

## SHADOW DAY INFORMATION AND GUIDELINES FOR STUDENTS

PURPOSE: Shadow day will give you the opportunity to explore a career by observing an adult during his or her typical work day.

Information and Guidelines:

1. **Shadow day is on December 4, 2009.** You are expected to be shadowing from 8:15 a.m. through 3:00 p.m.
2. Juniors may not be on campus December 4 unless you are shadowing a staff person.
3. We encourage you to seek out a person to shadow who is employed in a career in which you are interested but have not had the opportunity to observe. In some cases, a parent may be an acceptable candidate to shadow.
4. Shadowing is for observation only and is not to be used as a means for compensation. You may help with simple tasks if you are asked, but don't expect to be paid for it.
5. This is a required activity. Anyone not participating will receive an unexcused absence from school.
6. Since shadowing is a school activity, you will be covered by school insurance.
7. **Ask the person you are shadowing how you should dress** - especially if you are shadowing a professional in an occupation where dress is very important. If the person you are shadowing does not give you dress guidelines, dress appropriately.
8. While on the job, **be positive, interactive, interested, friendly and talkative** (when appropriate). Don't be afraid to ask questions about the career. (See the handouts in your packet "Two Tools To Use On Shadow Day" and also the "Shadow Day report Guidelines".)
9. **Begin now to prepare.** Each student should find his/her own person to shadow. It is your responsibility to fulfill this requirement.
10. The attached "**Shadow Day Plan**" must be filled out completely and returned to your advisor by **Wednesday, November 25, 2009.**
11. The "**Shadow Day Information for a Student's Supervisor**" sheet is to be given to the person you are planning to shadow.
12. **To receive credit for Shadow Day, two papers must be turned in to your advisor by December 16.** The first paper is to be a one page typewritten report. Questions to be answered and ideas for the report are listed on the "Shadow Day Report Guidelines" paper (front and back) that is in your packet or can be downloaded from the school's web site.

The second paper you are to turn in is the “Shadow Day Validation Form” which is in your packet or can be downloaded. This form is to be filled out, signed by the person you are shadowing, your parent/guardian and you and then turned in stapled to your report. You will receive an unexcused absence for Shadow Day if the report and validation paper are not turned in to your advisor by Wednesday December 16, 2009.

13. To download any of the forms, go to the LMS website, click on “High School” and then click on “forms” on the drop down menu.
14. If for some reason it is impossible to shadow on shadow day:
  - a. You may shadow another day when school is **not** in session. It will be considered an unexcused absence if you miss school to shadow.
  - b. You must tell Mrs. Wenger the day you will be shadowing (if not on December 4).
15. In advisor group meeting on December 9, you will be asked to write a thank you note to the person you shadowed. The guidance department will supply the envelope and note card. Refer to pages 48 and 49 of *Parachute* for thank you note tips.
16. All shadowing must be done off campus. You may shadow staff at other Lancaster Mennonite Campuses, but not at Lancaster Campus.
17. If you have questions, see Mr. Hershey in room R324 (x359, email: [hersheyam@lancastermennonite.org](mailto:hersheyam@lancastermennonite.org)) or Mrs. Wenger in room 104.