

## Job Shadowing and the Fair Labor Standards Act

For the Job Shadow Program, an employer/employee relationship does not exist. In order to ensure that students are not regarded as employees within the meaning of the Fair Labor Standards Act and the Pennsylvania Minimum Wage Act: all six of the following criteria will be met.

1. Even though the shadow visit may include the actual operation of the individual facilities of the employer, the shadow visit is similar to that which would be given in the vocational school or career center.
2. The shadow program is for the benefit of the student.
3. The students do not displace regular employees, but observe and participate in work occupational activities under close supervision.
4. The participating business derives no immediate advantage from the activities of the student.
5. The student understands that they are not entitled to a job at the conclusion of the job shadow visit.
6. The participating business and the student understand that no wage will be paid for the time spent in observing and participating.

# The Job Shadow Experience Inspires and Motivates

*For more information, contact:*

**John Lasher**, Coordinator  
School to Work Partnership

Phone: **814-723-3222**, ext. 30

E-mail: [jlasher@hi-ed.org](mailto:jlasher@hi-ed.org)

Visit us online at [www.hi-ed.org](http://www.hi-ed.org)



**Higher Education Council**  
*Your Access to Lifelong Learning*

Curwen Building, 2nd Floor,  
185 Hospital Drive, Warren, Pa.



## Job Shadow Student Guide



School to Work Partnership is a Warren Forest Higher Education Council program.



## What is Job Shadowing?

Job Shadowing allows high school students to explore various career opportunities, and be exposed to actual work place activities. Based on individual interests, the student will shadow an occupational professional performing job specific duties for either a full or half-day.

Designed to assist in career decision making, the experience lets the student gain job knowledge first-hand under the direction of a business or industry owner or employee.



## What does Job Shadowing offer?

Shadowing allows a student to:

- 👤 See actual workplaces.
- 👤 Observe a person employed in a career of interest to the student.
- 👤 Learn what is required to be successful in the workplace.
- 👤 Learn what training or education is required to enter, and to succeed in a desired career.



## Who is eligible to participate in the Job Shadow Program?

Any student in grades 11 and 12 can participate.

## When can students go on a Job Shadow?

Students may job shadow several times during the year—even during the summer months.

## How can Students get started?

- 👤 Pick up a Job Shadowing application in your school's guidance office.
- 👤 Complete the registration form.
- 👤 Return the completed form to your guidance counselor along with a copy of the results from your eChoices Interest Profiler.

If you are using Job Shadowing to satisfy the requirements for Option #7 of the Warren County School District Senior Graduation Project, you must submit a proposal, approved by a mentoring teacher, and complete the eChoices Interest Profiler prior to shadowing. A copy of the bar graph from the eChoices Interest Profiler must be attached to your Job Shadow Registration Form.

- 👤 Your school counselor will forward your completed application to the School to Work office.
- 👤 The School to Work coordinator will make arrangements for your shadow based on the information provided on the registration form.
- 👤 The School to Work coordinator will work through your school guidance office to arrange a time to meet with you, and give you the permission forms.
- 👤 Travel to and from the job site is the responsibility of the student.
- 👤 Proper attire is required.