



Cover Sheet

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Job Shadowing

Requirements

- ☐ You are responsible for turning in your required paper work to the Kickapoo U office or you will **NOT** receive credit.
- ☐ You **cannot** job shadow your parent.
- ☐ You or your parents are to provide transportation to and from the job shadowing site.
- ☐ The minimum **3** hours you are at the job shadowing site are to be worked out with your mentor and your parents.
- ☐ Be sure to dress appropriately for the job or business you are visiting; professional attire is expected at most job locations.
- ☐ Be sure to know what you are doing for lunch; you might want to consider buying your mentor lunch as a way of thanking them of the opportunity to shadow them.
- ☐ Remember that you are representing Kickapoo. Please be respectful and courteous. This is a wonderful opportunity for Kickapoo students and we want to be able to provide the job shadowing experience in the future.
- ☐ Write a thank you letter when you are finished. Look at the sample on how to create a thank you letter.
- ☐ REMEMBER – **THREE** job shadows should be completed by the end of the sophomore year.
- ☐ **WE DO NOT EXCUSE YOU FROM SCHOOL TO JOB SHADOW**



Kickapoo University

Kickapoo High School

3710 S. Jefferson, Springfield, MO 65807

417-523-8500

Parent Letter

Dear Parents and Student:

Each member of Kickapoo University will be required to complete 3 job shadowing experiences by the end of their sophomore year. Job shadowing is an activity designed to provide participants the answer to the commonly asked question, "Why do I have to learn this?" Our goal is that all Kickapoo University participants "shadow" workplace mentors as they go through a normal day on the job. All participants are invited to see firsthand how the skills learned in school relate to the workplace.

Job shadowing is an academically motivating educational activity dedicated to give kids an up-close look at the world of work. This gives young people an occasion to explore a career interest and the chance to see how the skills learned in school relate to the workplace. This is why job shadowing is an integral part of the Kickapoo University program.

Students, with the help of his/her parent, will set up their own individual job shadow site at any location. It is important to select a job shadow site that meets your child's career goals and to choose a mentor that you are comfortable leaving your child with for the day.

Students will have an opportunity to fulfill their first job shadowing requirement by participating in the Volunteer Fair to be held at Kickapoo High School. More information will be available through the students' third block teacher and the Kickapoo High School website. The arrangements of the 2nd and 3rd experiences will be the responsibility of the parents and student.

Please return the following information from the job shadow experiences to Dr. Lynn Coffey at Kickapoo High School.

1. Job shadow Verification form
2. Interview questions
3. Job shadow mentor form (if applicable)

We hope you find job shadowing to be a productive experience! Please email or call if you have any questions or concerns.

Sincerely,

Dr. Lynn Coffey lcoffey@spsmail.org



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Mentor Letter

Dear Mentor,

Thank you for volunteering to host a Kickapoo student at your workplace. It is important that you know how valuable the experience that you are offering to this student truly is. Job shadowing is a learning experience that a regular classroom cannot possibly offer, but one that vastly improves the educational process.

One of the many goals of job shadowing is for our students to be able to see the connection between what they are learning in class and what they may encounter in their future career. This will not only show our students the relevance of what they learn in the classroom, but also introduce students to the requirements of their possible future professions to help them prepare to join the workforce of the 21st century.

Another goal of our job shadowing program is for students to be able to make connections and build relationships within our community. By creating relationships between schools and local businesses, we hope to enhance the educational experience of all students.

During the job shadowing experience, your mentee will need some time to ask you questions about what is involved in being a member of your profession.

Thanks, again, for your willingness to help our students!

Kickapoo University Staff
Dr. Lynn Coffey, Director
lcoffey@spsmail.org
417-523-8555



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JOB SHADOWING VERIFICATION FORM

This form must be returned to Dr. Coffey.

