

# ST. MARK'S SCHOOL



## JOB SHADOW PROGRAM FACT SHEET

The purpose of our Career Day program is to provide St. Mark's students with an opportunity to gain first-hand knowledge about job skills and careers and to understand the connection between school and work. In order to make this day as beneficial to our students as possible, we are asking alumni, parents, and friends to volunteer as job shadow hosts or campus presenters.

### JOB SHADOW PROGRAM – V and VI Form Students

#### **Main Goals:**

1. Demonstrate the connection between academics and careers and help students learn by making their class work more relevant.
2. Provide students with a preview of the world of work and the range of career opportunities available to them.
3. Introduce students to the requirements of professions and industries to help them prepare for their future careers.

**Role:** We are asking volunteers to host a small group of 3-5 students or a larger group of 6-10 students (their choice) to visit them at their place of work.

**Date:** **Wednesday, November 16, 2016**

**Time:** **10am – 3pm.** This can be adjusted to meet the individual needs of each host. (Students travelling to Manhattan will arrive between 11-12 and stay until 4-5pm.)

**Location:** Students will travel to work places in the Greater Boston area and Manhattan. Other host sites within a 1-2 hour drive will also be considered.

**Transportation:** We will transport students to and from offices and will include a chaperone to accompany them if required.

- Format:** Hosts can plan the day according to what works best for them and their organization. Some ideas are to give a tour and provide an orientation of the organization; introduce students to co-workers from different functional areas of the organization; allow students to complete small hands-on tasks; show off computer programs; explain how your work relates to classes they might be taking in school; share examples of your daily routine that incorporates skills they are learning; share skills or classes required for a career in your field.
- Lunch:** The host should let us know if the students should bring their lunch, have money to purchase their lunch, or if they will provide lunch for the students (nice but not necessary.)
- Attire:** The host should let us know the dress code expected of the students.
- Follow-up:** As soon as plans are confirmed, each host will receive a confirmation letter with the event details, contact information, and tips for making the day a success. Hosts will receive a phone call a few days before the event to confirm and provide the names of the students that will be visiting.
- Prepare:** In order to prepare our students for their visit, we ask that hosts send us their bio, the URL for their company websites, and any additional information they would like students to review in advance of their visit. All Career Day volunteer bios and company website will be posted in the Career Day Volunteer section of our website.
- Questions:** John Camp (508) 786-6159 or [johncamp@stmarksschool.org](mailto:johncamp@stmarksschool.org)  
Megan Hyland (508)786-6121 or [meganhyland@stmarksschool.org](mailto:meganhyland@stmarksschool.org)

**Thank you for considering being a part of St. Mark's School Career Day!**