4741

Uniontown, PA 15401  
FAX: 724.437.5653

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John Diamond  
Principal

Brandi Mancini  
Assistant Principal

Matthew Kalich  
Assistant Principal

Parent/Guardian of a Laurel Highlands 9<sup>th</sup> Grader

## LAUREL HIGHLANDS JOB SHADOWING CAREER PORTFOLIO REQUIREMENT

As part of the Laurel Highlands Freshman Portfolio Requirement, your son/daughter is required to job shadow an employee or employer for a **total of 5 hours**. Students can also complete volunteer work for their 5 hours. The shadowing can be done all at once or the hours can be divided up just as long as they complete 5 hours total.

The job shadowing experience should be an occupation that they would like to pursue in the future. The purpose of the requirement is to get students thinking about a future career and begin to realize some of the responsibilities and demands that go along with an occupation or volunteer work. **Please keep in mind that the person you allow your child to job shadow should be a trusted individual. The safety of your child should be the first priority in selecting the person.** The person can be a relative; however students are discouraged from job shadowing their parent. Students are also required to Job Shadow in 10<sup>th</sup> grade. We ask that students do not Job Shadow the same person more than once.

We ask that this **be completed by January 14, 2013**, at that time the student will key a summary of their experience in their Freshman Seminar Class. Students are permitted 1 absence during school hours to complete their Job Shadowing. Students must submit the attached Job Shadowing—School Related Excuse to their homeroom teacher when they return from their absence. As a reminder the Job Shadowing-School Related Excuse must be submitted within 3 school days just like any other excuse.

If there is a problem arranging the Job Shadowing experience for our child, please contact your child's Freshman Seminar teacher or their Guidance Counselor. If you have any further questions regarding this important matter, please feel free to contact me as soon as possible. Thank you for your time and assistance in this important educational matter.

Brenda Zelich, Teacher  
Freshman Seminar  
zelichb@lhhsd.org

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## Laurel Highlands Portfolio Requirement Job Shadowing Verification Sheet

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Name of Person Student Shadowed \_\_\_\_\_

Occupation/Job Title \_\_\_\_\_

Place of Employment \_\_\_\_\_

Address of Employment \_\_\_\_\_  
Street Address, City, State

Employment Phone Number \_\_\_\_\_

Dates of Job Shadowing with Total Hours:  
(For example: Saturday, November 1, 2010 = 3 hours)

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Signature of Person Student Shadowed

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Would you be interested in permitting another student to Job Shadow you in the future?

- Yes, I would like to allow a student to Job Shadow me again.
- No, I would not like to participate again.

# Laurel Highlands High School

## 9<sup>th</sup> and 10<sup>th</sup> Grade Job Shadowing Summary

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During the Job Shadowing experience, students are required to:

- ✓ Take notes on what they observe. What did the individual do? How did they interact with others?
- ✓ Interview the individual. Listed below are some suggested interview questions.
- ✓ Reflect upon their experience. Listed below are the reflection statements.
- ✓ Upload Job Shadowing Summary to [www.bridges.com](http://www.bridges.com).

When the student is finished with the requirements stated above they should have a minimum of 4-pages of handwritten notes. The students will use this information to key a 2-paged typed written paper in MLA format.

### **Suggested Interview Questions**

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- What are your Occupation Responsibilities? What do you do?
- How did you become interested in this type of work?
- Why did you choose this job?
- How long the person has been employed there?
- What type of education and training is required for this position?
- What classes did you take in high school or college that helped prepare you for this job?
- Did you have to interview, take any tests, or complete an internship for this position?
- What type of job experience was needed for this position?
- What personality traits are good for this position?
- What skills are needed for this position?
- What type of technology is required for this position?
- How many hours do you work in a typical day? Do you work shifts or holidays?
- Are certain times of the year or month busier than others?
- Are you required to supervise others?
- Do you have to depend on others in order to accomplish your job?
- What do you like best about your position?
- What are the job opportunities for this career in this area?
- What advice can you give me on a future career?

### **Reflection Statements:**

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- ✓ Why did you choose this person to Job Shadow?
- ✓ What did you do to prepare for this Job Shadowing experience?
- ✓ How did you feel in that work environment?
- ✓ How can you use this experience in formulating your career plans?
- ✓ What was most worthwhile about your visit?
- ✓ Is this a job/career area that you would consider for your future? Why or why not?
- ✓ Would you recommend this shadowing experience to other students? If no, please explain.

Laurel Highlands High School  
Job Shadowing-School Related Excuse

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**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Date of Job Shadowing Experience** \_\_\_\_\_

**Name of Person Student Shadowed** \_\_\_\_\_

**Place of Employment** \_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_

**Signature**

**Date**

\*Students are only permitted one (1) Job Shadowing-School Related Absence. Students are required to submit this excuse to their Homeroom Teacher within 3 school days just like any other excuse.

## *Freshman Discovery Plan*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Right now, I expect that when I graduate I will seek.....(circle all that apply)

- a. Two – year College Degree
- b. Industry/Technical School Training
- c. Four-year College Degree
- d. Immediate Part-Time Employment
- e. Immediate Full-Time Employment
- f. Military Training
- g. Master’s Degree or Doctorate
- h. Registered Apprenticeship
- i. Entrepreneurial Opportunities
- j. Other: \_\_\_\_\_

2. I believe the best option from my choices above is letter \_\_\_\_\_ because:

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3. My future success depends on many factors. One of those factors is self-understanding, including those things that I excel at or enjoy doing. Three talents or areas of interest that I would like to pursue a career in include: (list three interests/talents such as drawing, mechanical ability, music, movie-goer, etc.)

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4. I am familiar with a number of careers. The two that I am interested most are ....

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5. Success in any career field is affected by the choices I make now. To improve my chances for success, I would like my focus to be on the following three goals: (Select one for each: Academic, Extracurricular, Social/Personal)

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