



TOOLS

Teacher Checklist for Job Shadow

Use this checklist as a quick reference to ensure you have completed all the steps defined in this guide.

Before the Job Shadow

- Review the **Job Shadow Fact Sheet**.
- Have students identify career interests.
- Assist students in locating placements.
- Supply the workplace partner with information regarding the participating students.
- Confirm logistics and student transportation.
- Collect signed **Job Shadow Permission** forms.
- Prepare students to maximize their learning.

During the Job Shadow

- Ensure that students receive instruction in workplace safety.
- Arrange for students to speak to employees with different levels of responsibility.
- Expose students to **all aspects of the industry**.

After the Job Shadow

- Provide post-job shadow activities to structure student reflection.
- Help students make the connection between academics and the industry.
- Have students write thank-you notes to workplace host.
- Assist students in determining their next steps in learning about careers and updating ICAP.
- Use workplace partner feedback to inform continuous improvement process.
- This experience along with the documentation could be used to document ICAP Work-Based Learning activities. Make sure to forward documentation to the ICAP coordinator.