Davidson College Job Shadowing Program:
Summer 2016

RESPONSIBILITIES OF HOSTS

BEFORE THE SHADOWING DAY:

- Schedule the specific shadowing date with the student(s) participating in the program through e-mail or phone correspondence. Let the Center for Career Development know if you have not yet heard from any student(s) whom you have agreed to let shadow you.

- Provide the participating student(s) directions to your organization and instruct them on exactly where to go within your building once they arrive. Tell them what time to arrive.

- If your organization requires the student to sign any sort of confidentiality waiver, let Davidson and the student know about this (if at all possible) before the shadowing day.

- Inform the student in advance of the shadowing day if they should be dressed more or less formally than business casual attire.

- If possible, send the student a tentative schedule and any information about your organization that you think would be helpful ahead of time. This helps them prepare and know what to expect.

THE SHADOWING EXPERIENCE:

- Allow participating student(s) to shadow you for a minimum of 6 hours unless you have let us know in advance that the day will consist of fewer hours.

- Give the student(s) a tour of the workplace, a comprehensive overview of your role and how you ended up in it, and an overview of the structure of the organization. Allow the student to observe you as you go about your day's work. Other possibilities for activities include setting up additional meetings with students, allowing them to listen in on a conference call, and/or engaging the student in some relevant reading or a small project.

- Let the student know what appropriate times are for questions and discussion. If possible, also leave some time towards the end of the day to allow the student to reflect on his or her experience and ask you additional questions.

- Take a photo with your student(s) and e-mail that photo to Sarah Williams at skwilliams@davidson.edu (or have the student(s) e-mail it to us). Hold up your Job Shadowing program sign in the photo, if possible. (Photos are optional but highly encouraged!)

AFTER THE SHADOWING DAY:

- Fill out a Job Shadowing Experience Feedback Form for the Center for Career Development. This form will be emailed to you in mid-to-late August.
RESPONSIBILITIES OF STUDENT PARTICIPANTS

BEFORE THE SHADOWING DAY:

- Reach out to the host, taking the lead on getting the specific shadowing date(s) scheduled. If you have contacted your host at least twice and have not received a response, let the Center for Career Development know.

- Arrange for transportation to and from the shadowing site and, if necessary, lodging. All fees related to the job shadowing experience are your responsibility (unless you are approved for a grant by the Center for Career Development).

- Confirm the expected dress for the day with your host.

- Research the organization and come prepared with specific questions (about career opportunities in the field, the structure and work of the organization, etc.)

THE SHADOWING EXPERIENCE:

- Wear business casual attire unless otherwise directed by your host.

- Arrive promptly at a time agreed upon by you and the job shadowing host and do not request to leave early.

- Be professional, polite and inquisitive. Ask good questions!

- Take a photo with your host(s) and e-mail that photo to Sarah Williams at skwilliams@davidson.edu (or have your host e-mail it to us). Hold up your Job Shadowing program sign in the photo, if possible. (Photos are optional but highly encouraged!)

AFTER THE SHADOWING DAY:

- Write and send a thank-you note to your host.

- Fill out a Job Shadowing Experience Feedback Form for the Center for Career Development. This form will be emailed to you in mid-to-late August.

Job Shadowing Program Contact:
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Center for Career Development
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