



Suggestions for a Successful Job Shadow *Teacher*

Presentations:

A fall presentation for either August or September can be scheduled with your school representative and a Bridges Workplace Connection staff person can present the information to your students. A confirmation e-mail will be sent to your **school career counselor or representative** in August. Scheduled presentations are updated regularly. Presentations range 30 minutes in length.

Job Shadow Applications:

Job Shadow Applications are collected from the students and will be sent to Bridges Workplace Connection one week after the presentation. Applications require a signature from the parent and **school career counselor or representative**.

Job Shadow Notification:

You will receive an e-mail notification once a student is placed in a job shadow. The notification will inform you where the student will be completing the job shadow, date, time, and will include Special Instructions for the student. The student will receive this information via postal mail or email, however we ask that you distribute the notification to the student, and remind the students to complete the Student Reflection Survey and thank you and return them to you . You can send these to Bridges Workplace Connection through your school representative.. We will take care of postage for the postcards and send them to the businesses. Students also have the option of submitting the Job Shadow Student Survey online.

In the event of school closure due to bad weather, students are instructed not to attend the scheduled job shadow. If school is delayed for a weather-related reason, students are asked to base their decision on safety.