

# Job Shadow: Company Tour



## What is a Job Shadow: Company Tour?

Students walk through industry facilities touring the daily processes of the business. A tour should also include a debrief to add overall breadth to the experience and share examples of how the skills and abilities needed in the industry are used in the daily operation. A company tour can be 1-3 hours.

### Before the experience

#### Visit Preparation

Complete the checklist on the back of this form to help you best prepare for your tour. Connect with your point of contact at Junior Achievement to ensure you have all of the logistics covered. You can also let them know what you are currently teaching so your industry partner might address any concept tie ins. If there are large changes in the number of students you are bringing, or if you are running early or late, please let your point of contact know so they can be prepared.

#### Student Preparation

Although some students may not attend the field trip, you can do these activities with your whole class. Don't forget that the bus ride is a great time to review and discuss behavioral expectations. Remember that cell phones aren't just a distraction, but they can be a huge liability if students take pictures in certain industries or if students get injured while distracted by their phone. Show students examples of professional dress, and let them know if there are any industry specific dress considerations, such as closed toe shoes, they need to keep in mind.

### During the Industry Visit

#### Industry Contact Connections

Be sure to seek out your industry contact right away once you get there, thank them for having your students, and find out where they need the students. You should be constantly available and in communication so you can relay any changes to the students right away. Let them know what time you need to be back on the bus.

#### Student Management

Remember – you are still the teacher and should maintain control of the students at all times. Although students may be broken up in smaller groups, you should be vigilant about keeping them in line.

### Follow Up

#### Thank the Company

Email your contact thanking them for the experience. Have students write thank you cards including their testimonials of the experience.

#### Reflect with Students

What did your students learn? How does this help them make choices for their future career path? Did they find some real world use for what they are learning in the classroom? Since not all students went on the trip, consider giving extra credit for students who complete a follow up assignment.



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SAN DIEGO COUNTY  
COLLEGE AND CAREER READINESS  
CONSORTIUM

## Timeline & Checklist

Preliminary

### Requesting Work-Based Learning

- Determine your WBL Goals for the year
- Find out how you will fund your transportation for any off campus experiences
- Select the essential skill you plan to focus on
- Fill out the WBL experience request form in the ePortal or with the CTE Director from your district

Weeks 1 - 3

### An Industry Match is Made & Logistical Considerations

- Identify your logistics and day of event point of contact and exchange contact information as needed
- Secure Date & Location
- Agree on number of students & time as well as number of chaperones required
- Check campus calendar to ensure no conflicts or competing fieldtrips exist on proposed dates
- Secure administrative approval & approval from the CTE director if applicable. Fill out field trip forms.
- Secure transportation
- Add to your school's master calendar
- Make a final confirmation once approvals & transportation are in place**
- Communicate if there is an academic connection to emphasize
- Make arrangements for lunch, water or snack as needed
- Send home permission slips (3 weeks before event, with additional available for students )
  - Include media release allowing the host company to take photos.
  - Include behavioral expectations, dress code and any industry specific requirements.

Weeks 3-5

### Classroom Preparation & Job Shadow Roster

- Remind students regularly to turn in permission slips, liability & media release forms
  - Request a JA representative to pitch the opportunity to students if needed to encourage participation.
  - Always invite more students than needed and create a waitlist in order to guarantee full attendance. When less students participate than committed it creates issues with the host company.
- Send in a final roster, including chaperone's names, 1-2 weeks in advance of the event
- Introduce the Essential Skills you have chosen as your focus and integrate into classroom activities
- Have students research the job sector, industry and company and come up with any questions or areas of interest they may have.
- Conduct a pre-experience survey if requested

Week 6

### Less than a Week Before the Event

- Give any final roster changes to your point of contact approximately 3 days before the event
- Find out bus parking instructions & student check in instructions
- Discuss work-place readiness, including behavioral expectations, dress code, cell phone policy and other industry specific concerns.

### During the Event

- Get in touch with your point of contact once the bus is on its way and give an estimated arrival time
- Reinforce behavioral expectations and other requirements

Week 7

### Follow-up & Reflection

- Have students write testimonials or thankyou cards within a week of the experience
- Reflect with students on how this experience changed their ideas about careers
- Continue to infuse essential skills & contextualized curriculum into your course throughout the year