TIME LINE

September 14 – October 2

Make Job Shadowing arrangements by contacting the person/company you want to shadow. See telephone script.
Give or send the letter to your host so he/she is informed about the expectations for Job Shadowing Day.

October 9

Due date for Job Shadowing site; hand in permission form to your **social studies teacher.**

October 12 – October 21

Contact the person you will be shadowing in order to finalize arrangements and send host their letter
Use Part B of Sample Script

October 23 – Job Shadowing Day

Be Prompt.
Sometime during the day, ask your host the questions about his/her occupation (you write the answers).

October 30

Hand in your report to your **social studies teacher**.

TELEPHONE SCRIPT

This is a **SAMPLE** script. We suggest that you use your own words when contacting your job shadowing host.

Part A Hi! My name is __________________________. I am an 8th grade student at Northmont Middle School. We are having a Job Shadowing Day on Friday, October 23. I am interested in shadowing someone in your profession I will call you back 1 week before our Job Shadowing Day to make final arrangements. When I call back, who should I ask for?

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Part B

1. **WHERE** do I meet you? ____
2. What **TIME** do I meet you, and how long should I plan to stay? ________________________________
3. What are our **LUNCH** arrangements? Shall I plan to pack a lunch or buy one? ____________________

   ____
4. Is there any particular way I should **DRESS**? ____
5. Is there additional information that will help me prepare for my day with you? ____________________

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6. Where should I have my parent pick me up when the day is over? ____________________________