

**Burgettstown High School**  
**Graduation Project**  
*Job Shadow Proposal*

Job shadowing gives the student an opportunity to learn more about a specific job area through observation. The student follows (job shadows) an employee at a work site for one day to learn about a particular occupation or industry. Job shadowing can help a student explore a variety of career options and possibly select a career major for further academic / career experiences throughout high school.

All students are responsible for contacting a work site and scheduling their own job shadowing experience. Students are required to complete the job shadow during the sophomore year. Students are not permitted to job shadow family members or any employee of the Burgettstown Area School District. Students are responsible for arranging their own transportation to and from the job site.

Submit this form to the Graduation Project Coordinator **two weeks** prior to the job shadow. The Graduation Project Committee will approve or deny the proposal. You are required to submit a new proposal if a previous proposal was denied.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Site Name: \_\_\_\_\_

Job Shadow Sponsor: \_\_\_\_\_

Sponsor's Title: \_\_\_\_\_

Sponsor's Phone Number: \_\_\_\_\_

Job Shadow Date: \_\_\_\_\_

Job Shadow Time (minimum 4 hours): \_\_\_\_\_

Brief explanation of Job Shadow expectations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Proposal Received: \_\_\_\_\_ Project Coordinator' Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_