

How to get the most out of a student shadow day

1. Select a day of the week/shadow experience that would be of most interest to the student.
2. Ask the student about their interest to best design the shadow experience.
3. Show the student a variety of activities during the shadow experience.
4. Choose activities that highlight the skillset needed for your position.
5. Ask the student to observe/participate in all activities and to ask questions.
6. Help the student practice professional skills (i.e., communication, greeting others).
7. Ask the student questions about their interests and career aspirations.
8. Involve your colleagues in the shadow experience.

The day of the experience

When the student arrives, talk about your organization and professional background, and give a tour of your workplace. Introduce them to your colleagues.

Halfway through the shadow experience, check in with the student and ask if they have any questions.

Walk the student through your primary responsibilities as well as the functions of the organization. Have the student sit in on meetings.

At the end of the day, answer any final questions. Ask the student what they learned, liked, did not like, etc. Give them your contact information in case they have any questions.