

PURPOSEFUL | WORK

Job Shadow Program

Job Shadow Program Sponsor Guidelines for 2021-22

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. Thank you for sharing your story with them.

Making the initial connection

As a first step, **the student(s) will email you** to make contact and begin to plan the shadow experience. They may mention why they were interested in your shadow offering or what they hope to learn through the experience. The student will be looking to find a mutually convenient date and time, as well as solidify the format and location of the shadow.

Key Dates

12/1/21 – 1/15/22

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

12/1/21 – 5/27/22

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 29, 2022)**

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

- December 14, 2021 thru January 12, 2022 (mid-year break)
- Feb 19 - Feb 27, 2022 (winter recess)
- March 23 - March 27, 2022 (March recess)
- April 26 - May 1, 2022 (April recess)
- May 2 - May 25, 2022 (Short Term)

The format of your shadow: In-Person or Virtual

When you registered to participate in the Job Shadow program this year, you selected from one of three format options: in-person, virtual, or either. Based on your selection, we advertised your job shadow as such. Therefore, students are aware if their shadow will be an in-person or virtual. In the case of "either," we expect that you will have a conversation with the student(s) about your location, their ease of travel to your location, current public health conditions and any other relevant variables. The format

is ultimately your decision, but please note that due to financial limitations, we are unable to provide student travel funding support to “either” shadows because of their ability to be conducted in a virtual format.

Hosting In-Person Shadows

The framework for the job shadow can be determined by your role, company/organization, and preference on what to share with the student. Most students enjoy the opportunity to engage in the work of the organization, so feel free to assign a project to work on or a task to perform as appropriate. In the event that you are not able to be with your student for part of the time during their visit, please designate a colleague to do so in advance.

Overnight accommodations and meals for the student

Students may be travelling a great distance from home or campus for this opportunity. In some cases, this may be their first time travelling to a new city on their own. If you are able to offer overnight accommodations and/or meals to the student(s), please let us know in addition to discussing the details with the student as appropriate so they know what to expect.

Travel logistics

We recommend that you discuss as many specifics as possible with the student(s) *before* their arrival so that they have realistic expectations for their shadow experience, which may include the location of your workplace, your home, travel recommendations, and required clearances, etc. The student may be unfamiliar with your area, so any local travel information and help with travel planning to/from the airport, bus or train station would be appreciated. If a student plans to arrive by car, please provide information about parking (e.g., in company lot, on street, in garage) if available.

Hosting Virtual Shadow

If you are hosting a virtual Job Shadow, you are welcome to **design your own experience and offer to connect for anywhere between two hours and two days**, 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.

Some options to help you design your shadow may include:

- 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 resources
- 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 instances, multiple students have been matched with one job shadow sponsor. If this is the case with your shadow, you are welcome to create a grouped job shadowing experience, and 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. Please contact us if you would like us to designate a student leader for your group shadow.

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 or address for the 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**](mailto: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 at jobshadow@bates.edu. Thank you in advance for working with your student to prepare for a positive and rewarding job shadow experience!

Thank you again,

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

James Smith
Assistant Director for Program Design & Support
Bates Center for Purposeful Work
jsmith6@bates.edu