

# BASICS

# Career Shadowing WEEK

Businesses and Schools Investing in Cooperative Solutions



## Background

[www.blairbasics.net](http://www.blairbasics.net)

“BASICS” is an acronym for Businesses And Schools Investing In Cooperative Solutions. It is a program administered by the Blair County Chamber of Commerce with a mission of helping Blair County students to learn about career and workforce opportunities, the training and education required to qualify for those opportunities, and the protocols necessary to access them. Among its major initiatives, the BASICS Steering Committee of the Blair County Chamber of Commerce has developed and will coordinate an annual Career Shadowing Week. Career Shadowing is a specially arranged experience, which introduces students to the workplace and to career opportunities available in the county. Students visit particular worksites and link with designated employees to obtain information related to the student’s career interests. This program recognizes the fact that shadowing is a significant experience in guiding students to make an informed career choice. Efforts will be conducted under the auspices of the BASICS Sub-Committee on Career Development. This group consists of approximately 20 business/school representatives, including “school contacts” representing the seven Blair County school districts.

- The opportunity to participate will be extended to all junior students.
  - Necessary participation forms will be delivered to schools in August.
  - In early September, forms will be provided to students, and parent/guardian consent will be required.
  - Interested students must return required forms within five days of receipt.
- Student/employer matches will be determined by late October.
- Shadowing assignments will be given to qualifying students in early November.
- Transportation will be provided by the student/parent/guardian.
- Career Shadowing Week occurs November 13-17, 2023.
- Student and employer evaluations will be completed and returned to the BASICS Career Development Sub-Committee by December 8, 2023.

## BASICS Program Administrators

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## Toolkit Contents List

- The plan for 2023-2024
- BASICS Program Administrators
- [Student Application](#)
- [Parent/Guardian Consent Form](#)
- [Student Guidelines](#)
- [Interview Questions](#)
- [Student Evaluation and Reflection Form](#)
- [Employer Evaluation Form](#)
- [Verification Form](#)
- [Sample Thank You Letter](#)
- [Sample Envelope](#)
- [Host Business Responsibilities](#)
- [City of Altoona Fire Department Form](#)
- [McLanahan Release Form](#)
- [UPMC Altoona Job Shadow Program Orientation Guide](#)
- [UPMC Job Shadow Questionnaire](#)
- [UPMC Job Shadow Request](#)
- [UPMC Altoona Job Shadow Confidentiality Agreement](#)
- [UPMC Job Shadow Agreement](#)
- [Value Drug Form](#)
- [Consent and Release PA Game Commission](#)