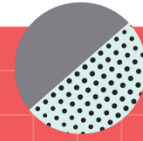


PURPOSEFUL | WORK



Job Shadow Program

Virtual Job Shadow Program Sponsor Guidelines for 2020-21

Key Dates

11/30/20 – 1/15/21

Student(s) will likely contact you between these dates to arrange a mutually convenient day or days for the virtual job shadow to occur.

12/1/20 – 5/29/21

Job shadows can take place ANY time between these dates at a time that works well for you and the student(s). **Ideally, job shadows will be completed by Commencement (May 30, 2021)**

Please note that students may inquire about scheduling their job shadows during one of the following school breaks:

- December 7, 2020 – February 16, 2021 - Winter break
- April 2 - 5, 2021 – Break between Module C & D
- Short Term 2021 has been cancelled due to revised academic calendar

Making the initial connection

We truly appreciate your willingness to share your time with Bates students this year. Through this program, which emphasizes exploration and reflection, students have the opportunity to learn about professions, organizations, and a variety of professional pathways.

As a first step, **the student will email you** to make contact, express enthusiasm, and begin planning for their shadow. They may mention why they were interested in your shadow offering or what they hope to learn through the experience. Even if your work function does not align exactly with the student's interests, they will benefit from the exposure to the world of work and by hearing your story.

Making your shadow VIRTUAL

In the new virtual version of the Job Shadow Program, you are welcome to **design your own job shadow by offering the student(s) anywhere between two hours and two days of your time**, depending on your availability and situation. The framework for the job shadow can be determined by your role in your organization, your technical capabilities, and your comfort in sharing information with the student.

As a reminder, here are the options that we presented when you registered for the program:

- Meet via video conference for one to two hours, discussing your work and professional pathway
- Set aside additional time to share information about your identity, how it connects to your personal and professional choices, and talk with the student(s) about their identity
- Offer a virtual tour of your work through screen sharing of websites, documents, and other resource
- Include the student(s) in your meetings, appointments, and events for the day
- Arrange video meetings between your colleagues and the Bates student(s)
- Assign a reading, design a project, or include the student in your work in some other way

Hosting groups of students

In some situations, multiple students have been matched with one job shadow sponsor. If this is the case with your shadow, you are welcome to create a group job shadow experience. We suggest requesting that a student volunteer lead the planning process. We've seen success in the past when a designated student leader coordinates and schedules plans with the other matched students and sponsor.

Day of the Job Shadow

Please communicate directly with the student(s) about the plan for the day and provide them with the appropriate links for the virtual experience. Also, please advise the student(s) about appropriate attire and any other expected preparation. For example, should they read something in advance, prepare questions, etc.

Photos

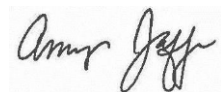
Please consider taking a photo or screenshot of you connecting with the student(s). If you have this opportunity, please forward pictures to us at jobshadow@bates.edu.

Program feedback

After the job shadow takes place, we will send along a brief feedback form. Students will also be asked to complete a survey about their experience. This information will help us to assess the program, and to plan effectively for the next year.

Questions

If you have any questions or issues along the way, please do not hesitate to reach out to us. Thank you in advance for working with your student to prepare for a positive and rewarding job shadow experience!



Amy Jaffe
 Senior Associate Director
 Bates Center for Purposeful Work
ajaffe@bates.edu