January 17, 2015

Dear Upward Bound Sophomore & Junior students,

Enclosed you will find information on the Upward Bound Summer Job-Shadowing Project. Applications and parental permission forms are due back to the Upward Bound office no later than Saturday, April 11th, 2015. Late applications will not be accepted.

As you may know, job-shadowing is available to interested students on Friday mornings during our summer program. Every Friday morning, students selected to participate in job-shadowing will have the opportunity to observe a professional in their desired career field. The purpose of this program is to provide direct experience and to get a better understanding of what is required in a career field students have expressed an interest in pursuing.

Once students are selected for job-shadowing, I will meet with them during summer orientation in May to distribute a job-shadow packet and clearly explain what is expected.

If you have any questions, please feel free to contact me at 660-562-1647 or by e-mail at tmriley@nwmissouri.edu. I will be glad to answer any questions that you may have.

Thank you,

Tanya M. Riley
Coordinator of Counseling
Upward Bound
2015 UPWARD BOUND JOB SHADOWING PROGRAM
Goals and Responsibilities

Eligibility – Students must be in the graduating class of 2016 or 2017, completed a previous summer component, and have completed at least 30 hours of tutoring. Students must also be in good standing with the Upward Bound program, and may not participate with two or more unexcused absences from field tutoring.

Dress – Professional dress is important. Dress in a manner that is appropriate to the environment. If you are unsure about dress, please ask.

Conduct – Students are expected to behave in a professional manner. Remember – you are a representative of Upward Bound, Northwest Missouri State University, your school, your family, etc.

Relationships – Students are encouraged to build positive relationships with professionals. The relationships you build during a job-shadowing experience can lead to letters of recommendation for scholarships and jobs, possible job opportunities, etc.

Benefits – Students who successfully complete a job shadowing experience will be eligible to apply for a paid work-study experience the following summer. There is no compensation for participating in job-shadowing.

Driving Privileges – If students are given permission by their parents and/or guardians to drive to their job-shadowing site, they are to drive directly to the site and return to Upward Bound/Northwest Missouri State University immediately following their job shadowing. Stopping at any place other than job-shadow site and UB is strictly prohibited. If a student does make unauthorized stops, their job shadow and driving privileges will be revoked. Mileage reimbursement is available.

Transportation – Upward Bound will provide transportation for any student who does not drive their own vehicle.

Thank You Letters – You will be required to type a thank you letter for each professional you shadow.

Summary Essay – At the end of your project, you must write a one-page summary about your job-shadow experiences.

Evaluations – Students will complete an evaluation of their job-shadowing experience. Site supervisors will also complete an evaluation after the job shadowing experience has finished.

Remember: This is to be an informative and productive experience. Ask questions when you don’t understand something! Have fun and gain knowledge!
Upward Bound Job-Shadowing Project 2015

STUDENT APPLICATION

Submit this form to the Upward Bound office by Saturday, April 11th, 2015

Please type or print.

Name: ___________________________________________________________________________

(First) (Middle) (Last)

Birth date: ___________________ Gender: (please circle) female male

Street Address: ___________________________________________________________________

City: __________________________ State: ________ Zip: _______________

Name of High School: ___________________________________ Graduation Year: ________

What is your current cumulative grade point average (GPA)? ______________

Do you have any prior job shadowing experiences outside of Upward Bound? Yes No
If answered “yes,” where have you had this experience? Please explain the nature of your experience.

Please attach a brief essay on a separate piece of paper that includes the following:

What are your career goals? Why are you interested in job shadowing? What role will job shadowing play in helping you achieve your career goals?

Please list (in order) any place(s) of business or companies you are interested in job shadowing with? BE SPECIFIC.

See the back of this sheet for possible ideas or list an idea of your own.

1. _________________________________ 2. _________________________________

3. _________________________________ 4. _________________________________
Possible Job Shadow Locations

Below are locations that have been used in previous years. Feel free to suggest something that is not on this list.

Head Start/Daycare
Chamber of Commerce
U.S. Dept. of Agriculture
Missouri Dept. of Transportation
Humane Society
Veterinary clinic
Real Estate Agent
Landscaping
Restaurant Management
Attorney
Dentist
Bank
Newspaper
NW Missouri State University Student Affairs
Funeral Home
NW Missouri State University Information Tech Dept.
Radio Station
Fitness Center
Nursing Home
Printing company
Funeral Home Director
2015 UPWARD BOUND SUMMER
JOB SHADOW/WORK STUDY PROJECT

PARENT / GUARDIAN PERMISSION FORM

Student’s Name: ______________________________________________________
(First) (Middle) (Last)

Parent / Guardian’s Name: ______________________________________________________________________

Street Address: ______________________________________________________________________________

City: ____________________ State: __________ Zip: __________

Daytime Phone: (____) __________ Evening Phone: (____) ______________________________

Transportation:

______ Student will take advantage of Upward Bound provided transportation to and from the job shadowing or work study site.

______ Student will provide his/her own transportation to and from site. I will not hold Upward Bound responsible or liable for any actions that may occur before arriving at the chosen job shadowing or work study site, while at the site, or prior to returning to Northwest Missouri State University for check-in. Mileage reimbursement is provided.

I give the Upward Bound program permission to allow my student to participate in the job-shadowing or work study project. I have read and understand the goals and expectations of my student in this program.

_________________________________                          ______________________
Signed Parent / Guardian                                                      Date

Please return this form to the Upward Bound office by Saturday, April 11th, 2015.
Thank you.