



**HARRISON CENTRAL HIGH SCHOOL**  
HOME OF THE HUSKIES

**Senior Capstone Project for Non Attending Seniors**

**Project Part 1 - JOB SHADOWING**

*Requirements:*

1. Complete 30 hours of job shadowing experience with your selected mentor
  - a. Log the hours and activities performed on the log sheet
  - b. Mentor must sign off on your 30 hours
2. Complete the job shadowing report.
  - a. Report can be hand written in pencil (as long as it is legible) or can be typed.
  - b. Complete all written response sections with complete sentences.
    - i. - You may need to do additional research if the information needed is not provided during your shadow experience.
  - c. Attach additional paper(s) if necessary.
3. Write a personal reflection/summary of your job shadow experience.
  - a. Must be typed; minimum two-page; use 12 font and one inch margins.
  - b. Additional guidelines are included at the end of this job shadow report form (pg 4)

**Project Part 2 – COMMUNITY SERVICE**

*Requirements:*

1. Complete 60 hours of community service (can be related to your job shadowing area or any other area you see fit)
  - a. Log the hours on the Community Service Log Sheet



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***1.1 Job Shadow Log***

Date	Time In	Time Out	Total Hours	Activities Observed	Mentor Initials



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**1.2 Job Shadowing Report**

Student Name: \_\_\_\_\_

Person Shadowed: \_\_\_\_\_

Job Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Contact Information – Telephone, Email or Website: \_\_\_\_\_

**Education Background and Work Experience:** Write about the education and career experiences of the person you shadowed. If they attended post-secondary education, please include the name of the college and major. If applicable, also include information about on-the-job training needed in this position.

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**Work Skills:** What skills/education are needed in this position? List a minimum of three and explain how/where they are used.

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**Company Profile:** Include information about (1) product/service of the company, and (2) how long the business has been operating. Include at least one more detail about the company. For example, this could be about the hiring process or future changes.

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**Observations:**

The most important resources of a company are its employees. How did the employees treat one another? or How would you describe the work atmosphere?

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What is the required attire (clothing) for the job you shadowed?

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Companies use a variety of technologies. Describe how you saw technology being used. For example, you could write about the following: *How many computers does the workplace have? Who uses them? What software programs did you observe?*

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What other tools or equipment were needed for the job you shadowed besides computers?

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In addition to work space, companies may offer a variety of extra facilities to their employees. Which if any of these did you observe? (Examples: *Lunch/Break Room, Health Care/First Aid Room, Child Care, etc.*)

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To hire the best people possible, many employers offer more than a salary or hourly wage. What extra benefits does the company offer? (Examples: *Health Care, Dental Plan, Retirement Plan, Insurances, Training, Reimbursement for Education, etc.*)

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**1.3 Personal Reflection/Summary of Your Job Shadow Experience**

**Objective:** To summarize your job shadow experience by reflecting on what you observed and what you learned.

**Possible topics:** Possible topics to focus your essay on are suggested. You can select one topic or a combination of topics. You may also create a different topic based on something you learned or experienced.

*Possible essay topics are:*

- Describe the different job duties you observed today.
- Compare skills you saw today and how they relate to school or your activities.
- Discuss the value of the job shadowing experience.
- Discuss and compare the parts for the job you found interesting and those that you did not like.
- Would you consider a career in this field? Why or why not?

*Additional Requirements:*

- Must be typed.
- Minimum two-page essay, which includes an opening, body, and closing
- Use 12 font, double spaced, one inch margins
- Attach essay to job shadow report and Log

**Overall Project Grading:** Each part of the project (job shadow report, log, and essay) will have equal weighting of the total grade.

Rubric Categories:

1. Content: Writing includes details of the job shadow experience; written responses on form are complete.
2. Reflection: Writing demonstrates exploring and analyzing of the job shadow experience
3. Organizations: Clear, well organized ideas
4. Mechanics: Grammar, Usage, Spelling



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**2.1**    **Community Service Log**

Date	Amount of Time	Description of what was done	Supervisor Initials