



Implementation Dates:
November 2018 - May 2019

Date of Release:
September 17, 2018

Respond By:
October 8, 2018

Project overview:

Team Vision: *All high school juniors experience a real-world, hands-on job shadow/internship opportunity within their Academy that fosters relationship building among students, teachers, and employers.*

Description:

The Alignment Rockford Job Shadow team is seeking community partners to host a job shadow experience for RPS 205 juniors during the 2018-19 school year. The job shadow is meant to help a student make a connection between school and work and instill career aspirations, which research suggests contribute to a higher percentage of students graduating. Job shadows are one component of the robust work-based learning continuum of experiences that the [College & Career Academies of Rockford](#) are designed to offer student's throughout their high school education.

By supporting students and providing them with hands-on industry experience, you will be contributing to the increase of hiring prospects for your organization and the enhancement of the workforce pipeline for local industry. By exposing students to occupations within your industry and in alignment with their career interest, you will see a return on your investment as their experiences will reinforce within students the values and soft skills required within the workplace, setting their trajectory towards a more intense internship experience and increasing your future talent's time to productivity.

What: A 4-hour job shadow experience to include key components:

- Meet and greet
- Company overview
- Company tour
- Breakout into mentor-student groups with hands-on experiences (pre-approved)
- Re-group: Debrief and Q&A.

Who:

- Industry partners representing careers within Business, Engineering/Manufacturing, Health Sciences, and/or Human and Public Service
- Approximately 125 East High School juniors from each of the [College & Career Academies of Rockford](#)
- RPS 205

Where: Your place of business

When: Ongoing, rotational dates throughout the school year. Sign up for 1 to 3 dates:

- November 28
- January 30
- March 20

Why: Effective job shadow programs are one way to provide the link between school and the workplace. [A recent Junior Achievement report](#) connected the following benefits to job shadow experiences:

- 98% of students agreed that doing well in school helps them achieve career goals
- 90% of students felt the Job Shadow experience made them more aware of career options
- 88% of students felt that participating in Job Shadow made them realize the importance of staying in school

Services needed from the community:

Participating organizations will be expected to:

- Attend one of the (3) scheduled orientations (calendar invitations will be sent following the close of this ITP™)
- Host a group of students that are interested in your industry
 - Provide a 4-hour experience to include key components (Meet and greet, company overview, company tour, breakout into mentor-student groups, and debrief with Q&A.)
- Provide mentors at a ratio of 1:3 mentor-to-student (Example: For 30 students you must provide at least 10 mentors)
- Offer one or multiple job shadow experiences in the following careers:
 - Business (Business, Arts, Modern World Languages, IT)
 - Engineering/Manufacturing (Engineering, Manufacturing, Industrial Trades & Technology)
 - Health Sciences
 - Human and Public Services
- Provide Personal Protective Equipment (PPE) if required at your facility
- Participate in post-experience (survey)

Mentors will be expected to:

- Submit to a background check (no cost to participants)
- Engage with 1-3 students and provide real-world hands-on experiences (pre-approved) of your career **Real-world simulated experiences are welcome for industries with privacy and/or safety restrictions*
- Participate in post-experience (survey)

What to expect from Alignment Rockford/Rockford Public Schools:

- Offer orientation which provides overview and framework of the pilot, host and mentor expectations, and a Q&A session
- Provide hosts with research-based framework and tools to create an engaging experience for students
- Preliminary student preparation of experience to include expectations while on-site
- Planning and scheduling support: RPS 205 will support scheduling and provide transportation and chaperones

Register for this Invitation to Participate™ (ITP™):

Full Name: _____ Organization: _____

Phone Number: _____ Email Address: _____

1. Please identify which career cluster(s) your organization can support for a job shadow experience:

Business Engineering/Manufacturing Health Sciences Human & Public Services

2. Please identify which job shadow date(s) your organization is willing to host students:

November 28 January 30 March 20 Interested but these dates do not work

3. Please identify how many students your organization can host in one session/job shadow day: _____

4. Can your organization provide a minimum of a 1:3 mentor-to-student ratio? Y N

5. Do you currently or have you previously offered similar job shadow experiences within your org? Y N