



JA Job Shadow™

JA Job Shadow meets the needs of a diverse group of high school students by providing engaging, academically enriching, and experiential-learning sessions in work-readiness education and career perspectives.

Following participation in the program, students will be able to:

- Identify and demonstrate the work-readiness skills needed to research, get, and keep a job.
- Develop innovative personal strategies to pursue lifelong learning and career opportunities.

Session Titles and Summaries

Session One: Perfect Match

Working in groups, students identify and evaluate the 16 Success Skills and begin preparing for the *JA Job Shadow* site-visit.

Session Two: Now What?

Individually, students prepare a resume and complete the paperwork necessary for the upcoming *JA Job Shadow* site-visit.

Site-Visit

The *JA Job Shadow* experience inspires students to be entrepreneurial in their approach to work by applying work-readiness skills to real-life work environments.

Session Three: Looking Back

Students use the work-readiness skill “Reflect and Evaluate” to complete a personal action plan.

JA Worldwide® gratefully acknowledges the Office of Juvenile Justice and Delinquency Prevention for its dedication to the development and implementation of JA programs. Grant No. 2005-JL-FX-K030, awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice, supported the development of *JA Job Shadow*. Points of view or opinions expressed in the program materials are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice.

JA Worldwide appreciates its partnership with the Office of Juvenile Justice and Delinquency Prevention to help young consumers understand financial literacy, entrepreneurship, and work readiness. JA programs encourage confidence and motivate young people to achieve their personal, educational, and career goals.

Junior Achievement® – Bringing the “Business of Life” to Life

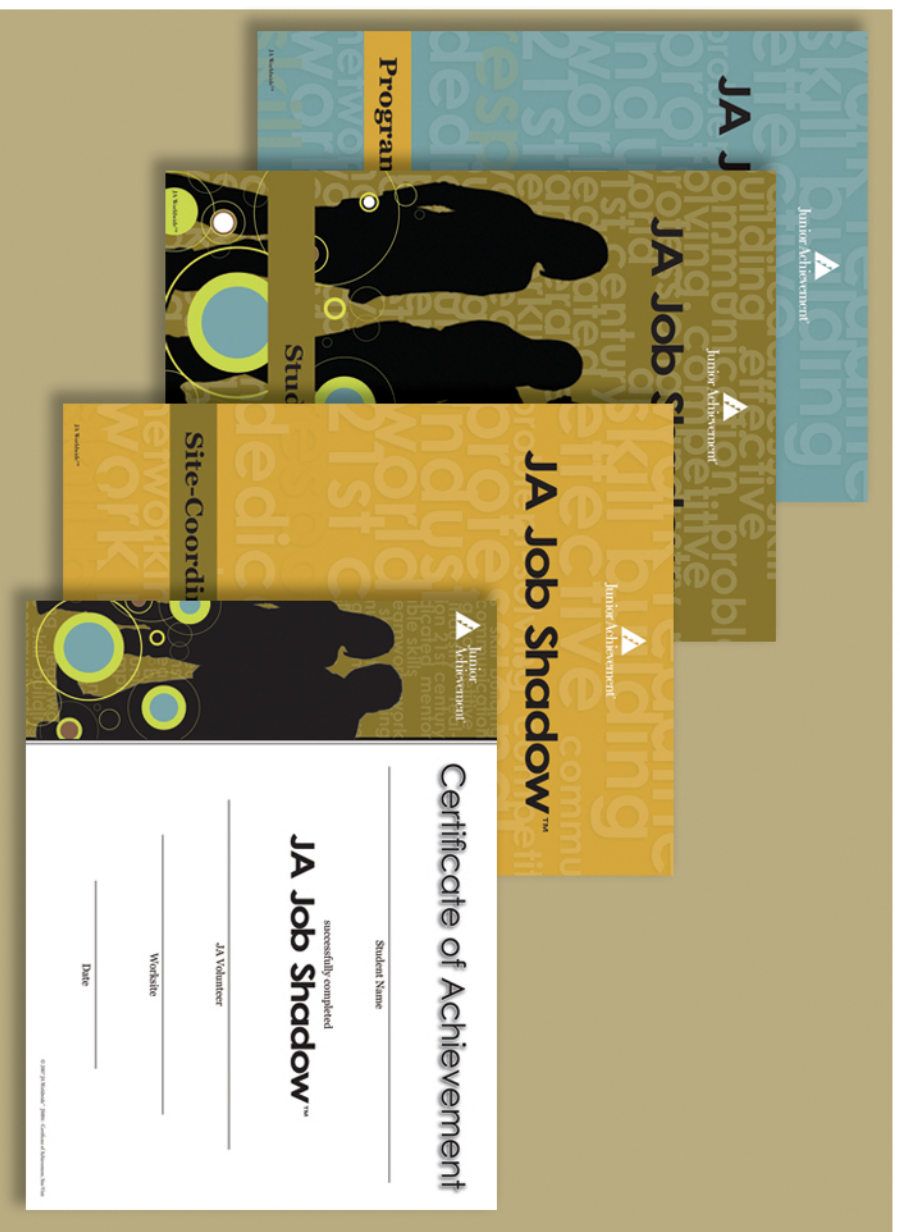
Join Junior Achievement’s global network of 245,000 volunteers and help students in your community connect the dots between what they learn in school and the “business of life” — work readiness, entrepreneurship and financial literacy.

JA’s Turn-Key

Volunteer Solution:

1. Personalized Placement
JA works with you to ensure you teach at the location and grade level of your choice.

2. Comprehensive Training
JA staff provides training so you are comfortable visiting the classroom. You will be trained in: classroom management, understanding and relaying the JA curriculum, working with the classroom teacher, and communicating effectively with students.



3. Minimal Time Commitment
The time commitment is minimal compared to the significant impact you make:

- Elementary Grades: Five to six 30- to 45-minute sessions
- Middle Grades: Six 45-minute sessions
- High School: Seven to twelve 45- to 120-minute sessions

No matter what grade level you choose, JA provides you with a kit containing all the lesson plans and student materials you'll need to make every minute count.

4. JA Staff Follow-Up and Support

JA staff is available to answer your questions or make suggestions pertaining to your volunteer assignment.

JA Job Shadow™ “Do you have to get along with people at work or can you just fire them?” “What do I need to know to find, get, and keep a job?” Yes, high school students do ask such things. The answer? *JA Job Shadow*, JA’s version of work-readiness boot camp! Students go through challenging exercises to help them develop personal strategies to pursue lifelong learning and career opportunities. Team-building exercises test their problem-solving and critical-thinking skills, as well as their ability to communicate, negotiate, and lead – all essential skills for the workplace. Through engaging activities, they come to appreciate the importance of personal appearance, professional demeanor, punctuality, and verbal and oral communication skills. Designed for high school students.



Guide for Volunteers and Teachers
Provides lesson plans and teaching tips for the volunteer and teacher.



Student Workbooks
An in-class and take-home reference tool for students to follow along and complete with each lesson.



Site-Coordinator Guide
Concerned about having a bunch of school-age students running around your corporate headquarters? Haven't thought of the best way to pair students with staff? No problem. This guide provides instructions and tips for the volunteer or workplace coordinator that will help make the Job Shadow experience a rewarding one for all!



Certificate of Achievement
Given to students in recognition of their achievement.