



March 6, 2017

Dear Parent of a Seventh Grade Student at Mt. Blue Middle School,

We write to you today to give you some information about an upcoming assignment and excellent experience-learning opportunity coming up this year. The most important thing to know is that on Tuesday, April 11th your child will get to "job-shadow" a person from the community at his/her place of work. Assessments for Job Shadowing Day will be given in all four core classes: English, math, science, and social studies. The purpose of job shadowing is to put students in contact with the world of work and careers. We believe that seventh grade is the perfect time for them to begin to think about their future work-life and that this experience will help them to become better prepared for success as adults.

Here are the basic requirements for this day:

- The student will contact a working person from the community and make arrangements with that person to job shadow at his or her place of employment on Tuesday, April 11th.
- The student will "shadow" a person in a career of his/her choice for a minimum of four hours on Tuesday, April 11, 2017.
- The student will complete a written assignment that includes a visual component on May 2nd (for gold day classes) or May 3rd (for blue day classes).
- The student will present a three to five-minute long oral presentation that includes a visual component about the job shadowing experience to the class.

Oral presentations incorporate a visual aid and include the following:

- Job title and a description of the job
- Required education/training
- Necessary school subjects and/or skills
- Job satisfaction and availability
- Your reaction to the job shadowing experience

Your visual aid may include one or more of the following:

- Poster (SIZE APPROPRIATE FOR AUDIENCE VIEWING)
- Diagrams or charts
- Keynote presentations
- Computer graphics
- Video of the job (Edit video prior to presentation in class)

- Examples/brochures/products from the job should be displayed in an attractive manner

Do not simply bring in a sample brochure or pamphlet which was given to you during your onsite visit. Remember, the visual is a product created by the student. Proper display required. The visual supports the oral presentation and should be referenced during the presentation several times.

Oral presentations will begin on May 2nd & 3rd.

The job shadowing questionnaire and the oral presentation are each worth 50 points. The visual is evaluated for appearance, creativity, and reference to the oral presentation. The oral presentation is assessed for the appropriate time allotment, the inclusion of all requirements listed above, and the posture, eye contact, voice, and correct grammar/language usage of the speaker.

Below you will find a signature form that indicates that you have read the letter and understand the intent and requirements of "Job Shadowing." We appreciate and anticipate your support so that the program will be a success. Please notify us if you have any questions.

Sincerely,

The Katahdin Teachers (Carl Backman, Fred Conlogue, Tammy Conlogue, Frank Giampietro, and Denise Mochamer)

Acknowledgement of Receipt of Job Shadowing Day Letter and Assignment

I understand that Job Shadowing Day on April 11th is a required assignment for all seventh grade students and that all components of the assignment must be completed by May 2nd (Gold Day) and May 3rd (Blue Day).

I also understand that it is my child's responsibility--with my assistance--to make all arrangements (contact, transportation, lunch, clothing, etc.) for the job shadowing placement on April 11th.

Student Name _____ (Please print)

Student Signature _____

Parent Signature _____

Please detach and return this signature form to Mrs. Mochamer by March 13th.

Most Commonly Asked Questions About Job Shadowing

1. Does my child have to participate in this program?

Yes, this is a requirement for all seventh grade students. This project will be a portion of the fourth marking period grade.

2. Why was my child chosen?

The seventh grade students must explore the world of work in conjunction with Mt. Blue Middle School's career awareness goal. It also provides some early preparation for high school and course selection in the late winter of eighth grade.

3. Does my child have to spend four consecutive hours shadowing?

Yes. The student must spend at least four consecutive hours at his/her job location. MBMS teachers will be visiting many of these sites throughout the day to observe students in action on the job site.

4. Who may my child shadow?

Students may shadow whomever they choose, provided that they have parental permission. Suggested career representatives: parents, other family members, friends and neighbors.

5. When does my child notify teachers about when and where he/she will be job shadowing?

Students need to let teachers know at least one week before the actual job shadowing day. (In this case, by April 4th) Students will complete and turn in a form with all necessary contact information.

** If you have any questions, please have your child contact Katahdin Community teachers.

****** Please check with your career representative about an appropriate dress code and lunch plans for the job shadowing site visit.***