

Fig. 1.

**Job Shadowing:
The Process At-A-Glance**

1. Student shows an interest in a specific occupation.



2. Teacher speaks with student and/or cooperative education teacher about arranging an appropriate job shadowing experience.



3. Teacher and cooperative education teacher discuss necessary forms, procedures and protocols for the opportunity to take place.(i.e. consent forms, etc).



4. Teacher informs student of the opportunity. Student is given all necessary forms. *Parent signature needed because it is a field trip.*



5. Student is made aware of location of workplace, his/her expected behaviour, and assignment expectations.

6. Student completes *Passport to Safety* test online and submits certificate to teacher prior to job shadowing experience.



7. Teacher accesses student's prior learning about Essential Skills and work habits, employer expectations, etc.



8. Teacher provides copy of OSP Skill Tracker and reviews assignment expectations.



9. Student has the job shadowing experience. Based on observation at the workplace, student records sample tasks demonstrated in the workplace in the **OSP Skills Tracker** and collects **Authentic Workplace Materials**, if possible.



10. Student completes the **Visual Report** and other assignments as required.