

Job Shadow Lesson 2: Sophomores

Mar. 13, 2018

	Lessons	Standards
Next Week Mar 5 - 9	Forecasting Lesson 1 (Mon) Forecasting Lesson 2 (Tues) Forecasting Lesson 3 (Wed) Grade Day – No School (Fri)	SEL 1: Self-Regulation
This Week Mar 12-16	Parent Conferences – No School (Mon) Job Shadow Lesson 2 (Tues) Josten’s Meeting – Auditorium (Wed) Job Shadow Chosen/Background Check submitted (Fri)	CRLE
Next Week Mar 19-23	Job Shadow Lesson 3 (Tues) Josten’s Orders at Lunch (Wed)	CRLE

Materials: Job Shadow Documents (SHS AG Job Shadow Website), Phone Script (Attached, SHS AG Job Shadow Website)

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. The objective of this lesson is for students to be able to state all the expectations of the job shadow requirement.
5. Students should understand that their on-site Job Shadow must be chosen by this Friday and their background Check forms should be submitted to Melissa King by this Friday, March 16th as well. If this is not completed by Friday, please mark the assignment as missing in the AG gradebook and give a call home to a parent/guardian to inform them of the missing requirement. If students do not have this complete by Friday, March 23rd, they will forfeit the on-site option and be required to complete the Virtual Job-Shadow. For the Virtual Job shadow, remind students they must have their three careers chosen and submitted in writing by Friday, March 16th as well.
6. Please tell students that they may pre-arrange ONE, 4 hour time slot to be at the job shadow. They can only do this once and the form must be completed in advance. The form is located on the website as well.
7. Do another review of the options for on-site vs. virtual and ensure each of them has chosen an option and is moving forward with the background check as needed. Remember, not all job shadows require a background check and many local professionals already have a background check in our system. Check with Melissa King to find out if the person you are shadowing is already clear. **Background check exemptions: Silver Falls School District Staff Members (Job Shadows at other schools – can’t be done at SHS), Silverton Hospital Staff, Silverton Police Department Staff, Silverton Fire Department, Marion County Sheriff’s Department with a background check on file**

8. Next, explain that one skill that every person needs is the ability to communicate effectively in person, through email and on the phone. As a result we will be practicing phone calls with the help of a script. Open up the attached script. This script is also on the SHS AG Job Shadow Website.
Teacher: please model the phone conversation in front of the class, make sure students know to use the guide and have any notes or questions before making the call.
9. Next, have students practice the conversation in pairs.
10. Please let students know that emailing a contact would be acceptable too. Review with them basic email etiquette and have them type up an example if they are unsure of what to say.
11. Answer any questions and ensure all students are moving forward with their project and have a plan.
12. Next week: Step 3 in the timeline, shaking hands, proper attire, and cell phone etiquette
13. End advisory according to personal preference.