# DECEMBER BREAK OPPORTUNITIES

## December 1 – 20, 2019

## 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 description of 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 goals. While preparing a job shadow experience, ask yourself the following questions:

- What are the typical career paths for people in my company? Are there a few others besides myself at my organization who might have time to meet with the student(s)?
- What meetings might provide students a view of collaboration skills needed to be effective in our environment?
- How can I create an experiential learning experience for the student? What projects can they help with?
- 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 contribute to a necessary project. Components of the description might include:

- A short description of 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 help the student be as productive as possible. While preparing a short term project, ask yourself the following questions:

- 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 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