

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: CAREER SHADOWING

ADOPTED: November 1, 2004

REVISED:

115. CAREER SHADOWING	
1. Purpose	The purpose of career shadowing is to permit the student to "shadow" an employee or employees at a firm for one (1) or more days to learn more about a particular occupation or industry, and to help the students understand the challenges and duties of a variety of adult occupations.
2. Definition	Career shadowing is a community-based career exploration activity for students enrolled at the Monroe Career and Technical Institute.
3. Delegation of Responsibility	The instructor shall be responsible for identifying and selecting employers who are interested in participating in a career shadowing activity.
4. Guidelines	<p>The following guidelines for the selection of career shadowing sites are recommended:</p> <ol style="list-style-type: none"> 1. The business or industry must be in the occupational area of the student's program of study. 2. The employer must be able to assign a mentor to the student during the career shadowing activity. 3. Representatives of the business or industry are encouraged to visit the school and make a presentation about the employer to the students. The employer representative is encouraged to interview students who have made an application to participate in a shadowing experience. 4. The employer must be willing to provide the instructor with a signed agreement regarding their intent to participate in a shadowing activity which will include, but not be limited to the following: <ol style="list-style-type: none"> a. A mutually agreed upon schedule when and where the activity will take place.

<p>Pol. 103</p>	<ul style="list-style-type: none">b. Name(s) of possible mentor(s) who will provide close supervision of the student.c. Identification of any required safety precautions necessary for the student.d. Students must be provided with a safe and non-hazardous work environment.e. Agreement to the following criteria to make certain that the student is <u>not</u> considered an employee within the provisions of the Fair Labor Standards Act.<ul style="list-style-type: none">1) The training is similar to that which would be given in a career and technical school.2) The training is for the benefit of the students.3) The students do not displace regular employees and are under the direct supervision of a full-time employee.4) The employer that provides the experience derives no immediate advantage from the activities of the students, and on occasion the operations may actually be impeded.5) The students may not be considered a prospective employee at the conclusion of the training period.6) The employer and the students understand that the students are not entitled to wages for the time spent in training. <p>5. It shall be agreed, that parties participating in the program will not discriminate in job shadowing opportunities.</p> <p><u>Student Eligibility</u></p> <p>In order for the career shadowing experience to be a meaningful activity for both the student and the employer, the student will be required to meet the following criteria in order to be recommended by the instructor to participate in the career shadowing activity:</p> <ul style="list-style-type: none">1. Students in grade 10 are eligible for participation in a shadowing experience. Instructors are permitted to allow 11th and 12th grade students to participate in a career shadowing activity at their discretion.
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2. Students shall have successfully completed and passed the safety competencies required by their respective planned instruction.
3. Students will be required to complete the modules included in the school's Professional Development Program that relate to the shadowing activity, as well as a Post-Shadowing Evaluation Form, as indicated by their respective instructor.
4. Students will be required to have completed a Career Shadowing Agreement form which outlines the student's responsibilities with respect to student placement at a worksite. This form will include, but not be limited to, parental permission; proof of medical insurance; proof of automobile insurance for travel to and from the worksite, if applicable; and emergency procedures for illness or injury.
5. Students will be permitted to participate in a career shadowing experience during the time that school is in session as well as after school hours.
6. No student will be permitted to participate in a career shadowing activity who has failed to maintain a satisfactory discipline and attendance record. Suspension from school would be reason to withhold a student's privilege to participate in a shadowing activity. The instructor recommends students for career shadowing status.

Liability Issues

The following items are related to issues of liability regarding the career shadowing activity:

1. According to the PA Department of Education, worksite mentors are not required to obtain Act 34 or Act 151 clearances.
2. Students are afforded liability insurance through the school's institutional policy which provides coverage for educational activities off our premises.

Transportation To The Worksite

Transportation to the worksite will be coordinated by the school administrator with the respective instructor. Students will be encouraged to arrange for their own transportation, if possible, and be provided with a driving pass if they have access to an automobile.

Due to the logistics involved in transporting students to worksites, the school administrator shall identify a schedule with the dates for career shadowing activities to take place. Instructors shall be required to arrange career shadowing activities on the identified dates.

Administrative Supervision

The school administrator shall grant final approval to all career shadowing applications. The school administrator will also be responsible for the coordination of transportation to the worksites.