

LEARNING EXPERIENCE OVERVIEW

JA Job Shadow[®]

► 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[®] 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 Participants:	Objectives Participants will be able to:	Activities
SESSION ONE Finding Your Future	- Find out what to expect during the learning experience. - Learn about the design-thinking approach called Design for Delight and begin to examine their own career interests and motivations. - Learn about Career Clusters and take a personal career assessment.	- List and define the three Design for Delight innovation principles. - Correlate the Design for Delight innovation principles to the development of a personal career plan. - Paraphrase career clusters and their relationship to career pathways, industries, and careers.	Required: - Warm-Up - Empathy Map - Career Clusters - Career Assessment - Wrap-Up
SESSION TWO Career Informational Interviews	- Discuss their top three career choices. - Prepare to conduct informational interviews during the upcoming site visit, as well as with professionals in their fields of interest. - Create an elevator pitch to describe themselves positively to potential employers.	- Deduce which career options most closely relate to their interests, strengths, and skills. - Summarize what informational interviews are and how they connect to personal career exploration. - Select questions that they can use in informational interviews to help them identify preferable careers. - Practice the use of positive interview techniques and etiquette. - Discover people in local companies who currently work in one of their top three jobs or something similar. (optional) - Craft a personal elevator pitch. (optional)	Required: - Warm-Up - Career Exploration - Informational Interview Questions - Interview Techniques - Wrap-Up Optional: - Elevator Pitch
SESSION THREE Site Visit	Visit a local company for a tour, Human Resources presentation, informational interviews, and a series of learning activities.	- Learn about the host company's business, mission, and career opportunities. - Conduct informational interviews. - Participate in an ethical dilemma scenario and discussion.	Required: - Company Profile and Career Preparation - Human Resources Presentation - Ethics Activity - Informational Interviews Optional: - Company Tour

(continued)

JA Job Shadow

CURRICULUM OUTLINE

Session	Overview Participants:	Objectives Participants will be able to:	Activities
SESSION FOUR Site Visit Reflection	- Analyze and share their responses to their site visit and informational interview experiences and write a professional thank you note. - Begin to develop a resume and online profile. - Research additional informational interview subjects and potential job shadow opportunities..	- Reflect on the site visit and informational interviews and the impact they had on their current career plan. - Create a resume that reflects their current education, experience, and skills. - Create an online job search profile. - 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. - Write thank you notes to their site visit and informational interview hosts. (optional)	Required: - Warm-Up - Site Visit Reflection - Resumes and Profiles - Wrap-Up Optional: - Thank You Note

JOB SHADOW EXPERIENCE

CURRICULUM OUTLINE

Session	Overview Participants:	Objectives Participants will be able to:	Activities
SESSION FIVE Interviewing for a Job	- Explore appropriate and inappropriate job interview behavior. - Become familiar with common job interview questions and techniques and practice mock interviews. - Adapt their accomplishments into stories to tell on job interviews.	- Explain the purposes of job interviews and their common format. - Identify common interview mistakes. - Explore tips to prepare for interviews. - Practice job interviews from both the employer's and applicant's perspectives. - Recognize and communicate their accomplishments and proudest moments in preparation for interviews.	Required: - Warm-Up - Ace the Interview - Mock Interview - Wrap-Up Optional: - Job Interview Dos and Don'ts - Tell Your Story

(continued)

JA Job Shadow

CURRICULUM OUTLINE

Session	Overview Participants:	Objectives Participants will be able to:	Activities
SESSION SIX Job Shadow Prep	- Conduct research into the company, employees, and industry in which they will be job shadowing. - Develop a list of questions to ask and prepare for the logistics of the day.	- Conduct research into the job shadow subject's company, employees, and industry. - Develop a list of questions to take to the job shadow experience. - Select the most appropriate behaviors and language to use in realistic workplace scenarios. - Prepare for an initial visit to a professional experience or job. - Assess their own preparedness for the job shadow experience.	Required: - Warm-Up - Research Before You Go - Logistics and Planning - Wrap-Up Optional: - What Do You Want to Know?
SESSION SEVEN Job Shadow Experience	"Shadow" a professional, independently, to gain insights about the day-to-day responsibilities and environment in a chosen career.	- Spend at least 3 hours at a company "shadowing" a professional. - Network and engage with professionals. - Take notes for later analysis.	Required: Identify, secure, and participate in a job shadow experience.
SESSION EIGHT Job Shadow Reflection	- Share observations from their independent job shadow experiences and consider their personal career paths in light of those experiences. - Write professional thank you notes to their hosts.	- Evaluate observations, personal opinions, feelings, and options related to their job shadow experience. - Validate or revise their career path based on their job shadow experience. - Demonstrate appropriate workplace etiquette.	Required: - Warm-Up - Observations and Analysis - Wrap-Up Optional: - Thank You Note

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