**Senior Job Shadowing Procedures 2020-2021**

**All seniors are required to complete a MINIMUM of one**

**job shadowing experiences BEFORE April 2, 2021.**

**This is a Baldwin Whitehall & PA Department of Education**

**requirement for graduation.**

Step 1.

Student must contact either senior project coordinator (Mr. Deemer or Mrs. Grattan) in person OR via email for pre-approval **BEFORE** completing a job shadowing to verify the shadow is:

a.) acceptable for a student to participate in/parent approval & knowledge

b.) acceptable for BWSD credit & state credit

c.) a career of interest for the student

d.) not with a direct relative

This also guarantees that students will qualify for an excused job shadowing absence through attendance. No pre-approval; no credit; no excused absences; no exceptions.

Step 2.

Students complete job shadowing experience either in person or virtually (virtual job shadows are permissible due to COVID-19 for class of 2020/2021).

Step 3.

Students complete the job shadowing experience form located in the senior project google classroom. This form is submitted via google classroom for record keeping, senior project coordinator review, and artifactual documentation.

Step 4.

Students forward a copy of the job shadowing experience (after submittal to google classroom) to Ms. Depetro in the attendance office for attendance purposes.

**Failure to complete any of the above steps may result in no credit, no excused absence or possible graduation jeopardy.**

Got questions?

1. Did you read all the materials in the senior google classroom?
2. Did you watch all the videos in the senior google classroom?
3. Did you complete the above and still have questions? See Mr. Deemer in 104 or Mrs. Grattan in 106.