

**PURPOSEFUL | WORK**

# Job Shadow Program

## Job Shadow Program Sponsor Guidelines for 2023-24

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 jobs, organizations, and a variety of professional pathways. Thank you for sharing your knowledge, skills, and professional story with them.

### **Making the initial connection**

New this year: As a first step, **we will send an email to you and your student(s)** to introduce you to each other. From there, we ask that you make the first outreach to the student(s) to begin making plans for the shadow. Together, you and the student(s) should find a mutually convenient date and time anytime between December 2023 and May 2024. You should also work with the student(s) to solidify the format (especially, if you had chosen the “flexible” option) and/or location of the shadow. You and the students do not need to include us in the planning messages, but you can always reach out if you have questions or challenges.

### **Key Dates**

**Week of 12/18/23**

The **PW Job Shadow team will send an introductory email to you and the student(s)** matched with your shadow.

**By 1/19/24**

Establish a date or general timeframe for the shadow with your student(s). **Please confirm the date by emailing [jobshadow@bates.edu](mailto:jobshadow@bates.edu).**

**12/20/23 – 5/24/24**

Job shadows can take place ANY time between these dates at a time that works well for you and the student(s). **Job shadows should be completed by Commencement Weekend, which is May 24 - 26, 2024.**

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

- December 18, 2023 thru January 9, 2024 (mid-year break)
- February 17 thru February 25, 2024 (February recess)
- March 20 - March 24, 2024 (March recess)
- April 24 - April 28, 2024 (April recess)
- April 29 - May 22, 2024 (Short Term)

### **SHADOW FORMAT: 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 Flexible**. Based on your selection, we advertised your job shadow as such. Therefore, students are aware if their shadow will be in-person or virtual, or that there is some flexibility between the two.

In the case of “**Flexible Format**” 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, Purposeful Work is unable to provide student transportation funding support to students matched with shadows that were advertised as “Flexible” shadows because of their ability to be conducted in a virtual format.

### **IN-PERSON Shadows: Information for Hosts**

In-person shadows typically last one day, during regular business hours, and can be structured however you see fit. 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 traveling a great distance from home or campus for this opportunity. In some cases, this may be their first time traveling to a new city on their own. If you indicated during registration that you were able to offer overnight accommodations and/or meals to the student(s), that information has been shared with them. Please discuss details with the student 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. Topics may include the location of your workplace, your home, travel recommendations, and required clearances, paperwork, 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 you offered to provide help with transportation, that detail has been shared with the student. If a student plans to arrive by car, please provide information about parking (e.g., in company lot, on street, in garage) if available.

### **VIRTUAL Shadows: Information for Hosts**

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, etc.
- Include the student(s) in your meetings, appointments, and events for the day
- Arrange video meetings between your colleagues and the Bates student(s)

### **GROUP Shadows**

In some instances, multiple students may have been matched with your job shadow. If this is the case with your shadow, you are welcome to create a grouped job shadowing experience. If you would prefer to not coordinate the group, we suggest that you ask for a student volunteer to lead the planning process, as a group leader. If you would like our assistance in finding a group leader, please let us know.

### **Day of the Job Shadow**

Job Shadows are designed to provide students with career exploration experiences. The students applied because they are interested in learning about you and your professional pathway. They may not have any experience in your industry, but they recognize an alignment between your job shadow offering and their interests, their academics and, potentially, their long-term career goals and dreams.

You may design a job shadow visit (or zoom presentation) however you like. Consider that the students may want to understand your industry in general, as well as the specific function you are in, the tasks involved, the skills required, and the preparation needed. They may want to know about the values of your organization, the purpose of your work, and even meet other colleagues (as appropriate). Additionally, you may want to share the story of your own career, including your experience in college, your first job, and how you made your professional decisions along the way.

Please note that a job shadow is not the same as an internship or temp job. Students should not perform any work for your organization (this is especially critical for international students who are studying at Bates with an F-1 Visa, as any work in the U.S. must be reviewed and approved through the Curricular Practical Training Process). Students may be included in conversations and meetings, as appropriate, offered suggested reading, and even practice the tasks related to the work, but should not be considered the same as a student intern.

As you develop your plan for the shadow day, please communicate directly with the student(s) about the details 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.

### **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**

We will send along a brief feedback form at the end of the academic year. Students will also be asked to complete a survey to reflect upon their job shadow experience. This information helps us assess the program and plan effectively for 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](mailto: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,

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