



## PIERCE COUNTY HIGH SCHOOL

4850 COUNTY FARM ROAD  
BLACKSHEAR, GA 31516  
PHONE (912) 449-2055  
FAX (912) 449-2061

**DARA BENNETT**  
Principal

**ERICKA MCINTOSH**  
Asst. Principal

**KELLY MURRAY**  
Asst. Principal

**MELISSA THOMAS**  
Asst. Principal/CTAE Director

August 28, 2018

Dear Parent(s):

To further the world of work awareness for FBLA students, your child will be given an opportunity to job shadow someone on **Wednesday, November 14, 2018**. This involves one full day of observing, interviewing, and participating with an adult worker at his/her work site.

I am asking that you allow your child to go to work with you, a relative, or a friend for the entire day. This experience will help to create an understanding of how it feels to work for a full day and give your child an enriching experience.

Job shadowing is considered a school field trip; therefore, students are expected to follow all school policies.

Students who take part in the Job Shadowing day will not be counted absent from school and will be allowed to make up worked missed in all classes. To be eligible to participate, a student must be *passing 3 of 4 courses* and have *no more than 5 absences for this semester*. It is the student's responsibility to select an appropriate person to shadow and make all necessary arrangements. Each student will be asked to interview the person that was shadowed and bring the interview form back to Mrs. Whitaker. **If the interview form is not returned by 8:00 a.m. Thursday, November 15, 2018 the student will be counted absent.**

The permission form must be filled out completely in order for your child to be able to participate. No section should be left blank. **The permission form must be turned in by Friday, November 9, 2018 (No late forms will be accepted)**. Please call me at school if you have any questions about this scheduled day (912) 449-2055.

**Please Note!! I will be calling every student at his/her worksite to be sure that they are job shadowing.**

Sincerely,

Lauren Whitaker  
FBLA Adviser

# JOB SHADOWING PERMISSION FORM

Date of Job Shadowing Experience – **November 14, 2018**

Student's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Parents' Name \_\_\_\_\_

Phone and Location Where Parent Can Be Reached on This Job Shadowing Date:

\_\_\_\_\_  
Name of Business Where Student Will Job Shadow:

\_\_\_\_\_  
Address of Business:

\_\_\_\_\_  
Phone Number at Job Shadowing Work Site: \_\_\_\_\_

Name of Person Supervising Student at Job Shadowing Work Site: \_\_\_\_\_

\_\_\_\_\_  
Owner, Manager, or Person Granting Permission for Shadowing: \_\_\_\_\_

\_\_\_\_\_  
Hours Student Will Be Shadowing: \_\_\_\_\_

**I understand that my child should be at job site for a full school day. No exceptions. He/she is responsible for taking a lunch or money for lunch. I understand that if my child is sick on this day he/she should notify the business first and then Mrs. Whitaker at the school (449-2055).**

\_\_\_\_\_  
Parent's Signature of Consent

\_\_\_\_\_  
Date

**In case of emergency and I can't be reached, please contact**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

**This part (Job Shadowing Permission Form) must be returned to Mrs. Whitaker by Friday, November 9 in order to be eligible to participate in the Job Shadowing Experience.**

# JOB SHADOW DAY PREPARATION/CHECKLIST

- \_\_\_\_\_ 1. Contact the person you wish to shadow.
- \_\_\_\_\_ 2. Get the owner's or manager's permission.
- \_\_\_\_\_ 3. Get the name of the business.
- \_\_\_\_\_ 4. Get the address of the business.
- \_\_\_\_\_ 5. Get the phone number of the business.
- \_\_\_\_\_ 6. Get the name of person you will be shadowing.
- \_\_\_\_\_ 7. Find out the hours you will be shadowing.
- \_\_\_\_\_ 8. Ask about the dress code for the day.
- \_\_\_\_\_ 9. Ask about lunch arrangements.
- \_\_\_\_\_ 10. Arrange for transportation to and from the job site.
- \_\_\_\_\_ 11. Turn in Job Shadowing Permission Form to Mrs. Whitaker by 11/9.
- \_\_\_\_\_ 12. Call the business first and then Mrs. Whitaker at 449-2055 should you become ill on this day.
- \_\_\_\_\_ 13. Take your interview questions with you.
- \_\_\_\_\_ 14. Turn in interview questions to Mrs. Whitaker by 8:00 a.m. on **November 15** (the morning after your Job Shadowing Experience) in order to avoid being marked absent for **November 14**.
- \_\_\_\_\_ 15. Write a thank you note to the business.

**HAVE A WONDERFUL DAY!!!**

Name \_\_\_\_\_ FBLA Adviser \_\_\_\_\_

## JOB SHADOWING INTERVIEW

**Return by 8:00 AM,  
Thursday, November 15.**

1. What is the nature of your work?  
\_\_\_\_\_  
\_\_\_\_\_
2. What are the working conditions?  
\_\_\_\_\_  
\_\_\_\_\_
3. Is this a field that needs more workers?  
\_\_\_\_\_  
\_\_\_\_\_
4. What are the qualifications and training requirements to enter this field?  
\_\_\_\_\_  
\_\_\_\_\_
5. What is the job security outlook?  
\_\_\_\_\_  
\_\_\_\_\_
6. What are the expected earnings?  
\_\_\_\_\_  
\_\_\_\_\_
7. What are some related occupations?  
\_\_\_\_\_  
\_\_\_\_\_
8. Where can you find out more information about this job?  
\_\_\_\_\_
9. What other benefits come with the job (i.e., Retirement, Healthcare, vacation, sick leave...)? \_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
Business Person's Signature	Title	Hours Student Shadowed