



# Job Shadowing Program Host Guidelines *An Equal Opportunity Program*

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## WHY PARTICIPATE IN THE JOB SHADOWING PROGRAM?

For the **student** who's never understood the point of school, a job shadow can show how education can be translated into a rewarding future. For the **teacher** looking for news ways to motivate students, it can provide a fun and unusual hands-on experience that demonstrates the link between schoolwork and "real life." For those in the **workplace**, job shadows can help forge personally satisfying connections with young people that ultimately contribute to a more prepared and focused workforce.

## WHO IS INVOLVED?

The Job Shadowing Program is made possible through partnerships between the Crawford County K-12 Career Education Alliance Partnership, Conneaut School District, Crawford Central School District, PENNCREST School District, C.C.A.V.T.S., parochial schools, labor organizations and area businesses/agencies.

Parents are advised on the *Parental Permission Form* as to which business/agency their student will be visiting. If a student should request to visit a business/agency where his or her parent is employed, that student and business will be advised that the student cannot shadow their parent.

Teachers are encouraged to use the Job Shadowing Program for class projects.

## WHAT ABOUT LIABILITY & CONFIDENTIALITY?

A job shadow visitor is the same as any other individual entering the grounds of the facility and the employer's basic coverage applies. All employers are encouraged to contact their insurance agents and review the limitations of their individual policy. You may advise the agent that the participating student and their parents (if a student is under 18) are required to sign a liability release form. In some cases, employers restrict visits to specific areas to protect themselves and the visitor.

Most businesses/agencies concerned about confidentiality have their own forms outlining confidentiality. Students participating in the program are instructed on confidentiality issues and are informed that they must sign a statement of confidentiality before the visit. If a business/agency does not have a statement of confidentiality, one may be requested from the K-12 Career Education Alliance office.

## HOW DO I PREPARE FOR A STUDENT JOB SHADOW?

- Arrange to meet the visiting student in a quiet area to discuss the schedule for the day
- Provide the company's official name, founding, and other pertinent information
- Explain in detail the company's product/services and customers
- Outline how your product or service is marketed
- Provide a general tour and show various aspects of production, shipping, billing
- Introduce the student to key personnel and encourage the student to ask questions
- Discuss key skills for entry-level employees in each department
- Some organizations provide lunch, others suggest the student to bring a lunch
- Arrange for the student to accompany an individual in his or her area of interest.

## WHAT TO EXPECT

In some cases, The K-12 Career Education Alliance Program Coordinator collects the *Student Application Form* and makes initial contact with the business/agency that fits the student's career interests. Once the business/agency approves the visit, the Program Coordinator returns a contact name and phone number to the student. The student will then contact that business/agency to discuss the specifics of the visit. Otherwise, students will contact potential job shadow sites independently.

The student will have three forms with them when they arrive for their shadow visit. These forms include the *Parental Release Form*, the *Employer Evaluation Form*, and the *Confirmation of Shadow Visit Form*. The *Parental Release Form* contains an emergency medical release section that you must have in order to treat the student should an accident occur. The student will give the *Employer Evaluation Form* to his/her shadow partner to complete after the visit. The *Confirmation of Shadow Visit Form* must be completed by the shadow partner and returned to the student before the end of the shadow visit. This form allows the student to legally miss a day of school for this activity.

## JOB SHADOWING & THE FAIR LABOR STANDARDS ACT

For the Job Shadowing Program, an employer/employee relationship does not exist. In order to make sure that students are not regarded as employees within the meaning of the **Fair Labor Standards Act** and the **Pennsylvania Minimum Wage Act**; all six of the following criteria must be met.

1. Even though the shadow visit may include the actual operation of the individual facilities of the employer, the visit is similar to that which would be given in the vocational school or career center.
2. The shadow program is for the benefit of the student.
3. The students do not displace regular employees, but observe and participate in work occupational activities under close supervision.
4. The participating businesses derive no immediate advantage from the activities of the student.
5. The student understands that they are not entitled to a job at the conclusion of the job shadow visit.
6. The participating business and the student understand that no wage will be paid for the time spent in observing and participating.

*If you are interested in learning more about the Job Shadowing Program, please contact:*  
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