

## Linn-Benton Trip CRLE due/Job Shadow Lesson 1: Sophomores

Feb. 27, 2018

	Lessons	Standards
<b>Last Week</b> Feb. 19-23	President's – No School (Mon) PSAT Score Review (Tues) Linn-Benton Trip Reminder & Review (Wed) Linn-Benton CC Trip (Fri)	SEL 1: Self-Regulation CRLE
<b>This Week</b> Feb 26-Mar 2	Early Release – No AG <b>Linn-Benton CLRE due/Job Shadow Lesson 1 (Tues)</b>	CRLE
<b>Next Week</b> Mar 5 - 9	Forecasting Lesson 1 (Mon) Forecasting Lesson 2 (Tues) Forecasting Lesson 3 (Wed) Grade Day – No School (Fri)	SEL 1: Self-Regulation

**Materials:** Job Shadow Documents (SHS AG/Job Shadow Website), Access the SHS AG/Job Shadow Website and project it, Job Shadow Timeline (In box, attached), Sample copy of all documents for the Job Shadow (In box), Envelopes for Background Check form (In box)

### Procedure:

1. Begin advisory according to personal preference.
2. Take attendance
3. Read Announcements
4. Remind students to turn in their CRLE reflections from the Linn-Benton CC Trip. Put CRLE forms in student AG portfolios. Hold a short feedback session on the Linn-Benton Trip. Answer any last questions about the CRLE form.
5. Introduce the next major Career Related Learning Experience for Sophomores – **the Job Shadow**.
6. Explain to students that they must document Career Related Learning Experiences (CRLE) as part of the state graduation requirements. All sophomores will complete a job shadow between now and May 8th. It may be an on-site visit or it may be a virtual job shadow. If students choose the virtual job shadow, please inform them that it requires researching 3 career paths and writing a minimum of 27 paragraphs with each paragraph being at least 4 sentences long. The on-site job shadow is hands on where the virtual job shadow requires research and writing.
7. Please let them know that they may **NOT** job shadow a member of their own family. They may use their family connections to find a job shadow, but may not job shadow a family member.
8. Students must ensure a background check is cleared with the person they wish to shadow before they can schedule and conduct the job shadow. Please be sure to go over the background check requirements below in step 10 for those that wish to complete the onsite option. It takes about two weeks to process the background check. Make sure to highlight that they need to have **their name and their AG teacher's name** on the top of the form so we know who to get back to.
9. Students may miss school for **ONE** - 4 hour time slot to conduct a job shadow. They may only do this one time, and they must have an **AG pre-arranged absence form** completed **in advance**. The form is located on the website as well.
10. **Now, go to the SHS website, click on Staff links, AG, Job Shadows** – project for all students to see.

11. Everything that students will need is on the website. This is where they should go for all job shadow forms. Open up the **Job Shadow timeline** document. This document outlines the step by step procedures that students must follow to complete their job shadow along with key due dates.
12. Please open each document and review all job shadow requirements and options that are listed on the school website under AG - Job Shadow Information. The **background check directions** are especially important to open and review. This is where the **envelopes** (In box) will come in handy. Again, use the website when presenting this information since this is where students will need to go to access resources. I also provided one copy of each document for students to see.
13. At this point, all students should begin working on **step 1 and step 2** of the job shadow - They have until Thursday, **March 16<sup>th</sup>** to **choose a job shadow location, to ask to job shadow at the location, and to complete and submit the background check form** before they can move on to scheduling a date and time. Note: Students may **not** schedule a job shadow until the background check is cleared. Tell students that they must follow the timeline or their job shadow will not count and they will have to redo the job shadow.
14. If students are choosing the virtual job shadow, they must choose three different careers in which they are interested in researching and submit those to you in writing by March 16th. **All the information and requirements for the virtual job shadow are at the bottom of the AG-Job shadows webpage.**
15. Finally, many students will have a difficult time choosing where to do a job shadow. Do not give them any breaks in choosing. Encourage them to choose as soon as possible. If they do not know what to do, help them think through some options. Do not let them slide. If you want to make this process go better for your AG, again, make them choose ASAP. Many of them will keep putting off making a decision if you keep giving them more time. Trust me, I have had an AG go through this. I felt bad for them. I gave them extra time. In the end, it bit them and me in the butt. It's okay for students to not know what they want to do. Tell them to just choose one possibility and give it a go. It is valuable for a student to discover they don't like a career. Better to find out now. That's my two cents for you!
16. Take some time to answer any questions about the job shadow and the difference between the on-site and virtual job shadow. **Note: For the on-site Job Shadow option, students must choose a job shadow and get the background check submitted before Spring Break. If they do not, they forfeit the on-site job shadow option and will be required to complete the virtual job shadow.**
17. End advisory according to personal preference.