



**Sonoma County Water Agency
Job Shadow Student/Teacher Checklist**

CHECKLIST FOR ORGANIZING A SUCCESSFUL JOB SHADOW

Use this checklist as a quick reference to help you plan your job shadow with the Water Agency.

Before the Job Shadow

- Review the *Job Shadow* factsheet (*other side of page*)
- Go to www.scwa.ca.gov and click on *Career* (sub menu - *Job Specifications*).
- Look through the jobs listed and choose a few that sound interesting to you. In general, these are: *Administrative, Engineering, Environmental, Maintenance, and Wastewater operations*.
- Call the Water Agency at 521-6211 to let us know what kind of career interests you.
- Confirm with the Water Agency the time and date of your job shadow.
- Send an email to the person you will shadow, introducing yourself and confirming the time and date of your job shadow (Write in subject line "Upcoming Job Shadow")
- Sign the *Water Agency Release of Liability* and bring with you on your shadow day.
- Arrange for transportation to and from the Water Agency, (most job shadows will take place at *404 Aviation Blvd, Santa Rosa* which is very close to the Airport Cinemas on Airport Blvd)
- Be sure that you are excused from classes missed on the day of your job shadow
- Review your school's expectations for the job shadow (What will you complete afterward?)

During the Job Shadow

- Arrive on time, dressed appropriately
- Check in at our front desk. The employee you are shadowing will meet you there.
- Bring a positive attitude. Remember, a professional has taken time out of their busy schedule to spend time with YOU!
- Ask lots of questions about the employee's job, what they enjoy most, their background, schedule, challenges...

After the Job Shadow

- Complete your school's job shadow activity if one was assigned.
- Complete a post job shadow questionnaire and return to the Water Agency.
- Talk with your teacher about the connections between academics and the industry.
- Take the next step in learning about careers by talking with your councilor or by checking out the certificate programs available at the SRJC by going to www.santarosa.edu and clicking on *Instruction* (sub menu – *Certificate Programs*)

For more information:

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707-521-6211



Sonoma County Water Agency Job Shadow Factsheet

Job Shadow Overview

A job shadow is a career exploration activity in which students observe the work day of a professional, visit a worksite and attend meetings and other appointments. Job shadows are designed to help students explore a field of interest while developing research skills and building occupational knowledge. A job shadow should include a tour of the workplace and the opportunity for students to ask questions of the worker being shadowed throughout the job shadow. All job shadows should include a structured activity before, during and after the experience. These activities help ensure that the experience is productive, and meaningful. Proper planning, with attention to legal and safety details, will help ensure a successful experience.

Job shadows are designed to promote:

- Exploration of a field of interest;
- Exposure to careers and jobs; and
- Awareness of the academic, technical and personal skills required in particular jobs.

Success Factors

- Prior to the job shadow, students should research the occupation, develop questions and establish learning objectives and goals.
- During the shadow, students should be exposed to as many aspects of the profession as possible.
- Students should identify the education or training required and the skills needed for the job shadowed.
- Upon completion of the job shadow, students should have the opportunity to reflect on the experience.

Key Legal, Safety & Health Issues

- Be sure the Water Agency release of liability is signed.
- Students and teachers participating in workplace tours should receive relevant safety instruction and gear (e.g., eye goggles, hard hat, gloves, ear plugs, riding in cars according to CA state law).
- Students participating in job shadowing activities can participate in mock situations, shadow employees or even participate in the operations of the workplace as long as the person typically responsible for the duty is observing the students' actions. (US DOL Fact Sheet No. 013, Employment Relationship Under the Fair Labor Standards Act). Be sure student always observes appropriate safety protocols.

*Developed by the Sonoma County Water Agency with information adapted from the Quality Work-Based Learning Toolkit.

Sonoma County Water Agency



**Release of Liability and Indemnification Agreement
For Participation in Water Agency Programs and Events**

Program/Event: Job Shadow Program

Participation Date(s): _____

As the parent/legal guardian of _____, a minor child (hereinafter, "Child") participating in the Sonoma County Water Agency-sponsored event/program specified above, I hereby waive, release and discharge the Sonoma County Water Agency, its officers, agents, employees, volunteers and representatives (hereinafter, the "Released Parties") from any and all liability for any loss, injury or damage to persons or property, including liability arising from theft or any act of negligence or want of ordinary care on the part of the Released Parties, arising out of or otherwise relating to my or my Child's participation in the above-named program/event.

I further agree that I will defend, indemnify and hold harmless the Released Parties from all claims, demands and causes of action, including court costs and attorney's fees, arising from any proceeding or lawsuit, brought by a third party or brought by me or prosecuted for my benefit or the benefit of my Child, arising out of my Child's conduct or actions in connection with the above-named program/event or relating to the subject of this release.

I hereby acknowledge that my Child is aware that he/she will be entering a worksite, which could contain potential safety hazards. I hereby acknowledge that my Child will follow all safety protocol information for the worksite and will follow all safety procedures outlined in the protocols, for example, wearing protective gear and riding in vehicles according to California law.

My Child can be photographed and videoed.

I acknowledge that I have read this Release of Liability and Indemnification Agreement, understand its contents, and agree to its terms and conditions.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Name (Please Print)

Mailing Address

Email Address