



### **Job Shadowing Criteria**

1. Job Shadow Days: Each student enrolled in a high school English class at CCA must have one job shadow day per year. The English teacher will determine due dates for papers. **You must have your potential job shadow approved prior to the shadow.** Your English teacher will approve if you can move forward with scheduling. Do **not** plan a shadow without prior approval. You need to pick a new person to shadow each year to gain valuable experience.
2. Contact a business professional to set up time to shadow. You should schedule the time to arrive and a time for departure (minimum of 4 hours).
3. Dress professionally. Ask the professional what type of attire you should wear.
4. Please arrive on time or up to 15 minutes early.
5. Write a **full page, 12 pt font paper, double spaced, MLA heading** including the following information:
  - a. Name of business
  - b. Name of person you shadowed and their job title
  - c. Type of business/trade
  - d. Skills/knowledge needed to carry out this job
  - e. Education/Degree requirements to be hired for this job
  - f. How can God be glorified in this job?
  - g. Summary-Is this a job you could see yourself doing in the future? Why or why not?

**This is a required assignment for English.** Our heart is that you would pick a shadow that you are considering for your future career. This will help you decide if it's truly a fit for you and where God may be leading you.