



## BOYERTOWN AREA SCHOOL DISTRICT

Boyertown Area Senior High School

“to enable all students to succeed in a changing world”

Dear Job Shadow Sponsor:

Thank you for taking your time to volunteer as a sponsor for our job shadow experience. Effective with the Class of 2012, Boyertown Area Senior High School requires completion of a Career Portfolio as a requirement for graduation. The Job Shadowing Experience is the major component of the portfolio for the 11<sup>th</sup> grade year. This is an excellent opportunity for the students to get first-hand day-in-the-life experience in a career that interests them. This page will provide you with the necessary information in order to successfully mentor your student through the day.

- This is a student-centered experience. Therefore, it should be the student that made the initial contact to set up the day.
- Please attempt to make the experience as close to “a day in the life” as possible. Meaningful and authentic activities will give the student the most insight into their career choice.
- Please allow some time for Q&A. On the back of this page, you will find sample questions the student may ask. Please be open and honest providing information, including realistic figures for entry level salaries in the field.
- Confidentiality issues are critical in many professions. Please do not hesitate to excuse the student from sensitive matters, while still allowing for possible discussion about on-the-job decision making.
- At the conclusion of the day, please complete the evaluation sheet and return it to the student.

To benefit our students, please be honest with your evaluations and feedback. Being able to accept creative criticism is a necessary skill our students are not often exposed to in the real world.

On behalf of Boyertown Area Senior High School, thank you for being an important part of the educational process. Please feel free to contact us if you have any questions, comments, or concerns.

Sincerely,

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