



JOB SHADOWING HOST LETTER
DELIVER TO HOST COMPANY BEFORE OCTOBER 23

Dear Host of Northmont Middle School Job Shadowing Participant:

Thank you for hosting one of our eighth grade students. We hope this letter will answer some of your questions about Job Shadowing Day:

Question: Why are eighth graders involved in Job Shadowing?

Answer: As students prepare to enter high school, they must make important decisions about course selections. Looking at their career goals is a way to motivate students to think about their educational programs. Students who get an education with a purpose are more likely to have meaningful high school experiences.

Question: What is my responsibility to the student on this day?

Answer: We hope that you can perform your job in a normal manner with the student observing. Any "hands-on" experiences you provide will help the student stay involved. Feel free to share your job expertise with your student. The student will have a series of questions to ask you about your job (e.g. training, hours, salary, etc.).

Question: How long will the student be with me?

Answer: This is up to you and the student. We suggest a full workday, but we realize that a half day is often more feasible. We hope that the student can spend at least 4 hours with you.

Question: What do I need to tell the student in advance?

Answer: Students need to know where and when to meet you, where and when to be picked up, and what the lunch arrangements are. Please let students know your dress expectations.

Question: Why do I have to fill out a questionnaire?

Answer: Your feedback is very important to us in evaluating and improving this day. Also, we need confirmation that the student spent the day with you. Comments from previous years definitely encourage us to continue this activity.

Question: What if October 23 is not convenient for me? Is there any way the student can come at a different time?

Answer: Weekends and school holidays are appropriate days.

If you have any other specific questions, please call us. We look forward to reading your evaluations after this day occurs. Thank you for substantially contributing to this student's education!

Northmont Middle School Guidance Office

(937) 832-6513 Janet Ferguson (A – GO)

(937) 832-6512 Rick Sells (P – Z)

(937) 832-6511 Lou Ann Wilson (GR – O)