

SOUTH CENTRAL JR. – SR. HIGH SCHOOL
BOX 2 – EMPLOYABILITY SKILLS
WORK-BASED LEARNING EXPERIENCE (JOB SHADOW, INTERNSHIP, JOB)

Student Name	Grade Level	Cohort	Date Completed

You can complete this experience in several different ways. Make sure you select your way and provide any evidence. Then turn in this sheet, with any evidence (typically 1-2 pages listed below in the description of the experience; for most this is an hours log and reflection), to complete Box #2 of the Graduation Pathways. Please do not print/copy the pages front and back--submit only front-side copies.

Job Shadow: Spend three days (5-8 hours=a day) shadowing three different people in a career of interest to you (one person per day). Fill out and have them sign below. Then complete the Job Shadow Reflection (pg. 2).

Career/Company	Date	Printed Name of Person Shadowed	Signature of Person Shadowed

Internship: Spend a semester working a paid or unpaid internship (this includes Career Exploration Internship). Fill out and have them sign below. Then complete the Internship Reflection (pg. 3).

Job/Company	Semester	Employer Name	Employer Signature

Employment: Spend a minimum of 100 hours working at a job(s) for pay. Fill out and have them sign below. Then complete the Employment Reflection (pg. 4). Please provide a pay stub for verification as well.

Company	Dates of Employment	Employer Name	Employer Signature

South Central Jr. – Sr. High School Work-Based Learning Experience Evidence
JOB SHADOW EXPERIENCE Pg. 2

Name: Grade: Date Completed:

Job Shadow #1 (Complete sentences):

What two things did you discover that you enjoyed about the job?

What two things did you discover you didn't like about the job?

What two things did you learn about yourself?

Job Shadow #2 (Complete sentences):

What two things did you discover that you enjoyed about the job?

What two things did you discover you didn't like about the job?

What two things did you learn about yourself?

Job Shadow #2 (Complete sentences):

What two things did you discover that you enjoyed about the job?

What two things did you discover you didn't like about the job?

What two things did you learn about yourself?

**South Central Jr. – Sr. High School Work-Based Learning Experience Evidence
INTERNSHIP EXPERIENCE Pg. 3**

Name: Grade: Date Completed:

Internship (Complete sentences):

What two things did you discover about working that you liked?

What two things did you discover about working that you didn't like?

What two things did you learn about yourself?

What employability skills do you feel like are most important (mark up to 10)?

Reading skills		Reasons		Demonstrates integrity		Uses technology
Writing skills		Plans and organizes		Demonstrates professionalism		Observes
Math skills		Teamwork		Takes initiative		Manages time
Science skills		Respects differences		Positive attitude/self-worth		Manages money
Thinks creatively		Responsibility/self-discipline		Professional growth desire		Manages resources
Thinks critically		Shows flexibility		Helps others		Manages personnel
Makes good decisions		Works independently		Organizes		Exercised leadership
Solves problems		Willing to learn		Communicates		Resolves conflict

What makes these most valuable to you? Why?

**South Central Jr. – Sr. High School Work-Based Learning Experience Evidence
EMPLOYMENT EXPERIENCE Pg. 4**

Name: Grade: Date Completed:

Employment (Complete sentences):

What two things did you discover about working that you liked?

What two things did you discover about working that you didn't like?

What two things did you learn about yourself?

What employability skills do you feel like are most important for workers to have (mark up to 10)?

Reading skills		Reasons		Demonstrates integrity		Uses technology
Writing skills		Plans and organizes		Demonstrates professionalism		Observes
Math skills		Teamwork		Takes initiative		Manages time
Science skills		Respects differences		Positive attitude/self-worth		Manages money
Thinks creatively		Responsibility/self-discipline		Professional growth desire		Manages resources
Thinks critically		Shows flexibility		Helps others		Manages personnel
Makes good decisions		Works independently		Organizes		Exercised leadership
Solves problems		Willing to learn		Communicates		Resolves conflict

What makes these most valuable to you? Why?