

Cambridge Academy Upper School Job Shadow Day
Feb. 2, 2018

- Each year, Cambridge Academy Upper School students will participate in Job Shadow Day.
- For the 2017 - 2018 academic year, the date of Job Shadow Day will be Feb. 2, 2018
- The purpose of this experience is to allow students the opportunity to get a firsthand look at a career area of interest.
- The experience must contain a minimum of 5 hours on job site.
- Students may not shadow a family member.
- If shadowing in a school, students may not shadow at a school they currently attend, or have ever attended.
- Students must be well groomed and dress in Assembly Dress on Job Shadow Day unless the job site requires alternate dress.
- All rules of Cambridge Academy apply on Job Shadow Day (ie: behavior, use of social media, etc). Please refer to the Policies and Essential Information Handbook.
- Students should be reliable, prompt, courteous, cooperative, and have a positive attitude during the job shadow experience.
- Every effort must be made for the Job Shadow Day experience to take place on Friday, Feb. 2. Should an alternate date be needed per request of the person being shadowed (ie: the business is closed on Fridays, conflict with off campus dual credit courses, etc) the student must receive approval from the Upper School Division Leader. An alternate date must be agreed upon by student, parent, Division Leader, person being shadowed and all of the student's teachers. The alternate day may not be selected on a day when the student has a test or prior assignments due.
- Students must fill out the Job Shadow Day Approval Form and submit it to the Upper School Division Leader no later than Friday, January 5, 2017 for approval.
- Upon completion of Job Shadow Day, students must submit a one page(minimum) typed paper with the following content:
 - Location of shadow experience and name of person shadowed
 - Job description of person shadowed
 - Skills needed for the job
 - Likes and Dislikes of the job
 - If this is a job the student would consider in the future
 - What was learned from the experience
- A Job Shadow Day follow-up questionnaire will be sent from the school to the person the student shadows after completion of assignment.

Consequences for not completing the assignment (required approval paperwork, job site experience, and follow-up assignment):

- The student will receive an unexcused absence from school for February 2
- The student will receive a Participation / Homework grade of 0 in all classes for February 2 (core and electives)

Cambridge Academy Job Shadow Day Approval Form
(form due by January 5, 2017)

Student name _____ Grade _____

Career of Interest _____

Name of business/organization _____

Representative's name and/or job title _____

Please explain your reason for choosing this business / person to shadow and how it relates to your career exploration.

For Business Representative:

I agree to allow the above named student to shadow me / my business on Feb. 2. I have informed the student / parent of any specific requirements (signed waivers, confidentiality agreement, dress code, etc) of them on the day of shadowing.

Business Name: _____

Business Representative: _____ Date: _____

Email of Business Representative: _____

For Parent and Student:

My son/daughter and I are aware that he/she must satisfactorily complete a Job Shadow Day experience. My child and I understand that the job shadow location is my child's choice, but is subject to school approval. Both my child and I understand that faking or plagiarizing any part of the project will result in the consequences of violation of the Cambridge Academy Honor Code. Both my child and I are aware of the required follow-up writing assignment and the consequences for not participating in the job shadow day experience.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For School Use Only

Job Shadow Day approval: _____ yes _____ no

If denied, reason: _____

Signature of Upper School Division Leader: _____