

BIG SKY HIGH SCHOOL



Health Science Academy Job Shadows

Behavior and Grooming Expectation Reminders

- **Expected dress and grooming guidelines:**
 - Wear your Academy shirt and black or Khaki pants.
 - Wear closed toed shoes. Tennis shoes are acceptable but they need to be clean and well maintained. No high heels, Uggs, Crocs or cowboy boots.
 - No perfume or aftershave.
 - No nail polish or obvious fake nails
 - No hats
 - Long hair must be pulled back away from your face.
- **Be on time but preferably 5-10 minutes early** especially if you've never been there before and don't know where to park or what entrance to use.
- You are strongly urged to **drive by the location of your job shadow in advance**
- At some point during the job shadow, **write down the name of your host** so you can write them a thank you letter
- **Do not go to your job shadow if you are ill** the day of the job shadow! Make sure to text Ms. Cornelius through the REMIND app and let her know **before the time** you are expected to arrive.
- **Cell phones are NOT to be used** once you walk in the doors of the host site and will be kept out of sight, and turned off.
- **Food and drink (including coffee) are off limits** while at your job site. Eat a substantial meal before your job shadow! And be well hydrated before you arrive at your job site.
 - It is especially important to arrive hydrated and with food in your stomach if you are observing surgery
 - Other things to do if you are observing surgery
 - Don't stand with your knees locked
 - If you feel dizzy, tell your host
- **You are to shadow the professional and remain quiet.** If the professional you are working with is standing, you must also stand. Ask questions of your host professional when appropriate. If your professional is working with a patient you are to remain quiet at all times unless spoken to.
- **You may encounter disturbing or upsetting scenes.** Not all patients make it through a surgery. The Ambulance and Fire Departments frequently are called to scenes of violence or death. If you find yourself upset by experiences during your shadow, please talk to Ms. Cornelius, Ms. Lindner, Ms. Steinbach, Ms. Kennedy, or your school counselor. It is usually better to talk through these situations rather than bottling them up.
- **STAY engaged** at ALL times. There may be times when your host is doing something that might not be very exciting! If the professional is doing written reports, you may want to ask if there is someone else you should meet or do an "informational interview" with. Bring a book, just in case you need something to occupy you.
- **Not attending a scheduled job shadow is unacceptable. It puts community relationships in jeopardy. Disciplinary actions will follow any missed job shadow experience.**
- After the job shadowing experience:
 - **Do not contact the professional directly** to schedule another job shadowing opportunity as there are proper channels for continued experiences. See the HSA Coordinator.
 - Send a Thank you letter to the job shadow host. If you need help, please contact the HSA Coordinator.
 - Complete the Job Shadow Reflection Google Form within ONE WEEK. Ms. Cornelius will send you the link via Remind and post it on Google Classroom.

TB Test and Flu Shot Options for Hospital Job Shadows

You must have BOTH for hospital job shadows.

Please note that the hospitals may not be offering job shadows

TB Skin Test- This is a skin prick test to determine if you've been exposed to tuberculosis.

Flu Shot – This helps protect students and patients in a clinical setting from the influenza virus.

OPTION 1: Get a TB test and flu shot at the City/County Health Dept or from your doctor. Bring me a copy of the records.

OPTION 2: If you've already had both the flu shot and TB test done SINCE May 2022, just bring me a copy of the records.

OPTION 3: Opt out of both the flu shot and TB test. In this case, the student won't be able to do job shadows in either hospital.

Questions to ask during a job shadow

(in case you freeze or wind up with some awkward down time)

- Stay away from personal issues, including salary!
 - How would you describe a typical day at your job?
 - What are your job responsibilities?
 - What do you like most about your work?
 - If you could change something about your work, what would it be?
-
- What technology is used at this job?
 - How do you think this job will change in the next five years? The next ten years?
 - What skills and training do you need for this job?
 - What education beyond high school do I need for this job?
 - What advice would you give to a high school student interested in this profession?

Job Shadow Evaluation Form

Student: _____ Date of Job Shadow: _____
Business: _____ Professional Shadowed: _____
Email address: _____

Thank you for hosting a Big Sky High School Health Science Academy student for a job shadow. We would appreciate it if you would take a moment to fill out the information below and mail it back to Big Sky in the self-addressed stamped envelope. **Your candid comments are encouraged.** The feedback will be used by the students and the Academy to improve job shadow opportunities in the future.

