Shippensburg University of Pennsylvania  
Career, Mentoring, and Professional Development Center  
Job Shadow Program FAQ  
January 4-14, 2022 (pick one day within this range)

**DATES AND DEADLINES**  
Application and Resume Due: November 12th, 2021 by 11:59pm  
Student Notified: Friday, December 3rd, 2021 (via email)  
Job Shadow Sendoff Meeting: Monday, December 6th, 2021 at noon, Wednesday, December 8th, 2021 at 7:00 pm, or Thursday, December 9th, 2021 at 3:30pm (PICK 1, MANDATORY MEETING)  
https://zoom.us/j/91264387356  
CONFIRM 2021 Winter Break Job Shadow Dates by December 17th  
Job Shadow Reflection Meeting: Monday, January 24th, 2022 at noon, Tuesday January 25th, 2022 at 3:30pm, or Wednesday January 26th, 2022 at 7:00pm (PICK 1, MANDATORY MEETING)  
https://zoom.us/j/91264387356  
*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 Break January 2022 Job Shadow Program”  
2) Review the Winter Break January 2022 Job Shadow Program Posting and determine your top three industry and geographic locations.  
3) Apply online via SHIP Career Connection, your application consists of two 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 “Winter Break January 2022 Job Shadow application” via Google Docs at**  
      https://forms.gle/z4fKv9FH0AqoeRBs8

**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 12th, 2021 by 11:59pm via SHIP Career Connection, will be notified of their job shadow placement by Friday, December 3rd, 2021 (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 Alix Rouby at ajrouby@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: Monday, December 6th, 2021 at noon, Wednesday, December 8th, 2021 at 7:00 pm, or Thursday, December 9th, 2021 at 3:30pm (PICK 1, MANDATORY MEETING)  
- 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 December 2021.  
- Submit pictures 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.  
- Job Shadow Reflection Meeting: Monday, January 24th, 2022 at noon, Tuesday January 25th, 2022 at 3:30pm, or Wednesday January 26th, 2022 at 7:00pm (PICK 1, MANDATORY MEETING)

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