

## Job Shadow Program (Overview)

The Job Shadow program, coordinated through Student Employment Services, pairs students with host professionals from business, government, and non-profit work environments. Students are exposed to a real-world experience of careers by observing daily tasks, activities and workplace cultures. **A typical job shadow is 3-10 hours over two or more days.** Job Shadowing provides students with an insider's view of a particular line of work and helps them sharpen their career and academic focus. It can also serve as a first step work-based learning experience leading to an internship and employment.



Job Shadowing is an **optional out of class activity**. Students who complete Job Shadow hours are awarded, by their professors, extra class credit based on the number of hours completed. All job shadow experiences are unpaid and students are responsible for their own transportation to and from the host site.

### Job Shadowing can involve:

- Shadowing an employee through a day's activities.
- Conducting informational interviews.
- Sitting in on meetings.
- Assisting with specific projects.
- Touring a company's facilities.
- Observing work being performed.



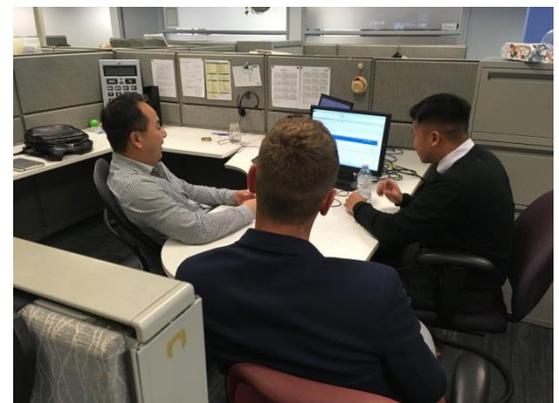
### Students who participate must:

- 1) Meet with the Student Employment Services Internship/Job Developer for referral to an appropriate job shadow site.
- 2) Develop resume and Job Shadow Request Letter.
- 3) Complete the Job Shadow Agreement; obtaining approval from their instructor and the site representative.
- 4) Develop a shadowing schedule with site representative.



### Student responsibilities:

- Arrive each day on-time as scheduled.
- Dress appropriately and be polite.
- Be engaging by asking questions (see recommended questions sheet).
- Complete a survey at the end of job shadowing.
- Send a thank you letter to the job shadow host.





## Job Shadow Agreement

Student Employment Services  
 Southwestern College  
 900 Otay Lakes Rd.  
 Chula Vista, CA 91910  
 (619) 482-6356  
 Cesar E. Chavez Bldg, 1400  
 Rm. S208  
 www.swccd.edu/ses

Faculty/Student: This form is required for all job shadowing experiences. Upon completion, please provide the original to Student Employment Services.

**SECTION 1:**

Name of Company/Agency:

Company Address:

City, State, Zip Code and Telephone No:

Name of Agency/ Supervisor:

Agency/Supervisor Email Address:

Students Name (Last, First):

SWC ID:

Student Email Address:

Course/Section Units/Semester/Year:

Name of Instructor:

**SECTION 2:**

**PROGRAM STATEMENT**

The student will comply with the program guidelines and regulations. The company/agency and the college will provide necessary supervision and counseling to ensure that the student receives appropriate educational benefits from this work-based learning experience. It is understood the college and agency will, as required by law, comply with all appropriate federal and state regulations pertaining to labor law and to providing a safe and harassment free workplace. Pursuant to Labor Code Section 3368, workers' compensation coverage is provided for students enrolled in classes through the Southwestern Community College District. Agency reserves the right to terminate a student due to unsatisfactory progress, or failure to meet work place standards, at which time the college will be notified. The college reserves the right to terminate a student who may become ineligible, at which time the agency will be notified. Students are not employees of the agency and are not entitled to any benefits to which agency employees are entitled.

\_\_\_\_\_  
 Company/Agency Representative Signature / Date

\_\_\_\_\_  
 Student's Signature/ Date

\_\_\_\_\_  
 Instructor's Signature/ Date

JOB SHADOW TIME LOG					
Date	Total Hours	Date	Total Hours	Date	Total Hours

**JOB SHADOW OBJECTIVES**

1. Attendance: Student followed attendance schedule, reporting to job shadow site on time.
2. Engagement: Student asked questions, took notes and engaged with employees.
3. Dress/Behavior: Student dressed appropriately and was polite.

