



Job Shadow Program (Student)

Sheridan College Advising Services is pleased to offer job shadow experiences as a new Learning and Professional Development opportunity. Job Shadowing is open to students at Sheridan College. This job shadow program has been developed to give students an opportunity to spend a day shadowing a professional in career fields they are interested in. Students will immerse themselves in a typical work day, so they can learn about the industry, observe an employer in their environment performing their role and interacting with staff; connect with other professionals, and decide if their chosen career is a good fit based on their personal interests and career goals.

The following information provides a summary of important program information, an outline of student expectations, a schedule of information sessions, and the application process. Please review this information carefully.

Contact our office by calling 307-675-0105 or emailing Karen St Clair, at kstclair@sheridan.edu with any questions you have.

What is job shadowing?

Job shadowing is a short-term, usually one day, experience that allows you to learn about a career you're interested in. By observing or "shadowing" a professional, you can gain exposure to a field, ask questions, and understand the responsibilities, knowledge, talents and skills the job requires. The Job Shadow Program provides students the opportunity to explore career paths and options, experience a professional work environment, connect with professionals in their career field of interest, and observe skills and job tasks related to their career field.

Experiences

Sheridan College Advising Services works diligently to provide an array of job shadow experiences. However, the experiences available are only those submitted by employer hosts. While we invite all of our employer contacts and target all majors/industries to participate in the program, some employers may not have the resources to provide a job shadowing experience. Therefore, the list of experiences may be limited and vary by semester.

Important Information for Students

- **THE APPLICATION WILL OFFICIALLY OPEN December 1, 2019. Please contact Karen St Clair at kstclair@sheirdan.edu for any questions.**
- Students are matched on a first-come-first-served basis.

- **Program Date:** It is our goal to have your job shadow experience occur on a rolling basis, based on when a student submits an application and completes the Canvas class.
- **Logistics:**
 - Students will complete the Job Shadow Program application.
 - Students will be enrolled in a short Job Shadow Canvas Class with modules and a mandatory quiz at the end. If a student does not complete the mandatory quiz, they will not be able to participate in the job shadow program.
 - We will try our best to place every student interested in the job shadow program, however there is no guarantee that a student will be matched with an employer upon completion of the activities in Canvas.
 - Once placed, you are responsible for transportation, housing, and other logistics for this job shadow experience. Be sure to consider these variables when you apply and schedule your job shadow.
- **Learning Opportunity:** You are not expected to have prior related experience to participate in this program because this is a learning opportunity.
- **Professionalism:** As a participant in the job shadow program and a representative of Sheridan College, you are expected to behave and communicate professionally. Detailed expectations are outlined below.

Expectations of Students

Students must understand that the employer hosts are taking time out of their schedules to make this experience possible. In order to show your appreciation and make your experience a success, the Sheridan College Advising Services and your faculty requires that you:

- Be respectful and professional when you communicate with your host, which includes responding in an appropriate amount of time (within 2 days/48 hours).
- Follow through with the commitments you make throughout the experience.
- Prepare for the experience by attending a pre-departure information session, visiting with Advising Services, and reading over the pre-departure materials. Details about effective preparation are listed in the preparation section below.
- Arrange your own transportation and arrive at the correct location on time and prepared to learn.
- Send a “Thank You” email within 48 hours after the job shadow day.
- Communicate any issues to the program coordinator, Karen St Clair.

Information and Pre-Departure Preparation

Advising Services will hold open events throughout the semester to provide more information about the Job Shadow Program.

The following initial **information sessions** will provide more general information about the Job Shadow program. Watch for more detail on the TV screens all about campus:

Monday, December 2, 11:00-11:30 am

Wednesday, December 4, 4:00-4:30 pm

Thursday, January 23, 4:00-4:30 pm

Tuesday, January 28, 8:30-9:00 am

If you are unable to attend any of these events but would still like to discuss the program, please contact Advising Services to schedule an appointment with Karen St Clair.

Application and Participation

The following breakdown of the application process and participation includes information on identifying a job shadow host you would like to visit, submitting an application, and preparing for your job shadow experience. Please remember that matches are made on a first-come, first served basis, so please apply early!

- **Identify possible host:** Identify your top *three* hosts. If you do not know what industry or site that interests you, please apply anyway and list a few fields that interest you. We hope to receive new site applications throughout the year, and will try our best to accommodate your preference.
- **Submit an application:** The application will ask for your top *three* job shadow sites, in order of preference. You will also be asked to explain your reason for choosing each site and what you hope to learn from this experience. You must also agree to our student expectations outlined in the section above.
- **Complete Job Shadow Canvas class:** Students who submit an application will be enrolled into the mandatory Job Shadow Canvas class. Matching a student with an employer host will not occur until a student submits the mandatory quiz at the end of the Canvas class.
- **Prepare for the experience:** The Advising Services department will contact you with your job shadow site match as soon as possible. . You are responsible to reach out to the site host to discuss expected attire, the schedule, and logistics (for example, parking, lunch, identification, etc.) with your host.
- **Evaluate the experience:** After the job shadow, both the student and the job shadow host will complete evaluations of the experience.

Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, or gender identity, and any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Vice President for Administration, Cheryl Heath, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Whitney Building, Room W145E, 1 Whitney Way, Sheridan, WY 82801; 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.



Job Shadow Program - Student Enrollment Form

The Job Shadow Program provides students the opportunity to explore career paths and options, experience a professional work environment, connect with professionals in their career field of interest, and observe skills and job tasks related to their career field. The Job Shadow Program is open to all Sheridan College students enrolled in a degree or certificate program at the time of registration. Students can register for the Job Shadow Program by completing the following form.

Please Provide Your Contact Information

First Name: _____ Last Name: _____

Student ID: _____ Phone Number: _____

Sheridan College Email Address: _____

Are you currently enrolled? Yes ___ No ___ Are you an international student? Yes ___ No ___

Is this your first time registering for the Job Shadow Program? Yes _____ No _____

What would be the best days for you to participate in a job shadow? _____

If required by employer host for job shadowing experience, will you be able to complete forms (background checks, medical record, confidentiality agreements, etc.) prior to the start of the program? Yes _____ No _____

What is your current major/degree program? _____

What are your career interests? Please include industry, career field, and/or job type. (This information helps us target organizations to recruit as employer hosts for this job shadowing program). _____

List (in preferential order) three employers and/or areas of career choices you are interested in exploring. And state why you would like to job shadow each of these particular employers.

1. _____
2. _____
3. _____

Please Read the following and sign at the end

General Information:

1. This job shadowing program requires NO program fees from participating students or employer hosts.
2. It is the student's responsibility to cover the costs of his or her own transportation, food, and lodging (if applicable). Some organizations may require a background check for student's job and students may need to cover this cost as well.
3. The Sheridan College Job Shadow program is strictly a short term job shadowing program.
4. Some employers may seek to utilize this program as a recruiting tool for the purpose of hiring interns or job candidates. The Sheridan College Advising Services Department does not collect nor distribute resumes, transcripts, proof of U.S. Citizenship, age or other specific demographic information for this program. If employers participating in the program intend to screen internship or job candidates, any request for documentation of qualifications will be coordinated between the host employer's Human Resources office and the student AFTER Sheridan College Advising Services informs both parties of a match.
5. It is expected that both matched students completing their commitment contracts and organizations informed of student matches will honor their commitment for job shadowing.
6. This is not an internship or co-op, which indicate college credit or pay. By registering for this experience please note that the Advising Services' primary goal is to match as many students from all majors and class levels with all available host employers. There is no guarantee of a match.

Process:

1. Students completing the job shadow application are then enrolled into a Job Shadow Canvas (online) class. You will receive an invitation to this class via your Sheridan College student email.
2. Review all modules and take the MANDATORY QUIZ.
3. Student/Employer matches will be made based on availability of employer hosts and based on student information.
4. There is NO GUARANTEE OF A MATCH.
5. Students do NOT receive the company name until after they are preliminarily matched.
6. Matched students are encouraged to research the organization with which they have been matched.
7. Once the decision to accept the match is made, the student must complete and submit a commitment contract including the field trip travel packet to the Sheridan College Advising Services to secure that match.
8. After the commitment contract is completed and submitted, the student(s) will then receive the primary point of contact's information for the organization, so they can

call the host by phone to clarify details of the schedule and job shadowing logistics (such as parking, attire) prior to the day.

9. Job Shadowing is a privilege, not a right. Unprofessional indiscretions, during and after the Job Shadow Program, will result in your removal from the program and future programs at the sole discretion of the Job Shadow Coordinator, who is a member of the Advising Services staff. This includes instigating rhetoric in Canvas discussion boards or inappropriate comments and language.
10. Registered students are provided training about expectations and norms of a professional work environment (communication, attendance, appropriate behaviors, etc.) prior to the matching process. If a matched student does not show up for the experience or demonstrates behaviors outside the scope of normal professional standards, the employer host has been instructed to contact a Advising Services representative immediately. Students who do not honor their commitment via no show or unprofessional behavior, or cancel their experience with or without notifying the Advising Services office will be terminated from the Job Shadow Program.
11. **I understand and agree Sheridan College will release my contact information (name, phone number, school email, and declared major) to the matched employer host. Please initial _____**
12. **I fully release NWCCD and all its officers, employees and agents, without any limitation or qualification, as to any and all liabilities, claims, or personal injuries (physical or emotional) or death which may result, directly or indirectly, from my participation in the aforesaid activity. Please initial _____**
13. **I fully release my matched employer host and all its officers, employees and agents, without any limitation or qualification, as to any and all liabilities, claims, or personal injuries (physical or emotional) or death which may result, directly or indirectly, from my participation in the aforesaid activity. Please initial _____**
14. Please sign below indicating you have read the above information.

Student Signature: _____

Student Name printed: _____

Date: _____

Please return this document to:

Sheridan College Advising Services Department

Attention: Karen St Clair

1 Whitney Way, Sheridan, WY 82801

307-675-0105, kstclair@sheridan.edu

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