

Job

Shadow

Program



Career Center

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Important Information About the Job Shadow Program

What is a Job Shadow?

A job shadow (not to be confused with an internship) is a ONE DAY experience that allows a student to spend a half-day to a full-day with an alumni/professional in a field of interest to observe various career paths. Students are able to watch, listen, and learn about what a typical day in that profession is like, learn how a major may translate to that career, gain insight on the industry, and learn more about the respective agency.

How will I benefit from a job shadow?

You will:

- Discover career opportunities through observation and discussion with professionals
- Understand the relationship between what you learn in class and a career
- Verify if this is a career that might be of interest to you
- See first-hand all aspects of a job: characteristics, responsibilities, day-to-day tasks, technology, etc.
- Determine what one needs to learn to be a professional in this industry
- Observe what employees do in the workplace
- Identify necessary skills to succeed in the industry
- Network with professionals in the field

How does a job shadow work?

Students are matched with a(n) alumni/professional for a ONE DAY shadowing experience within their career field of choice. In order to participate, students need to complete an application which will be reviewed by the Career Center and all attempts will be made by the Career Center to ascertain a job shadowing experience. Once a match is found, **the student will receive their match's contact information and is responsible for making the initial contact and arrangement with the alumni/professional.** Students are responsible for all travel expenses.

What are the next steps?

Once you have decided that you would like to complete a job shadow experience, pick up an application from the Career Center (Flynn Campus Union, Main Level, across from the POD). Submit the completed application **before the semester's deadline date.** You will then be matched with an appropriate career professional; you will need to meet with a Career Center staff member to obtain your contact information. **Deadlines to submit an application for a job shadowing experience are as follows:**

Spring break: February 10th

Summer break: April 10th

Winter break: December 10th

Once you receive your alumni/professional contact information, **it is your responsibility to contact the professional to schedule the Job Shadowing experience.** You will need to inform the Career Center's Graduate Fellow about **when and where** the Job Shadow will take place (e-mail kkalagher2@springfieldcollege.edu). Finally, you will complete a Job Shadow Program Evaluation upon your return from the job shadow experience and return that to the Career Center's graduate fellow for our records.

What if I can't make it to the Job Shadow?

If you must cancel your job shadowing experience, **the Career Center and alumni/professional must be contacted as soon as possible.** Failure to contact both the Career Center and the alumni/professional may result in termination of future applications for different job shadowing requests.

Springfield College Job Shadow Experience Application

First Name: _____ **Last Name:** _____
Student ID Number: _____ **Email:** _____
Anticipated Graduation: _____ **Phone:** _____

Permanent Street Address: _____
Permanent City, State, Zip Code: _____
Country: _____

Current Major: _____ **Minor (if any):** _____

If you are an exploratory student, what are three majors that you are currently interested in learning further about, if applicable; please list in order of interest:

1. _____
2. _____
3. _____

When would you be interested in arranging your job shadowing experience? Please choose ONE option:

Winter Break Summer
 Spring Break Academic Year

Please specify how long you would prefer your job shadowing experience to be, please check all that apply:

*****Please be aware that this is up to the discretion and availability of the professional that you shadow!***

1-3 Hours Half a Business Day (4 hours) Full Business Day

What mode of transportation will you be using, please check only one:

Personal Vehicle Zip Car Bus Train Other (Specify) _____

****Please thoroughly read and agree to the terms of service****

****Failure to sign will result in an incomplete application****

I agree that I am not a Springfield College employee, agent, or contractor during this job shadow experience, and am not entitled to liability coverage, medical/accidental insurance, payment of medical disabilities, co-payments, non-covered medical expenses, or other benefits from Springfield College. I acknowledge that all risks cannot be prevented, and assume those beyond control of the Springfield College staff. I understand that serious injury, permanent disability, disfigurement, and death could result from my participation in the program. If I am injured, I consent to emergency medical treatment at my own expense. I agree that I am able, with or without reasonable accommodation, of undertaking this activity. I understand that all costs associated with travel are my responsibility and that some travel may be necessary for participation in this job shadow experience. *By participating in a job shadow I understand that I am a representative of my fellow Springfield College peers and will behave in a professional and responsible manner at all times.*

I understand that this is NOT an internship, but a one-day-shadowing opportunity. I understand that the Career Center is NOT responsible for arranging client shadowing hours for students in Physical Therapy, Occupational Therapy, and Physician Assistant programs. If I wish to pursue more shadowing time with the professional, it is my responsibility to inquire about further arrangements.

****By signing below; I have thoroughly read, understand and agree to these terms and conditions explained in this Job Shadowing Application (pages 1-3).***

Student Signature: _____

Date: _____

Print Name: _____

Graduate Fellow Signature: _____

Date: _____