

DECEMBER BREAK OPPORTUNITIES

November 27, 2017 to December 22, 2017

Descriptions and preparatory guides

Job Shadow Description:

The job shadow description is your opportunity to provide a glimpse of the career insights a student will gain from spending a day or two with you (and perhaps your colleagues) at your work site. Components of the description might include:

- A short paragraph about the company or organization
- A description of what the day's itinerary might look like. For example: Meet with host for a discussion of career path, attend the weekly check-in meeting with directors, listen in on a client support call, etc.
- A summary of career insights that the students will gain from the job shadow.

How to prepare to host a job shadow student:

We've heard from past job shadow hosts that it helps to start with what you want the student to take away from their day, and then to organize the schedule and itinerary around those. Here are some questions you might want to think about in preparing the job shadow experience.

- What are the typical career paths for people in my company? In addition to myself are there a few others who might have time to meet with the student(s)?
- Are there meetings that take place which would provide students a view of collaboration skills needed to be effective in our environment?
- We believe in experiential learning! Is there some work that the student could try their hand at to give them a real taste of the field?
- Are there daily operations that would provide a good view of our work?
- Are there people I need to check with before having a student sit in on a meeting or listen in on a conference call?
- Does the student need to sign a confidentiality statement at the beginning of the day?

Short Term Project Description:

This description is your opportunity to attract students who want to apply their skills in a real work environment and at the same time accomplish a needed project. Components of the description might include:

- A short paragraph about the company or organization

- A description of the problem or project you want the student to tackle, including how the project will help the organization.
- A summary of qualifications that the student needs, the skills you expect they will learn, and the expected outcomes of the project for both the student and the company.

Things to consider in advance:

Working out some of the details in advance will aid in helping the student be as productive as possible. Here are some questions to think about:

- Have we identified a work location for the student(s)?
- What do we need to do to ensure the student has the necessary access to the files needed to accomplish the project?
- Does the student need to sign a confidentiality or a non-disclosure statement?
- Have we identified the right person to oversee the student(s) and be available for questions?
- Have we scheduled enough check in times with the student(s) to be sure they are on track?
- Have we provided the student(s) background material ahead of time so they are prepared?
- Are the goals of the project clear, and can the goals be achieved in the time allotted?