Shippensburg University of Pennsylvania  
Career, Mentoring, and Professional Development Center 
Job Shadow Program FAQ  
January 6-17, 2020

**Dates and Deadlines:**  
Application and Resume Due: November 22nd, 2019 by 11:59pm  
Student Notified: Monday, November 25th, 2019 (via email)  
Job Shadow Sendoff Meeting: Thursday, December 5th from 12:30pm-1pm or 3:30pm-4:00pm, or 6:30pm-7:00pm (PICK 1, MANDATORY MEETING)  
CONFIRM 2020 Winter Break Job Shadow Dates by December 18th, 2019  
Job Shadow Reflection Meeting: Tuesday, January 28th from 12:30pm-1pm or 3:30pm-4:00pm, or 6:30pm-7:00pm (PICK 1, MANDATORY MEETING)  
*If a student cannot attend any of the mandatory group meetings, they must contact the Career, Mentoring, and Professional Development Center and schedule a one-on-one meeting at career@ship.edu.

**Application Process:**  
1) Log into SHIP Career Connection, search “Winter 2020 Job Shadow”  
2) Review the Winter 2020 Job Shadow Posting, review lists of available job shadows; determine your top three choices  
3) Apply online via SHIP Career Connection, your application consists of three parts:  
   a. Part 1: Upload your Resume:  
      i. Click “My Documents” tab, Click “Add New” button, Label: Type name for your document, Document Type: Select “Resume,” Click “Browse” to locate and upload your file, and Click “Submit” button.  
      i. Click “My Documents” tab, Click “Add New” button, Label: Title of the document you are uploading, select document type: “Cover Letter,” Click “Browse” to select your completed application from your computer and Click “Submit” button.  
   c. Part 3: Apply to “Winter 2020 Job Shadow” in SHIP Career Connection:  
      i. Click “Apply” button, Select “Winter 2020 Job Shadow Application” to attach (as a "Cover Letter"), Select resume to attach, and Click “Submit.”

**What class years can apply?**  
This is a great opportunity for a first-year or sophomore to “test-drive” a career and for juniors, and all students, to make important connections for life after Shippensburg. The Job Shadow Program is open to current first-year, sophomore, juniors, seniors and graduate students who are in good academic and judicial standing with Shippensburg University. Students will need to be over 18 years old to participate.

**How will I know if I get a Job Shadow?**  
Students who have submitted an application and resume by November 22nd, 2019 by 11:59pm via SHIP Career Connection, will be notified of their job shadow placement by Monday, November 25th, 2019 (via email). Depending upon the number and quality of the applications, we may not be able to accommodate every applicant with a job shadow and not every applicant may receive their first choice.

**How does housing work for a Job Shadow?**  
Some hosts will offer to have you stay at their home for 1-2 days of your job shadow, allowing you to see the relationship between their work and home life. If a host is unable to provide accommodations, the Career, Mentoring, and Professional Development Center may be able to help you to organize any travel arrangements or housing needs. Should you need help with transportation logistics please contact Victoria Kerr at vmbuchbauer@ship.edu.

**What is expected of student participants?**  
In addition to being a positive representative of Shippensburg University during your job shadow and learning as much as you can about their industry, there are a few other expectations of participants:  
• Participate in the mandatory Job Shadow Sendoff Meeting on Thursday, December 5th from 12:30pm-1pm or 3:30pm-4:00pm, or 6:30pm-7:00pm in CUB 108.  
• Complete online preparation materials. If you need help, seek out a Career, Mentoring, and Professional Development Center (CMPDC) career counselor to prepare for your experience before you leave campus.  
• Communicate with your job shadow host and CMPDC career counselor in November/ December 2019.  
• Submit pictures each day during your Job Shadow experience by using the #SUJobShadow and tagging the CMPDC.  
• Complete the Student Evaluation sent via email and return it to the CMPDC.  
• Participate in the mandatory Job Shadow Reflection Meeting Tuesday, January 28th from 12:30pm-1pm or 3:30pm-4:00pm, or 6:30pm-7:00pm in CUB 108.