**SECTION 3: Employer/Agency ONLY**

**Were The Listed Objectives Achieved?**

Check Box

Outstanding	Above Average	Satisfactory	Limited
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AGENCY REPRESENTATIVE COMMENTS: \_\_\_\_\_

**SECTION 4: SUMMARY STATEMENT OF HOURS & OBJECTIVES:** To be completed by Instructor & Company Supervisor at the end of work experience.

We verify that the above student Job Shadowed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Total \_\_\_\_\_ hours and has satisfactorily achieved the objectives.

Month Day Year Month Day Year

\_\_\_\_\_  
 Company Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Instructor's Signature

\_\_\_\_\_  
 Date

## Recommended Job Shadow Questions

- What is your job title?
- What are your job responsibilities?
- Why did you choose this career?
- What type of education (major, classes) and training do you need to have this job?
- Please describe your typical day or week?
- What type of challenges and rewards does this job provide?
- If you were able to start over, would you pick this same career?
- What advice would you recommend to someone who may be interested in this same career?

## Sample Job Shadow Request Letter

John Johnson  
2000 Washington St.  
Chula Vista, CA, 91910

October 15, 2018

Mr. Gerardo Lopez  
Wells Fargo Bank  
2000 Washing Ave  
Chula Vista, CA, 91910

Dear Mr. Lopez:

I am a Business major at Southwestern College who is interested in learning more about the Banking Finance Industry. The Colleges' Student Employment Office has recommended that I contact you regarding Job Shadowing opportunities.

I know you have a busy schedule, but I would certainly appreciate it if you accept me for a job shadowing experience. I want to be as least intrusive as possible, but would like it to be a learning experience that will help me be more focused on my career and academic choices. I would like to shadow you and your company for 6-10 hours over a two or three day period with your approval. My shadowing could include a site tour, quietly observing employees at work or sitting in on meetings.

I will be contacting you next week to see if I am accepted and to establish a job shadowing schedule. If you would like to contact me, please feel free to reach me at (619) 664-3321 or by email at [jj0123456@swccd.edu](mailto:jj0123456@swccd.edu).

Thank you for your consideration.

Sincerely,

John Johnson

## Sample Job Shadow Thank You Letter

John Johnson  
2000 Washington St.  
Chula Vista, CA, 91910

October 20, 2018

Mr. Gerardo Lopez  
Wells Fargo Bank  
2000 Washing Ave  
Chula Vista, CA, 91910

Dear Mr. Lopez:

Thank you for taking the time out of your day to give me the opportunity to job shadow. I now have a better understanding of your company and the requirements of the job. The information I received was helpful in gaining a better perspective of this career field.

I especially enjoyed \_\_\_\_\_ and I appreciate the advice I received from \_\_\_\_\_.

Thank you again for taking the time to allow me to have such a valuable experience.

Sincerely,

John Johnson

## **Job Shadow Marketing EMAIL to Employers**

Dear Employer: Thank you for your consideration in being a Job Shadow site host and helping our students gain exposure to real-world work experiences.

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### **Job Shadowing can involve:**

- Shadowing an employee through a day's activities.
- Conducting informational interviews.
- Sitting in on meetings.
- Assisting with actual projects.
- Touring a company's facilities.
- Observing work being performed.

### **Students who are interested:**

- Meet with the Southwestern College Student Employment Services Internship/Job developer for a referral to an appropriate job shadow site.
- Complete a Job Shadow Agreement; obtaining approval and signatures from their instructor and job shadow site representative.

### **Student responsibilities:**

- Research the company/agency prior to the job shadowing.
- Coordinate a job shadowing schedule with the site representative and arrive each day on-time.
- Dress appropriately and be polite.
- Be engaging by asking questions.

### **Employer Responsibilities:**

- Provide a safe and harassment free workplace.
- Sign the Job Shadow Agreement and at the completion of the shadow, indicate if the objectives were achieved by the student.
- Facilitate the shadowing experience for the student.

I look forward to discussing your job shadow opportunities in more detail. If you have any questions please contact me at [nriley@swccd.edu](mailto:nriley@swccd.edu) or at [ses@swccd.edu](mailto:ses@swccd.edu)

Thank you