

## LEARNING EXPERIENCE OVERVIEW

# JA Job Shadow<sup>®</sup>

### ► Work and Career Readiness

*JA Job Shadow* is a comprehensive experience that helps participants design an individualized career path. Including digital and print interactive materials as well as self-guided activities, *JA Job Shadow* provides a design-thinking structure for career exploration.

Participants develop a deep understanding of their talents, interests, and values through a career interest assessment. The result is a broad list of career possibilities. Through informational interviews, participants narrow down the list to identify their top potential career opportunities. They interact with professionals in a workplace site visit and during a multihour job shadow experience in a career area of interest. Reflection and analysis move participants toward their target career or back to their list to explore another option.

JA Future by Design<sup>®</sup> is used in conjunction with this learning experience. During the sessions, participants utilize the app to determine career possibilities that suit them. JA Future by Design can be found at <https://futurebydesign.ja.org/career#/home/>

This learning experience is part of the JA Work and Career Readiness Pathway and is designed for Grades 9–12 and post-high school. The learning experience can be completed in two parts. The learning experience includes educator-led content, and volunteers are required for the workplace site visit as well as for the job shadow experience.



## LEARNING EXPERIENCE HIGHLIGHTS

- Personalized approach to career planning for participants
- Flexible implementation based on local need
- Extensive self-guided learning experiences
- Real-world view of the workplace, including off-site and on-site contact with professionals
- Current career-planning tools to enhance networking skills, interview skills, and online profiles

## SITE VISIT SESSIONS

### CURRICULUM OUTLINE

| Session  | Overview<br>Participants:   | Objectives<br>Participants will be able to:  | Activities   |
|--|---|--|--|
| <b>SESSION ONE</b><br><b>Finding Your Future</b>             | <ul style="list-style-type: none"> <li>Find out what to expect during the learning experience.</li> <li>Learn about the design-thinking approach called Design for Delight and begin to examine their own career interests and motivations.</li> <li>Learn about Career Clusters and take a personal career assessment.</li> </ul>    | <ul style="list-style-type: none"> <li>List and define the three Design for Delight innovation principles.</li> <li>Correlate the Design for Delight innovation principles to the development of a personal career plan.</li> <li>Paraphrase career clusters and their relationship to career pathways, industries, and careers.</li> </ul>  | <b>Required:</b> <ul style="list-style-type: none"> <li>Warm-Up</li> <li>Empathy Map</li> <li>Career Clusters</li> <li>Career Assessment</li> <li>Wrap-Up</li> </ul>   |
| <b>SESSION TWO</b><br><b>Career Informational Interviews</b> | <ul style="list-style-type: none"> <li>Discuss their top three career choices.</li> <li>Prepare to conduct informational interviews during the upcoming site visit, as well as with professionals in their fields of interest.</li> <li>Create an elevator pitch to describe themselves positively to potential employers.</li> </ul> | <ul style="list-style-type: none"> <li>Deduce which career options most closely relate to their interests, strengths, and skills.</li> <li>Summarize what informational interviews are and how they connect to personal career exploration.</li> <li>Select questions that they can use in informational interviews to help them identify preferable careers.</li> <li>Practice the use of positive interview techniques and etiquette.</li> <li>Discover people in local companies who currently work in one of their top three jobs or something similar. (optional)</li> <li>Craft a personal elevator pitch. (optional)</li> </ul> | <b>Required:</b> <ul style="list-style-type: none"> <li>Warm-Up</li> <li>Career Exploration</li> <li>Informational Interview Questions</li> <li>Interview Techniques</li> <li>Wrap-Up</li> </ul> <b>Optional:</b> <ul style="list-style-type: none"> <li>Elevator Pitch</li> </ul>         |
| <b>SESSION THREE</b><br><b>Site Visit</b>                    | <ul style="list-style-type: none"> <li>Visit a local company for a tour, Human Resources presentation, informational interviews, and a series of learning activities.</li> </ul>  | <ul style="list-style-type: none"> <li>Learn about the host company's business, mission, and career opportunities.</li> <li>Conduct informational interviews.</li> <li>Participate in an ethical dilemma scenario and discussion.</li> </ul>   | <b>Required:</b> <ul style="list-style-type: none"> <li>Company Profile and Career Preparation</li> <li>Human Resources Presentation</li> <li>Ethics Activity</li> <li>Informational Interviews</li> </ul> <b>Optional:</b> <ul style="list-style-type: none"> <li>Company Tour</li> </ul> |

