

OPM 00-04

DATE: January 14, 2000

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: GROUNDHOG SHADOW DAY

Business owners, managers, and state government leaders across the country will be hosting students as part of Groundhog Job Shadow Day on February 2, 2000. Job shadowing brings home the relevance of schoolwork and provides young people an up-close look at careers.

Last year, more than 500,000 students across the nation participated in a challenging and rewarding experience. In Oklahoma more than 7,000 students job shadowed with more than 5,000 business partners. Job Shadow sites included local businesses, military installations, state agencies, the State Chamber of Commerce, and statewide elected officials and legislators. Junior Achievement of Greater Oklahoma City, Inc., along with many local partnerships, has committed the entire month of February to providing over 10,000 local students just such an opportunity.

In order to make this happen, Junior Achievement needs state government leaders like you! You can join them in this initiative by:

- Identifying a liaison within your agency to help implement Job Shadow Day.
- Identifying employees from all areas of your agency to become shadowing partners.
- Completing the enclosed form and returning via fax as soon as possible.

As a government leader you know how vitally important it is for our youth to become ready for the workforce in today's global economy.

With a commitment of only a few hours, your agency can help students identify areas of interest and make better-informed choices. In the process, it will demystify the world of work and give our children a clearer focus for the future.

To find out how you can become involved in Groundhog Job Shadow Day 2000, call Junior Achievement at (405) 235-3399, or visit their web site at www.jaokc.org.

Enclosure

PROGRAM OVERVIEW

The Groundhog Job Shadow Day Program is made up of several components built around a half-day visit to a chosen job site. Students may be visiting a job site in the private, non-profit, or government sector. Each student will have the opportunity to tour a job site, “shadow” an employee for two hours, and participate in some workplace activities.

Since the Groundhog Job Shadow Day Program is a partnership between the classroom and the workplace, teachers and workplace coordinators share primary duties. Teachers lead their classes in activities to prepare students for the site visit. Once at the job sites, however, workplace coordinators act as primary hosts. Workplace hosts are employees recruited by the workplace coordinators to conduct activities with the students that clearly demonstrate job skills and their corresponding educational requirements. After the site visits, teachers reinforce the program’s learning objectives in a classroom setting.

Key concepts of the program are described below:

- **Relevance of Schoolwork** - Students may observe how English, math, problem-solving and other basic skills are used each day on the job.
- **Necessary Workplace Skills** - Students are introduced to the skills required for success in nearly all of the available career fields. Students conduct a personal assessment of the skills they observed in action, then develop a personal action plan to begin obtaining the education and skills necessary to secure a job that is interesting to them.
- **Teamwork** - Students are introduced to teamwork on the job, discovering how each person and department play an important role in the production or service delivery process.
- **Connection between Learning and Earning** - Workplace hosts demonstrate that education and training are required for success on the job. This helps students understand that getting a good education is the key to getting a good job, while life-long learning is important to continued success.
- **Introduction to Careers** - Students gain valuable exposure to many different kinds of careers at the chosen job site. This up-close exposure will enable students to make more accurate and informed career decisions later in life.

Suggested Agenda

- (10 min.) I. **STUDENTS ARRIVE**
- (40 min.) II. **ORIENTATION SESSION**
 - Introduction by CEO or designated senior personnel
 - Tour of the workplace
 - Human resources discussion**
- (10 min.) III. **WORKPLACE HOSTS PICK UP STUDENTS**
- (2 hours) IV. **ACTIVITY**
- (10 min.) V. **STUDENTS DEPART**

** The human resources discussion may be replaced with a workplace video.