



联星出国服务(南京)有限公司

Job Shadowing Positions: Guidelines and Expectations

Key Points of Understanding

- Participants have expectations
- Professional mentors have expectations
- We need to minimize any discrepancies in expectations
- Flexibility is important for all parties involved
- Eliciting frequent feedback and making adjustments during the project promotes satisfaction

The Vautrin Education Exchange is meant to provide participants the opportunity to experience the US education system in a variety of ways in multiple areas. We don't expect US hosts to provide experiences in every point listed below, but it is our hope that the experience will be well-rounded.

Exposure in Multiple Areas of Education

- Preschool/Kindergarten
- Primary and Middle School (majority of experience at this level)
- High School
- Private/Public
- Homeschooling

Elements of Job Shadowing

- Curriculum development
- Lesson planning
- Classroom management
- Teacher/student relationships
- Teaching philosophy
- Student social issues
- Class structure
- School administration

Please provide a job description that Connect can give to the participants in advance

- Key learning points of the job shadowing position (what the participant(s) can expect the professional mentor to teach them, model for them and perhaps give them a chance to practice)
- Specific experiences the participant will have (i.e. Projects, hands-on activities, work-related tasks)
- A basic work schedule for the days the participant(s) will be job shadowing
- Names and titles of professionals they will frequently interact with during the program
- The name, title and contact information of the main (coordinating) professional mentor

***If the US coordinator needs to make any changes to the job shadowing arrangement after the final placement decisions were made, the US coordinator should immediately communicate that to Connect*

Connect's Expectations During Job Shadowing

For the Professional Mentor

- View themselves as a mentor (a relational connection in a professional setting is what often leads to the best experiences for this short of a program)



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- Follow through with the job description's work schedule, learning points and experiences as closely as possible
 - If major adjustments need to be made to the original job description (i.e. a project was cancelled, the professional mentor is unexpectedly too busy to adequately teach and model the key points), the professional will notify the US coordinator immediately (advanced notice is greatly appreciated)
 - Provide a well-rounded experience for the participant by providing both macro and micro level opportunities of learning
 - Try to slow down talking pace, allow room for processing in a second language and questions, and ask open-ended questions that prompt discuss with the participant(s)
 - Take the lead in communication. (Participants are often reserved because of language or position)
 - Provide feedback to the US coordinator once a week

For the Participant

- Be flexible
- Follow company regulations (i.e. proper attire, on-time, no smoking, restricted areas)
- Respect and obey the professionals
- Have a learner's attitude, ask questions, participate in activities, take interest in everything
- Provide honest feedback to the US coordinator, without a complaining heart, every other day

For the US coordinator

- **Immediately** communicate any feedback to Connect that requires immediate attention or major action
- **Initiates** communication **every other weekday** with participants to make sure job shadowing is going as expected
 - If no, communicate with the professional immediately to determine if adjustments can be made
 - If yes, no extra step
- **Initiates** communication with professional **once a week**, or as appropriate, to make sure job shadowing is going as expected
 - If no, communicate with the participant immediately to determine if adjustments can be made
 - If yes, no extra step
- Communicate feedback **once a week** to Connect

For Connect

- If Connect receives any feedback directly from a participant or professional, it will communicate that with the US coordinator immediately
- Work with the US coordinator to resolve any problematic issues that arise
- Communicate with the participants at least once a week for quality control and providing peace of mind