DATES AND DEADLINES
Application and Resume Due: April 23rd, 2021 by 11:59pm
Job Shadow Sendoff Meeting/Placement: May 10th from 12:30pm, 3:30pm, or 7:00pm (PICK 1, MANDATORY MEETING)
https://ship.zoom.us/j/8225709761
The Job Shadow Experience will take place between May 24-28, 2021 (Pick one day within this range)
Job Shadow Reflection Meeting: June 2nd from 12:30pm, 3:30pm, or 7:00pm (PICK 1, MANDATORY MEETING)
https://ship.zoom.us/j/8225709761
*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 “Summer Break Job Shadow Program 2021”
2) Review the Summer Job Shadow Program 2021 Posting
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
      ii. Type: Select “Resume,” Click “Browse” to locate and upload your file, and Click “Submit” button.
   b. Part 2: Complete the “Job Shadow Application Form 2021” via Google Docs at
      https://forms.gle/vf98Vzu4JSevTSV6
   c. Part 3: Review the Assumption of Risk & Liability Release Form & SU Experiential Learning Policy

What class years can apply?
This is a great opportunity for a first-years/sophomores to “test-drive” a career and for juniors/seniors 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 April 23rd by 11:59pm via SHIP Career Connection, will be notified of their job shadow placement by May 10th during the Job Shadow Sendoff meeting. Opportunities will either be in-person or virtual and more information will be forthcoming based on employer’s preference.

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, virtual, Job Shadow Sendoff Meeting on May 10th from either 12:30pm, 3:30pm, or 7:00pm (PICK 1, MANDATORY MEETING) https://ship.zoom.us/j/8225709761
• 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 May 2021.
• 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, virtual, Job Shadow Reflection Meeting June 2nd from either 12:30pm, 3:30pm, or 7:00pm (PICK 1, MANDATORY MEETING) https://ship.zoom.us/j/8225709761

Questions? Please contact the Career, Mentoring, and Professional Development Center at career@ship.edu