Student Name: _____

Job Shadowing Site Information

Company Name: _____

Company Address: _____

Company Phone Number: _____

Name of Job Shadow Supervisor: _____

Job Shadow Supervisor Name (Printed)

Job Shadow Supervisor Signature

Job Shadowing Experience Began at: _____ am/pm

Job Shadowing Experience Ended at : _____ am/pm

Parent Name (Printed)

Parent Signature

Verification Form



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Interview Questions

JOB SHADOWING SITE INFORMATION:

Student Name: _____ Graduation Year: _____

Company Name: _____

Company Address & Phone Number: _____

Occupation: _____

Job Shadow Professional's Name (Printed)

Job Shadow Professional's Signature

Job shadowing experience began at: _____ am/pm

Ended at: _____ am/pm

If more space is needed to answer the following questions, use the back of this sheet or another sheet of paper.

Q: What are the daily job duties of this professional?

Q: What equipment or tools are needed?

Q: What are the dress requirements?

Q: What goods or services are produced or provided?

Q: Who was the business's founder? Share some of the history of the company.

Q: Who is the current CEO or President?

Q: How many employees are working at this site?

Q: Is the company privately owned or is it a public corporation that sells stock? If it sells stock, what is its trade symbol and where is it traded?

Q: How long has the business been in existence?

Q: How long has the professional held this position?

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Name of Student Job Shadowing: _____

Job Shadow **Mentor** Contact Information

If you would be willing to mentor a student as they job shadow or provide an opportunity for a senior internship, check appropriate boxes and please fill out the information below:

Job Shadow ☐

Internship ☐

Both Job Shadow and Internship ☐

Name: _____

Company Name: _____

Company Address: _____

Work Phone Number: _____ Email: _____

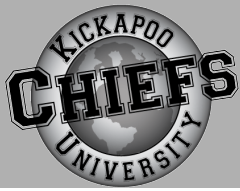
Job Title: _____

Brief Job Description: _____

This information will be provided to students who are looking for job shadowing sites and/or internship placements. Kickapoo will not be setting up individual sites for students. Parents and students will facilitate this process and contact you.

Please return this form to Dr. Coffey.

Mentor Contact Form



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WRITING A THANK YOU LETTER

Thank you letters are an important business courtesy. When you tell people how much you appreciate good things they have done, you reward them for their efforts and make a good impression on them. It is important to thank your Workplace Host for the time and effort they have given to help you in career exploration. Please write and mail a thank you. The following is a model for a typed thank you letter.

Date (MONTH DAY YEAR) Return 4 Times (3 blank lines)

Your Workplace Host's Name

Your Workplace Host's Department

Street Address

Suite, Floor, or Room Number

City, State, Zip

Dear [Mr., Ms., or Mrs. (Workplace Host's Last Name)]:

Paragraph 1: Thank your Workplace Host for his or her time and helpfulness.

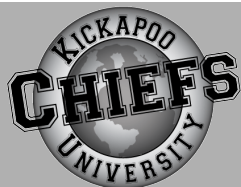
Paragraph 2: Tell him or her why the experience was important to you. Share some of the things you learned through Job Shadowing.

Paragraph 3: Add anything else you would like to say.

Sincerely, Return 4 Times (3 blank lines)

Print your name

Thank You Letter



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Interview Questions

Q: Describe the working conditions associated with the employee's position. (physical working conditions, amount of overtime required, stress levels, amount of responsibility, amount of travel required, working alone or with people, etc.)

Q: What are the educational requirements for this job? What is the employee's educational background? What high school subjects does he/she feel would be most helpful to prepare for this position? College degree?

Q: What are the general rules of conduct in this company? (leaving during working hours, absences due to illness or funerals, eating on the job or lunch periods, use of the telephone or computer, rest periods, etc.)

Q: What does the employee enjoy most about this position?

Q: What does the employee find most difficult or stressful about this position?

Q: What recommendations would the professional offer to someone who is interested in entering a similar position?

Q: In the professional's opinion, what type of attitude, personality traits, or personal characteristics are important in order to be successful in his/her career field?

Q: Does the company have a website? If so, what is it?

Q: What opportunities are there for advancement in this career field?

Q: Does the company encourage its employees to continue their education?

Q: What is the expected entry-level salary range for this job? What is the top-end salary?

Q: What employee benefits are included or available?

Q: What are some good ways for a student to find out more about this career?

Q: Will you continue to pursue this as an occupation?