

Take Our Kids to Work Day Student Checklist

STEPS

Before your placement:

- 1) Read “What is the Take Our Kids to Work Program?” sheet.
- 2) Find a Placement.
- 3) Give the letter from TDChristian to the person you are job shadowing.
- 4) Hand the Workplace Agreement Form to the employer to fill out and sign (Make sure to get it back to hand in).
- 5) Complete the “A Discussion About Work” with a parent/homestay/guardian **before** your Work Day on **November 8** (Must be handed in).

During your placement:

- 1) Do your placement.
- 2) Complete the Job Shadowing pages with the person you are job shadowing (Must be handed in).
- 3) Take a photo (jpeg) or video (send it to marg@tdchristian.ca)

After your placement:

- 1) Complete your “Take Our Kids to Work Experience” assignment (must be handed in).
- 2) Hand in to Marg by Friday, November 8, 2019:
 - a) Workplace Agreement Form
 - b) Discussion About Work Form
 - c) Job Shadowing Interview Form
 - d) Take Our Kids to Work Experience Assignment
 - e) Send your photo (jpeg) or video to marg@tdchristian.ca

WORKPLACE AGREEMENT FORM

For TDChristian High School Student's "Take Our Kids to Work Day 2019-20"

To be filled out and signed by the employer and handed in to the school by the student.

Discuss the expectations for the day with the student you will be hosting and sign in the box below.

Name: _____ Occupation: _____

Relationship to Grade 9 Student: _____

Parent/Guardian Relative Neighbour Friend Other Workplace Representative

Place of Employment: _____

Address: _____

Phone: _____

The student will be present at my workplace between the hours of ____ and ____ on Wednesday, November 6, 2019.

The student should bring a lunch. YES NO Not Applicable

If the student is unable to complete the day as planned because of illness or for other reasons, I will contact the school. I will also ensure that the child will remain supervised until appropriate arrangements can be made.

I agree to provide a safety orientation for the student and to ensure that there is properly supervision during the day. I understand that students are not permitted to operate any motorized vehicle or equipment, including but not limited to automobiles, motorcycles, tractors, forklifts, snow vehicles, watercraft, or all-terrain vehicles.

Workplace Supervisor's Name: _____

Signature: _____

Date: _____

Comments or Questions, if any:

October 2019

Dear Sir or Madam:

On Wednesday, November 6, 2019, Grade 9 students from many schools across the country including those from Toronto District Christian High School will be participating in the "Take Our Kids to Work" program. Thank you for your willingness to host a student at your place of work so that she/he may see first-hand the duties and responsibilities of a person in your occupation. For benefits of and reasons for our and your participation, see The Learning Partnership's webpage: <https://www.thelearningpartnership.ca/events/take-our-kids-to-work-day>.

This is a day to offer the students a view of the world of work and to give them an understanding of career-related demands and opportunities. It allows students to see their parents, guardians, or volunteer hosts in different roles with specific responsibilities. It is also a day to emphasize that education goes beyond the classroom and that the preparation of younger generations for the future is a community effort.

We request your assistance in helping the student complete a questionnaire relating to the job shadowing experience. Please feel free to add any comments or observations regarding the student's performance at your place of work.

Thank you again for your assistance and participation.

Sincerely,



William Groot
Principal



William Groot
B. Math., B.Ed., M.A., OCT
Principal

Patty Schuurman
B.A., M.Ed., OCT
Vice-Principal

Matt Heinbuch
B.A., B.Ed., OCT
Vice-Principal

Learning for Service in the Light of God's Word

Established
1963

Rod Dengerink
B.A.
VP Facilities

Richard Vanderkloet
B.Ed., M.A., OCT
Senior Fellow

JOB SHADOWING INTERVIEW

/10 Thinking & Inquiry

TO BE FILLED IN BY THE STUDENT WITH THE JOB HOST or AFTER TALKING WITH HIM or HER.

Due: November 8, 2019 (Hand in to office) and email photo or video to marg@tdchristian.ca

Student's Name: _____ Company Name: _____

Please complete the following in consultation with the person whom you are job shadowing.

Person you "shadowed": _____ Position or Job Title: _____

#1. What level or type of training, education or experience is needed to be hired for this job?

#2. What are three main skills, abilities or talents that someone should have for this job?

#3. What are the main tasks and responsibilities involved in this work?

#4. What percentage of the work involves: people ____ % data ____ % things ____ %

What percentage of the employees in this job at this company are female ____ % male ____ %

What salary range could you expect in this job? Starting _____ Top Amount _____

#5. State or list the things that your host most enjoys about the job or work.

(Please turn over)

#6. State or list the things that your host least enjoys or finds the most difficult about the job or work.

#7. How many years has your host been in this job? _____ Why or how did your host choose this job?

#8. State or list ways that your host integrates his or her Christian faith in his or her daily work.

#9. What advice would your host give to high school students today concerning education and work?

#10. What did you learn and enjoy about today's job shadowing experience?

Remember to get a photo or a 3 to 12 second video of you at your placement (preferably with your host).

