

2013-2014 Job Shadowing/Work Study Application
Crowder College Upward Bound Programs

The Program:

Sophomores, juniors and seniors have the opportunity to be involved in a job shadowing program that allows them to work in the career of their choice *that requires a post-secondary degree (four year, Bachelor's Degree or above)* and be paid by the Upward Bound program. Our purpose is to: 1) acclimate participants to a career interest by working in that field 50 hours, and 2) to improve program retention rates by offering a substitute for part-time summer work.

Please note that the numbers of work study scholarships are limited by each program.

Guidelines:

1. Preference will be given to participants who have been in UB/MS for one full year
2. Maintain a GPA of 2.5 or better
3. Keep an annual C2C attendance of at least 75%
4. Demonstrate mature and responsible behavior
5. Complete the six week College Prep Academy (CPA) without failing any class

Student Expectations:

1. Complete the application.
2. Discuss the job shadowing program and expectations with your AC.
3. **If** you are selected, contact potential professionals to job shadow and complete and submit all necessary forms **prior** to job shadowing. ***Your job shadowing must align with your career interests.***
4. Complete 25 or 50 hours of job shadowing under the supervision of an individual with a 4-year degree.
5. Complete a time sheet and daily log. This will be submitted with additional paperwork at the end of your experience.
6. Complete a job evaluation from site supervisors and have an exit interview.
7. Write a reflective essay, describing your experience and how it will apply to your future academic and career goals (minimum of 500 words).
8. Meet with you AC at the conclusion of your job shadowing experience to submit all final paperwork and discuss college and career options. ***This must occur prior to summer move-in.***

Pay:

Students are eligible to receive a stipend of \$300 or \$600. Specific amounts will be indicated in the participant's acceptance letter. Students must complete all requirements in order to receive a stipend. Pro-rated stipends based on few hours, incomplete paperwork, etc. will not be paid. **STUDENTS WILL RECEIVE THEIR STIPEND BY AUGUST 2014.**

If you are interested, review the eligibility guidelines, complete the application form on the back, write an essay answering, and return to your Academic Coordinator.

****This is the application step of the process and should be completed and submitted first.****

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Application

Please complete the following application. The number of students selected to participate is based on available funding. Please read the job shadowing eligibility and guidelines before applying.

Name: _____ **Academic Coordinator:** _____

Grade Level: 10 11 12 Last Semester's GPA: _____

Are you currently employed? ___ Yes ___ No If so, where? _____

How many hours/week are you working? _____

Please list activities (clubs, sports, church, etc.) in which you are involved: _____

What career fields interest you? Please be specific and list your interests in order from greatest to least. Also, provide a name and place of those you plan to contact to job shadow.

| Career | Who and where would you job shadow? |
|----------|-------------------------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

Please attach a short essay (150-200 words), answering the following questions (essay format) and explaining why you should be considered for the Job Shadowing program.

1. What interests you about these careers? What about the job sounds fun and interesting?
2. How did you become interested in these fields?
3. Do you know anyone who is working in this field?

Please submit your essay with a completed application.

For office use only:

Approved: Yes No Date: _____

C2C Attendance Percentage: _____ Confirmed GPA: _____

Job Shadowing Assignment: _____

Supervisor Name: _____ Phone: _____

The Job Shadowing experience will greatly benefit this student. Yes ___ Neutral ___ No ___

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