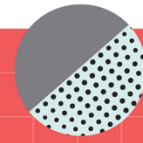


PURPOSEFUL | WORK



Job Shadow Program

Job Shadow Program Sponsor Guidelines for 2024-25

Thank you for volunteering as a Job Shadow Sponsor 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. We appreciate you for sharing your knowledge, skills, and professional story with them.

Making the initial connection

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 2024 and May 2025. 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 can always reach out to us if you have questions or challenges.

Key Dates

Week of 12/16/24

The **PW Job Shadow team will send an introductory email to you and the student(s)** matched with your shadow on December 17, 2024.

By 1/17/25

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

12/18/24 – 5/23/25

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, 2025.**

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

- December 17, 2024 - January 7, 2025 (mid-year break)
- February 15 - February 23, 2025 (February recess)
- March 19 - March 23, 2025 (March recess)
- April 22 - April 27, 2025 (April recess)
- April 28 - May 21, 2025 (Short Term)

SHADOW FORMAT

When you registered to participate in the Job Shadow program this year, you selected from one of four format options: **In-Person, Virtual, On-Campus, or Flexible**. Based on your selection, we advertised your job shadow as such. Therefore, students are aware if their shadow will be in-person, virtual, on-campus, 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, 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)

ON-CAMPUS Shadows: Information for Hosts

If you are hosting an on-campus Job Shadow, you are welcome to **connect with students for anywhere between one to four hours** depending on your availability. We encourage you to design the program however you like, providing an overview of your organization, your industry, and your role.

The Center for Purposeful Work can arrange a space on campus for your meeting with the students, however we are not able to support shadow sponsors' travel or accommodation costs related to the shadow visit. If the cost of travel to campus is prohibitive, please consider changing your shadow format to Virtual.

Some options to help you design your shadow may include:

- Consider offering a presentation to students about your organization, industry and function.
- Share the story of your decision to pursue this work and your pathway to where you are now.
- Arrange videos or images that provide details about your work
- Encourage students to prepare questions and make time to answer them during the presentation
- Some hosts will offer individual follow-up meetings with students that same day or virtually after the on-campus shadow, to address individual questions the student may have

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 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 temporary 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

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).

Questions

If you have any questions or issues along the way, please do not hesitate to reach out to us at 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,

Amy Jaffe, Director of Career Exploration, ajaffe@bates.edu

James Smith, Assistant Director for Program Design & Support, jsmith6@bates.edu