

Job Shadow Overview

- Designed to give a “snapshot” of the career the student is shadowing
- Students are expected to shadow; not actively engage in work activities
- Structured as individual or small group job shadow; 11 and 12 grades
- Students choose a career they are interested in exploring, and NIACC Career Connections matches them with an area business
- Usually scheduled during the school day; typically 2-4 hours
- Students are expected to complete a job shadow application, evaluation and send a thank you
- Students are expected to prepare for the job shadow; this means bringing a list of questions and talking points and visiting the business website prior to the job shadow
- Transportation to/from the worksite is the students’ responsibility
- Students should check with their counselor to see if this is an excused absence
- Businesses are informed if a student needs accommodation
- Businesses should inform NIACC Career Connections, who will then inform students, of specific requirements such as clothing, entrance, parking, etc.
- Students should be made aware of safety, privacy or other regulations and/or requirements regarding the business they are shadowing
- An email confirmation with the date, time, location, school and names of student(s) will be sent to the business, school and participant prior to the job shadow
- If school is cancelled the job shadow is cancelled except in pre-determined instances
- If for any reason a student cannot attend the job shadow, he/she must contact the business host and NIACC Career Connections
- Students are covered through their schools’ Worker’s Compensation Policy for school-to-work activities, Iowa Code Chapter 85.2, as amended by Senate File 361