



Proudly PENCIL

Virtual Learning Series

Virtual Job Shadows - A Quick Guide

Job shadowing is an opportunity for 11th grade students in their second year of pathway courses to spend a day in the “real world” in a career area related to their academy. Job shadows are a deeper dive, building on 10th grade field trips to give students an experience to observe and ask questions of workers. The experience should offer a virtual demonstration of hands-on activities that simulate the industry related to the academy and should include industry professionals.

WHAT MAKES AN EXCELLENT VIRTUAL JOB SHADOW?

- 20 minutes in length
- Up to six videos
- Including a welcome for students
- Personal connections - share your story
- Authenticity - be real with students when sharing how to be successful in the industry
- A series of demonstrations and industry simulations
- Showcasing the physical work environment
- Interactive experiences (when possible)
- In-depth discussions (can also be live Q&A)

WHAT TOPIC(S) SHOULD BE COVERED?

- The different aspects of jobs in the industry/company and regular tasks within each job
- The ways in which mathematics, language, science, writing, listening, interpersonal skills and technologies are used in your workplace
- The role of schoolwork and education in the workplace
- The importance of a positive work ethic and professionalism skills; punctuality, completing work assignment by deadlines, proper work attire, continuing education, etc.
- Universal skills that will help students be successful in the industry



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