# JUNIOR PROFESSIONAL SHADOWING PROJECT
# MARCH 13/14/15, 2012

## GUIDELINES

- Junior Professional Shadowing will take place from **Tuesday, March 13 through Thursday, March 15, 2011**. Each day, you must spend seven hours (including lunch) at your shadowing location(s), for a **total of 21 hours**.

- Your family and friends may assist you with finding your sponsor(s), and additional help will be available through SJA. **You, however, are solely responsible for contacting your sponsor(s) to secure placement.** Please see Ms. Jensen or Ms. Mueller if you need help from SJA.

- We hope that you will be able to make new connections during Junior Professional Shadowing, and so you will not be allowed to
  - shadow your parents/guardians, other relatives, boyfriends, or friends;
  - shadow at any of your current or previous places of employment;
  - shadow at your former elementary or junior high school; or
  - shadow at an all-male high school

- You should not receive any payment for shadowing.

- You will be allowed—at your own expense—to shadow out of the state or country. If you are planning on doing this, please see Ms. Jensen or Ms. Mueller as soon as possible.

- You will be responsible for transportation to and from your shadowing location(s). You should consider transportation issues carefully when selecting your sponsor, and make sure you thoroughly discuss transportation options with your parents/guardians.

- Although you will be excused from school from March 13-15, 2012 to participate in Junior Professional Shadowing, you must discuss with your teachers their policies on missed work. Typically, if you are in an all-junior class, you will not have homework, but you may be responsible for previously assigned work. If you are in a class with seniors or underclasswomen, you will be responsible for all material covered and all work must be made up.

- You should start thinking of a backup plan now. If, for some unforeseen reason, your sponsor(s) cannot continue to work with you, where or who else could you shadow in your selected career or field? If SJA cannot place you in your chosen career, what other careers would you be interested in observing?

## FREQUENTLY ASKED QUESTIONS

**Q:** What if I can't decide which career(s) I want to shadow?

**A:** Consider your greatest strengths and interests and think of this as an experiment. Junior Professional Shadowing only lasts for three days, and if you don't enjoy the career(s) you've chosen to shadow, you've got lots of time to figure out what you do like. Also, people often change majors in college or change careers after college, so it's perfectly fine to change your mind about your shadowing career(s).

**Q:** I really want to shadow a particular career, but what if I can't find a sponsor?

**A:** Start by asking your family, friends, and friends' families if they have any contacts in that field. Remember, you aren't allowed to shadow friends or anyone related to you, but you are allowed to network with them as much as possible. If you still have trouble after you've exhausted these options, please see Ms. Jensen or Ms. Mueller. We have contact information from previous Junior Professional Shadowing sponsors. Mrs. Corrigan-Davis and Ms. Fischer have also offered to help find sponsors as needed.

**Q:** What if I want to shadow more than one career and/or sponsor?

**A:** You are allowed to shadow as many different careers and/or sponsors as you want, but it will create some extra work for you. In your Junior Professional Shadowing Report, you will have to include information about all of the careers you've shadowed, and you will have to fill out a contract for each of your sponsors. If you are planning to shadow more than one career and/or sponsor, please see Ms. Jensen or Ms. Mueller as soon as possible for extra contracts and sponsor materials.

**Q:** What if I get sick?

**A:** Call your sponsor immediately to inform him or her that you won't be able to attend your shadowing session that day, and you should reschedule the day(s) you missed as soon as possible. Also, your parent/guardian must notify SJA of your absence. Hopefully, you won't be sick all three days, but if that happens, you can complete your shadowing over the summer.

## EVALUATION

Each Junior Professional Shadowing Project will be evaluated on a 100-point scale. Each student must score **at least 70 points** in order to satisfactorily complete the project. Students whose projects do not meet this minimum score must continue to revise their work until their projects earn at least 70 points. Points will be awarded for the following criteria:

- Junior Professional Shadowing Proposal Form completed and turned in on time ..... 5 points
  - One point will be deducted for each day late after the due date.
  - Proposals turned in more than 5 days late will receive 0 points.

- Junior Professional Shadowing Contract completed and turned in on time ..... 5 points
  - One point will be deducted for each day late after the due date.
  - Contracts turned in more than 5 days late will receive 0 points.

- Junior Professional Shadowing Journal completed and turned in on time ..... 5 points
  - One point will be deducted for each day late after the due date.
  - Journals turned in more than 5 days late will receive 0 points.

- Quality of Junior Professional Shadowing Journal ..... 20 points
  - Five points will be deducted for each missing daily observations and reflections entry.
  - Journals must be complete and thorough to receive full credit.

- Junior Professional Shadowing Report completed and turned in on time ..... 10 points
  - Two points will be deducted for each day late after the due date.
  - Reports turned in more than 5 days late will receive 0 points.

- Quality of Junior Professional Shadowing Report ..... 50 points
  - Reports will be graded based on a scoring rubric (to be distributed).
  - Reports will be evaluated on thoroughness and presentation; all topics must be addressed and answered in order to receive full credit.

- Junior Professional Shadowing Thank You Note(s) completed and turned in on time ..... 5 points
  - One point will be deducted for each day late after the due date.
  - Notes turned in more than 5 days late will receive 0 points.

## CHECKLIST

_____ Select a career and try to find a potential sponsor.

_____ Complete and turn in the Junior Professional Shadowing Proposal Form.
**Due FRIDAY, JANUARY 20, 2012**

_____ Once your project has been approved by Ms. Jensen or Ms. Mueller, meet with your sponsor(s) to complete the sponsor portion of the Junior Professional Shadowing Contract, and give her/him the sponsor materials.

_____ Complete and turn in the Junior Professional Shadowing Contract.
**Due FRIDAY, FEBRUARY 10, 2012**

_____ Prepare for Junior Professional Shadowing by contacting your sponsor(s) for information about your daily schedule, dress code, lunch arrangements, and etc.

_____ Attend each of your shadowing days and record your daily observations and reflections in your Junior Professional Shadowing Journal. Be sure to schedule time with your sponsor(s) to complete the interview for your report.

_____ Complete and turn in your journal, report(s), and thank you note(s).
**Due FRIDAY, MARCH 30, 2012**.

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**THROUGHOUT YOUR JUNIOR PROFESSIONAL SHADOWING PROJECT, YOU WILL BE REPRESENTING YOUR FAMILY AND THE SAINT JOSEPH ACADEMY COMMUNITY.**

**PLEASE REMEMBER TO DRESS AND BEHAVE APPROPRIATELY!**