Career Related Learning Activity Definitions

**Job Shadow** – An opportunity to spend an hour and a half to three hours with one or more employees at a business site. Employees introduce students to potential careers by allowing them to observe the jobs of individual workers by shadowing their daily routine and activities. The career professional will provide students with a look at the world of work and the range of career opportunities available to them. Professionals should provide general information about their jobs, required skills, education and training requirements.

**Informational Interview** – An opportunity for a student to explore a particular occupation and gather information about the necessary preparation, required knowledge, and other interesting facts. Informational interviews help students broaden their vision of a career field, gain exposure to different adult role models, and understand the connection between school, work and achieving goals. The typical visit or phone interview lasts from 15 to 60 minutes. During the interview, the professional provides the student with a glimpse of what their career is like plus, the necessary training and workplace requirements. Students should be prepared with a set of questions to collect information either by phone or in person. The professional’s role is to share information and insights about their career.

**Industry Tour or Site Visit** – An opportunity for students to explore careers and the world of work by visiting a business where they will observe and ask questions about careers, skills, and tasks performed by the company. Site visits typically last one to four hours and the group size varies to meet each organization’s unique needs. The visits introduce students to potential careers by allowing them to view a firm’s daily routines and activities.

**Service Learning** – Involves an intensive learning experience for student volunteers in which they can “try on” various adult roles while providing vital services to the community. It is a program that demands responsibility and commitment, and it challenges students to actively participate in, and contribute to, the organization.

**Internship/Career Exploration** – Involves a formal training plan between a student and a business that outline the skills the student is expected to learn and demonstrate at the workplace. This experience can be paid or unpaid for which the student will receive academic credit. Internship hours, to be worked, classroom goals, worksite goals, and learning objectives are determined by the teacher, worksite supervisor, and student.

*This definition could be used to describe Senior Project /“Extended Application Experience”.

**CAM** - Advanced study in professional technical endorsement areas where context and real life applications are experienced through time spent in the community, school-based projects, and student-run enterprises.

**Work Study** - A competency-based experience that involves a formal working relationship between the student and supervisor. A work-study experience has clear goals and expected outcomes that offer the student new or expanded learning opportunities of which the student is evaluated at least once a semester.
Job Shadow and Informational Interview Sample Questions

The following questions are intended to help you build a detailed picture of an occupation. Use these questions only as a guideline. Your job shadow or interview will be most effective if you formulate questions that reflect your genuine curiosity.

The Occupation

1. What is the title of the person you are interviewing?
2. What are the duties performed during a typical day? Week? Month? etc. Does s/he have a set routine? (As the person describes the duties, ask what skills are needed?) How much variety is there on a day-to-day basis?
3. What educational program is recommended as preparation? (Distinguish between desirable and indispensable courses.)
4. What kinds of courses are most valuable in order to gain skills necessary for success in this occupation? (Distinguish between desirable and indispensable courses.)
5. What degree or certificate do employers look for?
6. What kind of work/internship experience would employers look for in a job applicant?
7. What are the main or most important personal characteristics for success in the field?
8. What are some related occupations? What are the salary ranges?
9. Does the typical worker have a set schedule (i.e. – 8 a.m. to 5 p.m.) or are the hours flexible?
10. What are the demands and frustrations that typically accompany this type of work?
11. Is this a rapidly growing field? Is it possible to predict future needs for workers in this field?
12. What kinds of technologies are used and how are they used?
13. Where might job listings be found?
14. What entry-level positions are there in this field that a liberal arts graduate might consider?
15. What do you know now that would have been helpful to know when you were my age?

What’s it like?

1. How many hours do you work?
2. What is your job related educational background?
3. What are some rewarding aspects of the work you do?
4. What are some aspects of your job that may be difficult or stressful? Is this typical in this career?
5. How would you describe the atmosphere/culture of the workplace?
6. Is there anything else that would be helpful to know about this job or occupation?
7. Can you suggest others who may have additional information about other aspects of this field?

Reflection and Evaluation

Based on the information you have gather, what you have learned? Consider some of the questions below as you summarize your job shadow or informational interview.

1. What is your reaction to the number of hours and work schedule described?
2. What do you need to do to make yourself a competitive candidate?
3. Do you think you would be satisfied with the situation your contact described?
4. What is your reaction to the difficult and stressful aspects of this occupation? Do you want to deal with them?
5. Have any changes taken place in your opinion of the occupation as a result of your job shadow or interview?
6. What are the most important new facts and understandings you have acquired?
7. What conceptions were clarified as a result of the job shadow/interview?
8. What misconceptions were revealed as result of the job shadow/interview?
Dear Ms. (name of your contact)

I am a junior or senior at South Eugene High School, your name and contact information was given to me from (a parent, family friend, my school, etc) and I am hoping you will help me learn more about being an architect. I have been encouraged by my family and Art teacher to consider studying architecture.

I would like to know more about what it is that you do. I’m interested in hearing about how and why you entered the profession, and the pros and cons of working as an architect. I welcome your ideas on classes and co-curricular activities I should participate in, if I pursue an architectural degree in college. The ability to ask you questions about your profession and to seek your advice on things I might do educationally and experientially, this summer and next year will be very helpful.

I appreciate your willingness to advise me and I look forward to contacting you to set up a job shadow, informational interview, internship, etc.

Sincerely,

Your first and last name