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|---|--|---|--|
| <b>SESSION FOUR</b><br><b>Site Visit Reflection</b> | <ul style="list-style-type: none"> <li>Analyze and share their responses to their site visit and informational interview experiences and write a professional thank you note.</li> <li>Begin to develop a resume and online profile.</li> <li>Research additional informational interview subjects and potential job shadow opportunities..</li> </ul> | <ul style="list-style-type: none"> <li>Reflect on the site visit and informational interviews and the impact they had on their current career plan.</li> <li>Create a resume that reflects their current education, experience, and skills.</li> <li>Create an online job search profile.</li> <li>Identify local companies that employ people who work in one of their top three jobs or similar and with whom participants might be provided a job shadow experience.</li> <li>Write thank you notes to their site visit and informational interview hosts. (optional)</li> </ul> | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>Warm-Up</li> <li>Site Visit Reflection</li> <li>Resumes and Profiles</li> <li>Wrap-Up</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>Thank You Note</li> </ul> |

## JOB SHADOW EXPERIENCE

### CURRICULUM OUTLINE

| Session  | Overview<br>Participants:  | Objectives<br>Participants will be able to:  | Activities  |
|--|--|--|---|
| <b>SESSION FIVE</b><br><b>Interviewing for a Job</b> | <ul style="list-style-type: none"> <li>Explore appropriate and inappropriate job interview behavior.</li> <li>Become familiar with common job interview questions and techniques and practice mock interviews.</li> <li>Adapt their accomplishments into stories to tell on job interviews.</li> </ul> | <ul style="list-style-type: none"> <li>Explain the purposes of job interviews and their common format.</li> <li>Identify common interview mistakes.</li> <li>Explore tips to prepare for interviews.</li> <li>Practice job interviews from both the employer's and applicant's perspectives.</li> <li>Recognize and communicate their accomplishments and proudest moments in preparation for interviews.</li> </ul> | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>Warm-Up</li> <li>Ace the Interview</li> <li>Mock Interview</li> <li>Wrap-Up</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>Job Interview Dos and Don'ts</li> <li>Tell Your Story</li> </ul> |

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|--|--|---|--|
| <b>SESSION SIX</b><br><b>Job Shadow Prep</b>         | <ul style="list-style-type: none"> <li>Conduct research into the company, employees, and industry in which they will be job shadowing.</li> <li>Develop a list of questions to ask and prepare for the logistics of the day.</li> </ul>                | <ul style="list-style-type: none"> <li>Conduct research into the job shadow subject's company, employees, and industry.</li> <li>Develop a list of questions to take to the job shadow experience.</li> <li>Select the most appropriate behaviors and language to use in realistic workplace scenarios.</li> <li>Prepare for an initial visit to a professional experience or job.</li> <li>Assess their own preparedness for the job shadow experience.</li> </ul> | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>Warm-Up</li> <li>Research Before You Go</li> <li>Logistics and Planning</li> <li>Wrap-Up</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>What Do You Want to Know?</li> </ul> |
| <b>SESSION SEVEN</b><br><b>Job Shadow Experience</b> | <ul style="list-style-type: none"> <li>"Shadow" a professional, independently, to gain insights about the day-to-day responsibilities and environment in a chosen career.</li> </ul>   | <ul style="list-style-type: none"> <li>Spend at least 3 hours at a company "shadowing" a professional.</li> <li>Network and engage with professionals.</li> <li>Take notes for later analysis.</li> </ul>   | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>Identify, secure, and participate in a job shadow experience.</li> </ul>  |
| <b>SESSION EIGHT</b><br><b>Job Shadow Reflection</b> | <ul style="list-style-type: none"> <li>Share observations from their independent job shadow experiences and consider their personal career paths in light of those experiences.</li> <li>Write professional thank you notes to their hosts.</li> </ul> | <ul style="list-style-type: none"> <li>Evaluate observations, personal opinions, feelings, and options related to their job shadow experience.</li> <li>Validate or revise their career path based on their job shadow experience.</li> <li>Demonstrate appropriate workplace etiquette.</li> </ul>   | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>Warm-Up</li> <li>Observations and Analysis</li> <li>Wrap-Up</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>Thank You Note</li> </ul>   |

Visit <https://connect.ja.org/>, JA Connect® Resource Guide <https://data.ja.org/s/fBUAAA> and <https://career.ja.org/> for additional resources.

## SUPPLEMENTAL ARTIFICIAL INTELLIGENCE (AI) LITERACY TOPICS

A suite of AI literacy topics is offered to equip students with cutting-edge knowledge of emerging technologies and responsible use practices, complementing their essential work skills to better prepare them for the workplace.

- AI From the Inside Out: 4 topics
- AI: Fact, Fairness, and Fiction: 3 topics
- AI Prompt Power: 4 topics
- A+ AI to \$ Success: 3 topics