Needs Improvement-----Excellent

- | | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| ✓ Professional Appearance | | | | |
| <i>Clothing is clean, neat, and professional in appearance, including wearing HSA shirt</i> | | | | |
| <i>Grooming is neat and professional</i> | | | | |
| <i>Student is not wearing hat, leggings, nail polish or excessive fragrance; long hair is tied back; footwear is appropriate</i> | | | | |
| ○ Comments | | | | |
| ✓ Punctuality | | | | |
| <i>Student arrives at least 5 minutes early</i> | | | | |
| <i>Student participates for the expected duration of the job shadow</i> | | | | |
| ○ Comments: | | | | |
| ✓ Professional Conduct | | | | |
| <i>Student introduces him/herself professionally and makes a good first impression</i> | | | | |
| <i>Student safely and actively engages in all activities</i> | | | | |
| <i>Uses respectful, courteous and appropriate manners</i> | | | | |
| <i>Refrains from using cell phone for duration of observation</i> | | | | |
| <i>Does not bring food or drink to the observation</i> | | | | |
| ○ Comments: | | | | |
| ✓ Engagement | | | | |
| <i>Asks Meaningful Questions</i> | | | | |
| <i>Uses time appropriately, including "down time"</i> | | | | |
| <i>Appears prepared and interested</i> | | | | |
| ○ Comments: | | | | |

Signature: _____

I would consider hosting another Health Science Academy student in a job shadow YES NO

Thank you again for taking the time to host a Big Sky student as they explore future career options. If you have additional comments or concerns please contact Ariel Cornelius at 728-2400 ext 8638 or by email at

accornelius@mcpsmt.org

Job Shadow Reflection Form

Student Name: _____ Date: _____

Name of Person Job Shadowed: _____ Title: _____

Business Name: _____ Phone: _____

Use complete sentences to respond to the following items. Attach paper if necessary.

Explain three things you learned from this experience:

1.

2.

3.

In a paragraph, evaluate what you liked most about the job you observed. Provide three examples to support your evaluation:

Decide whether you agree or disagree with the following statement: "Certain elements of the job shadow experience surprised me." In a paragraph, support your position with two examples from your experience.

Explain why you would or would not like this job. Provide two examples to support your conclusion.

Checklist:

- Thank you letter written to job shadow host
- Observation Worksheet completed
- Interview worksheet completed
- Job Shadow Reflection form completed

Student Signature _____ Date: _____

Sample Thank You Letter

Street Address

City, State, Zip

Phone

January 14, 2015

Mr. Jerry Lewis
Omega Engineering
110 S. 135th Street
Tacoma, Washington 98444

Dear Mr. Lewis:

Introduction Paragraph: Thank your host for the opportunity to do the job shadow.

Thank you for allowing me to job shadow you last Thursday. I truly enjoyed myself and learned a lot about being a civil engineer. Everyone in your office, and in the field, was very helpful and friendly.

Body Paragraph: Describe some of the things you learned as a result of the job shadow and the effect it has had on your future goals and/or career and educational plans.

I learned so much about the field of engineering, I never knew there were so many kinds of engineers: civil, architectural, structural, electrical, mechanical! I especially enjoyed designing trusses using the computer. I never would have known house trusses could be so fun! This experience has opened up a lot of options for me to consider as I plan my future.

Conclusion Paragraph: Add any additional comments you have and thank them again for the opportunity.

As we discussed, I would be very interested in working with your company on any special projects, as an intern or part-time employee in the summer. Thank you for spending time with me and helping me learn more about my options.

Sincerely,

Sign name here!

Type your first and last name here.

****This is a sample letter. Do not use the same text!**

Guidelines for addressing envelopes and postcards for business correspondence

Southwestern OK State University
(dept. #)
100 Campus Drive
Weatherford, OK 73096

JOHN DOE
JOHNSON MANUFACTURING
500 E MAIN ST STE 222
KANSAS CITY, MO 64100-1234

No. 10 Business Envelope

- ✓ Typed or neatly printed
- ✓ Size 12 font or in black ink
- ✓ Words such as street, lane, avenue, drive should be spelled out
- ✓ City, State and Zip – example: Puyallup, WA 98373 – the comma is after the city and WA is the correct abbreviation for Washington. There is no punctuation after the state only a space and the zip code.

Your first and last name

Address

City, State and zip

U.S.
Postage
Stamp

Mr. or Ms. First and Last name

Employer/Company

Address

City, State and Zip