MARKING SCHEME (send all photos/videos by Nov. 8 to marg@tdchristian.ca) /5 Knowledge

0 marks – no photo or video

2 marks – photo of me at the placement

3 marks – photo of me and the host at the placement

4 marks – photo of me and the host at the placement with a sign of the company included

5 marks – a 3 to 12 second video clip of my host and me at the placement saying something about "Take Our Kids to Work"

“TAKE OUR KIDS TO WORK DAY” EXPERIENCE REFLECTION

/10 Communication

Student's Name:

Due: Friday, November 8, 2019 (Hand in to office)

Answer the following questions in complete sentences.

#1. Where did you go and who did you job shadow?

Was this the first time you ever job shadowed an adult? Yes No

List the times you left for your placement and when you returned. Left at _____ Returned _____

#2. List the things you did throughout the day, including lunch.

#3. Explain why you would or wouldn't be interested in pursuing a career in this area.

#4. Write about three things you have learned from your job shadowing experience.

(Please turn over)

#5. What thing or event impressed you most about the day?

#6. What was the best thing that you experienced during your placement? You may list more than one.

#7. What do you think was the main purpose of the day for you?

#8. What do you think was the main purpose of the day for your host?

#9. Use three words that would use to rate this day (in terms of fun or learning).

#10. At this point in your life what are your educational and career plans, hopes and dreams.
(NOTE: "I don't know." Is not an acceptable answer!)

Circle how much this job interests you: None A little It's fine I like it I love it

Due: Friday, November 8, 2019 (Hand in to Marg in the office)

TO BE COMPLETED WITH A PARENT, GUARDIAN or HOMESTAY BEFORE WED., NOV. 6/19

To guide your learning, talk to your parent, guardian or homestay about work (for at least 15 minutes) using the following questions as a guide or discussion starter. These questions will help you think about the relationship between work and home life. Feel free to write or jot notes. Make sure to fill in the form after your discussion.

#1. What would you like in your ideal job? Does it have to be fun? Would you be learning new things? Would you like to work by yourself or with a team?

#2. Think about other people's jobs (friends' parents, neighbours, relatives etc.) what do you think they do in these jobs and what would be fun or boring about these jobs?

#3. What would you want your home life to be like: when you are not at work, how do you see your life at home? Would you have lots of friends coming over? Would you have a pet? Would you live alone or be part of a family? Do you hope to have children?

#4. How do you think the type of job you do will affect the type of home-life you would like? For example will you have to travel, work long hours, work in the evening etc.?

#5. What do you think should be done to help people manage their work and family lives in a better way?

PLEASE FILL IN to indicate that you and your son, daughter or homestay student spent at least 15 minutes discussing the "Take Our Kids to Work Day". (**Return this to the office by Fri., Nov. 8**).

Student: _____

Parent, Guardian or Homestay Name: _____

Signature: _____

See reverse for optional reading on the Take Our Kids to Work Day program

What is the Take Our Kids to Work™ program? (Taken mainly from The Learning Partnership's webpage): www.thelearningpartnership.ca/events/take-our-kids-to-work-day.

Take Our Kids to Work™ is an annual program in which Grade 9 students are hosted by parents, friends, relatives and volunteers at workplaces across the country every November. The program supports career development by helping students connect school, the world of work, and their own futures. Take Our Kids to Work™ is our signature program which began in 1994 in the Greater Toronto area.

On the first Wednesday of every November, Grade 9 students spend the day in the workplace of a parent, relative, friend or volunteer experiencing and learning about the world of work as they begin to explore possible career paths.

Research suggests that today's students will have multiple careers over the span of their working years. To be successful, they will need to master both new technologies and complex social and organizational systems. Learning in school becomes more effective and relevant if students can see where their education might lead them in the future. Spending a '*day in the life*' of a profession or workplace is a fun and fascinating way to explore the world of work, think about career options, and make informed educational decisions.

Who Benefits From the Take Our Kids to Work Program?

The program benefits students, teachers, schools, parents and Canada's future work force.

Students benefit because - it's an opportunity for them to explore career options, through:

- Understanding the importance of staying in school by learning first-hand what skills are required in today's workplace.
- Thinking about what aspects of their "work day" they liked and what they didn't.
- Exploring career options in a practical way and gain a better understanding of just how many career choices are open to them.
- By spending a day in the life of a working adult, they develop an appreciation of their parents' work and motivations.

Parents/Guardians benefit because - it helps them prepare their children for the future by:

- Discussing work experiences with their child.
- Beginning a career discussion based on actual experiences.
- Enriching their child's experience with discussions before, during and after the workplace visit.

Schools benefit because - it allows real life experiences to bridge with learning in the classroom.

- Helps make the connection between education and future career paths.
- Demonstrates the complexity of career choices and the benefits of early exploration.
- Allows teachers and students to explore career options in practical ways.

TDChristian High School participates in Take Our Kids to work because it exposes students to what people they know do and helps them to start or continue to think about possibilities for future careers or work. It's a great way for them to examine ways to learn for service in the light of God's Word.