



South Dakota Week of Work | April 20-24, 2020

Guide for Schools

Thank you for your interest in participating in the South Dakota Week of Work, a valuable time for 10th graders to explore career opportunities in their communities. The purpose of this event is to connect students with area businesses to:

1. Provide students opportunities to explore potential jobs in South Dakota.
2. Provide employers opportunities to engage with youth and develop connections with the state's future workforce.

Schools can participate in the South Dakota Week of Work in four ways:

- Arrange job shadow opportunities for students at area businesses
- Work with area businesses to organize tours of their facilities
- Host guest speakers in classrooms
- Celebrate the opportunities for career exploration and work-based learning that schools are already providing their students

What should our school do, and when?

Fall 2019

In fall 2019, initial registration efforts will focus on recruiting businesses to offer career exploration opportunities.

1. Schools should identify a point of contact to coordinate local Week of Work planning.
2. The South Dakota Department of Education will email schools a survey asking whether they plan to participate in the week.
3. High school principals and/or school counselors are encouraged to make plans to attend a fall training event hosted by the department with more information about the South Dakota Week of Work. The department will share detailed information about these events with schools/districts via its regular communications channels.
4. Schools are encouraged to have their 10th graders complete the Career Matchmaker via SDMyLife. Information gleaned from Matchmaker will be helpful when it comes time to match students with specific job shadow opportunities in the spring.

Early 2020

1. Sometime after Jan. 1, 2020, schools will be able to register students in the Week of Work matching system.
2. Once students are registered, the matching process between students and listed business opportunities can begin, within the matching system.

March-April

1. Review Week of Work matching system for available business tours or guest speakers. Plan business tours and invite guest speakers into schools during April 20-24 timeframe.
2. Ensure businesses know who to expect, and when, for job shadow opportunities.
3. Make final preparations: confirm job shadows, tours, guest speakers.

What makes Week of Work activities valuable for students?

A **job shadow** is a short-term experience that gives a student(s) a chance to spend time with an employee in a career they're interested in, observing daily activities and asking questions about the job and industry. Job shadows can help students:

- Begin to identify career interests.
- Observe the daily routine of staff.
- Gain awareness of the academic, technical, and personal skills required for career/industry.
- Develop and apply communication skills by interacting with and interviewing staff.
- Understand different jobs have different work environments.
- Begin to understand the connection between school, career paths, life experiences, and achieving goals.
- Make contact with potential future employers.

Business tours and **classroom presentations** from employers can also help students achieve some of these objectives.

How should schools and students prepare for Week of Work activities?

Before a job shadow, business tour, or classroom presentation:

- Students should learn more about the career (job description, education requirements, daily tasks, etc.).
- Schools should consider transportation needs. How will students get to and from job shadows and business tours?
- Schools should discuss disability requirements with any businesses that will be hosting students in need of special accommodations.
- Schools should make sure that any employers making classroom presentations are aware of school visitor protocol (which entry to use, whether the building has controlled access, etc.).

Sample student questions for job shadow host, business tour host, or classroom presenter:

- What education and/or training do you have?
- What do you suggest I do to start gaining experience in this field?
- What are the key factors you look for when hiring for this position?
- Why did you choose this career?
- What do you like about your job?
- What are the most challenging parts of your job?
- What advancement opportunities are available to you in this career?
- What advice would you give to someone like me who hopes to go into this career field?

Student tips for a successful job shadow:

Appropriate behavior is important in the workplace.

1. Students should arrive on time and check in where directed, or at the business front desk. They should be dressed appropriately for the business or environment in which they will be shadowing. Address personal hygiene (cleanliness, fresh breath, etc.).
2. Students should bring the following:
 - Questions for their host
 - A positive attitude
 - Willingness to learn
3. If unavailable on their scheduled job shadow date (due to emergency or illness), students should alert the business as soon as possible.
4. During a job shadow, students should be prepared to maintain confidentiality. They may learn information that a business does not want shared publicly, such as specialized equipment the business uses, financial details, or customer information.
5. Students should keep their cell phone in a bag or pocket, especially when they are with their business host, other employees, or customers of the business.

After the job shadow, business tour, or classroom presentation:

- Schools should encourage students to send a thank-you note/email/postcard to the host/presenter.

Our school already has robust work-based learning programs in place. How might we celebrate these efforts during the South Dakota Week of Work?

Kudos to you and your school! Consider the following celebration activities:

- Plan a pep rally to recognize Build Dakota scholars or students who have completed internships.
- Host a “signing day” for seniors to announce their chosen career path and how they chose it.
- Have students present to classmates about their work-based learning experiences.
- Ask core-content teachers to use lessons that illustrate how their subject is used in a variety of careers.

Questions? Email sdweekofwork@state.sd.us