The JCCC Job Shadowing Program provides an opportunity for currently enrolled JCCC students who are at least 18 years of age and have a 2.0 cumulative GPA to engage in career exploration through interaction with JCCC faculty, local professionals and the Career Development Center career counselors. This program assists students through providing direct experience with JCCC academic programs while also coordinating an opportunity for students to meet and spend a few hours with a professional in a career field of interest.

No-Show Policy
In the event that you are unable to attend a job shadowing visit, you must contact both the mentor and the Career Development Center. If you fail to communicate with the mentor and the Career Development Center in a timely manner, you will forfeit the privilege to participate in the JCCC Job Shadowing Program for one semester. You will be required to write a letter of apology to the mentor and provide a copy for the Career Development Center, where it will be kept on file. Additionally, you will have to meet with a career counselor or the employment relations coordinator before being readmitted to the program.

Professional Expectations
During every stage of the Job Shadowing Program, you are expected to represent yourself and Johnson County Community College in a polite, professional manner.

- Dress appropriately
- Arrive on time and stay for the duration of the job shadow
- Prepare for the experience by reviewing provided materials and engaging in research about the industry and the mentor
- Actively participate by showing interest when talking with all individuals you encounter
- Respect confidentiality of the mentor
- Show your appreciation to the mentor for the experience and knowledge they are sharing

Please keep in mind that this is an exploratory experience to assist in your career decision-making process, and thus is not an internship or an opportunity to ask for employment.

Learning Outcomes
Participation in the job shadowing program will:

- Benefit your career exploration and decision-making process
- Engage you in experiential learning through observation and person-to-person interaction in the workplace
- Enhance your ability to identify career options, select an appropriate career path, and follow through with the career decision-making process
- Increase your knowledge about a specific industry or career area through interaction with faculty and industry professionals
- Provide an opportunity to practice professionalism through informational interviewing and interacting with professionals in a given career field
Interacting with JCCC Faculty Members

Contacting a Faculty Member

Writing a professional and concise email is a great skill to practice. Here is a suggestion for what to say when you contact the JCCC faculty member with whom you wish to meet:

Professor __________________:
I am participating in the JCCC Job Shadowing Program, and have an interest in the field of ____________. The Career Development Center staff provided me with your contact information, and I hope we can meet and talk about ____________ at JCCC. The best times/days for me are ____________. Would you be available during any of those times? Thank you in advance for your time, I really appreciate your guidance and I look forward to meeting you.

Sincerely,

Jean-Claude Cavalier

What to Talk About

- Your interests, career goals and career exploration thus far
- Your questions about the academic program requirements, the career opportunities and the academic field in general
- The faculty member’s educational background, training and career path
- The requirements, structure and specific core classes of the faculty member’s academic program
- Opportunities and challenges in that academic field or industry
- Occupational outlooks and stories of JCCC alumni from that program

Saying Thank You

Please take the time to thank the faculty member or members who met with you and shared about their academic area. You may choose to write a handwritten thank you note, or you can send a polite email. Both should be sent within one to two days of your meeting.

Professor ______________:
Thank you for meeting with me yesterday to talk about ______________. I really appreciated getting to learn more about ______________ and hearing about your own experiences, education and knowledge. Thank you for your advice and for taking the time out of your busy schedule to help me with my career exploration.

Sincerely,

Jean-Claude Cavalier

What You’ll Do

- Visit a laboratory class or tour a simulation area
- Attend part of a lecture or introductory class in that academic area

JCCC faculty members have a wealth of industry experience as well as academic knowledge in their field. Take advantage of your time with them and the advice they provide!
Dear Mr. Miller,

My name is Jean-Claude, and I am a student at Johnson County Community College. I am considering a career in ________________, and I am interested in learning more about the field and the types of opportunities that are available. I found your name on the Job Shadowing Mentor Database through the JCCC Career Development Center, and I was wondering if you would be willing to speak with me about the field, your role and your own career path. You can reach me at (phone number) or (JCCC email address).

Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

Jean-Claude Cavalier
While You Are There

Take a tour
Ask questions
Observe and learn

What to Bring With You

Driving directions and parking instructions
Appropriate clothing for the work environment
Contact information for your mentor
Questions for your mentor
Money for parking, lunch or other expenses

Safety Tips

- Communicate to your emergency contact where and when you will be doing your job shadowing experience. In your cell phone under contacts, place ICE (in case of emergency) with a name and number to contact.
- Be vigilant and always aware of your surroundings. Stay alert. Do not keep valuables visible in your car, lock your car doors, have your keys out and ready to enter your vehicle.
- Promptly report to the job shadowing mentor JCCC security and the Career Development Center any injury, accident or incident that you are involved in while participating in your job shadowing experience.
- For additional information about safety, visit the JCCC Police Department website.
Dear Ms. Smith:

Thank you for taking the time to answer my many questions and for allowing me to shadow you yesterday. I enjoyed meeting you and learning more about [profession]. It was especially helpful to visit your company and receive a tour of [specific aspect of the company]. Your explanation of the opportunity in the [field] was helpful. I had not previously realized that there were so many varied industries in which to apply my skills and interests. This experience really opened my eyes!

I appreciate your time and advice, and thank you for all of your career tips on [specific advice or tips].

Sincerely,

Jean-Claude Cavalier

Jean-Claude Cavalier

Student Reflection Form

Once you have completed your job shadowing experience, answer the following questions. This information allows you to reflect on your experience and how it influences your career exploration and decision-making process. Bring this form to your reflection meeting with your career counselor.

Name: _____________________________ Email: _______________ Student ID #: _________

1. Describe the job duties and work environment of the profession you shadowed.

2. What characteristics of this profession do you feel are interesting or a good match for you?

3. What characteristics concern you or make this profession seem unappealing to you as a career path?

4. What surprised you most about what you observed, heard, did and/or learned?

5. Which of the following best relates to your feelings about career direction after this experience? Why?

   a. This experience helped confirm that I am interested in this field as a career.

   b. This experience made me think this career path or industry might not be right for me.

6. What is your next step in exploring your career choices?

7. What recommendations do you have for improving the JCCC Job Shadowing Program?
JCCC Job Shadowing Program Checklist

☐ Meet with career counselor or the employment relations coordinator to complete application and learn about the program

☐ Contact, schedule and meet with a participating JCCC faculty member

☐ Send a thank you note to the faculty

☐ Call, email or stop by the Career Development Center to get contact information for job shadowing mentors

☐ Find, contact and schedule job shadowing experience with a mentor

☐ Engage in job shadowing experience

☐ Send a thank you note to the mentor

☐ Complete reflection form (page 11)

☐ Schedule meeting with a career counselor

☐ Complete student evaluation form (provided by the career counselor in your reflection meeting)

☐ Receive your JCCC Job Shadowing Program Completion Certificate

For information about the JCCC Job Shadowing Program, contact:
Linda Dubar
Employment Relations/Internship Coordinator
Career Development Center, Box 48
913-469-3598
ldubar@jccc.edu