Shippensburg University of Pennsylvania
Career, Mentoring, and Professional Development Center
Job Shadow Program FAQ
January 4-22, 2021 (pick one day within this range)

**DATES AND DEADLINES**
- Application and Resume Due: November 6th, 2020 by 11:59pm
- Student Notified: Monday, November 10th, 2020 (via email)
- Job Shadow Sendoff Meeting: Tuesday, November 17th from 12:30pm, 3:30pm, or 7:00pm (PICK 1, MANDATORY MEETING) https://ship.zoom.us/s/95808235833
- CONFIRM 2021 Winter Break Job Shadow Dates by December 11th
- Job Shadow Reflection Meeting: Tuesday, February 9th from 12:30pm, 3:30pm, or 7:00pm (PICK 1, MANDATORY MEETING) https://ship.zoom.us/s/95808235833
*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 Job Shadow Program 2021”
2) Review the Winter Job Shadow Program 2021 Posting, review lists of available job shadows via document; “2021 Job Shadow Opportunities Winter Break” and 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
      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/vfqBVzu45JSeVTSV6
   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 November 6th, 2020 by 11:59pm via SHIP Career Connection, will be notified of their job shadow placement by November 10th, 2020 (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. 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 Tuesday, November 17th from 12:30pm, 3:30pm, or 7:00pm (PICK 1, MANDATORY MEETING) https://ship.zoom.us/s/95808235833
- 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 2020.
- 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 Tuesday, February 9th from 12:30pm, 3:30pm, or 7:00pm (PICK 1, MANDATORY MEETING) https://ship.zoom.us/s/95808235833

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