



Students - COLLEGE VISIT DAY/CAREER SHADOW DAY - DIRECTIONS

1. Use Tuesdays to find a site college/workplace. Talk to your program instructor, classmates, parents, friends or other family members.
2. Students should call or email the contact on club activity days to set up your time on November 20th, using the phone script included in this packet.
 - If a student would like to go to **Cleveland State for Engineering – Contact Leslie Machuta.**
 - If students would like to go to **Lakeland Community College – contact Leslie Machuta at x8334. Do NOT contact Lakeland directly.**
3. Students must arrange for transportation to and from the College Visit/Career Shadow site. EXCEPT TO CSU. You must ride the bus if you are part of the Engineering Tour.
4. Permission forms – please ask your parental/guardian to check their email for the permission form. Your teacher will check to ensure all permission forms are in by Nov. 15th.
5. Students should show up on time and dressed professionally on November 20th.
6. Remember, student, to ask your contact person to sign the Assignment Sheet. If at a career shadow site, please give the employer the Employer Evaluation Form.
7. Return the completed College Visit/Career Shadow Day assignment to your teacher on November 22nd. **This will be for a grade.**
8. Students on internships prior to November 20th may use their internship site as their career shadow day experience. They will still need to complete the assignment for the career shadow day. Please inform your employers of the need to have the questions answered.



SAMPLE PHONE SCRIPT
TO REQUEST A
COLLEGE VISIT/CAREER SHADOW

Hello.

My name is _____ and I am a student at Auburn Career Center.

On Wednesday, November 20th, Auburn Career Center requires us to spend time on a College Visit/Career Shadow Day learning about the education required for a field we are interested in/experiencing the career we are interested in.

May I schedule time with you for a college visit/career shadow on Wednesday, November 20th?

What time would work best for you? _____

Where should I park? _____

Where will I meet you? _____

Thank you very much.

If you have questions, please contact me on my cell phone _____ or my

Email _____.

NOTES: (Make sure that you print out the campus map and look up the directions to the college)



SAMPLE THANK YOU LETTER TO SEND AFTER COLLEGE VISIT/JOB SHADOWING

November 22nd, 2019

College/Company Name
College/Company Address
City, State Zip Code

Dear _____,

I want to thank you for hosting me on November 20, 2019. Spending a day observing at replace with name of the college/business and experiencing the various aspects of replace with an example from the college/career has given me insight into what I may expect after graduation when I enter the college/workforce.

I appreciate the fact that you were willing to spend your valuable time with me. I really enjoyed give an example of something you enjoyed.

Thank you again for being a wonderful host.

Sincerely,

Student Signature

Student Name Printed

Contact information
Cell number and email

Colleges to visit for a one day trip

Auburn Adult Workforce Education – 440-358-8021

Ashland University – 419-289-5052

Baldwin Wallace University – 440-826-2091

Bowling Green State University – 866-246-6732

Bryant and Stratton College – 866-948-0571

Case Western Reserve University – 216-368-4450

Cleveland Institute of Art – 800-223-4700

Cleveland Institute of Dental-Medical Assistants, Inc.

Mentor – 440-946-9530

Cleveland State University – 216-523-7416

Cuyahoga Community College – 800-954-8742

DeVry University – 216-328-8754

English Nanny & Governess School – 440-247-0600

Heidelberg University – 800-434-3352

Hiram College – 330-569-3211

Hocking College – 740-753-3591 or 877-462-5464

Intl Culinary Arts & Sciences Institute – 440-729-7340

ITT Tech, Akron – 877-818-0154

John Carroll University – 216-397-4294

Kent State University, Ashtabula – Ashtabula Campus – 440-964-3322

Kent State University, Burton - Geauga Campus – 440-834-4187

Kent State University, Kent – Main Campus – 330-672-3000

Lake Erie College, Painesville – 440-296-1856

campusvisit@ashland.edu

visit@bw.edu

choosebgstu@bgsu.edu

www.bryantstratton.edu

www.case.edu/visit/

www.cia.edu

www.cidma.edu

www.csuohio.edu

www.tri-c.edu

www.devryuniversitycampus.org

www.nanny-governess.com

www.heidelberg.edu

www.hiram.edu

www.hocking.edu/visit

www.icasinet

www.itt-tech.edu

www.ashtabula.kent.edu

www.geauga.kent.edu

www.kent.edu

www.lec.edu

Lakeland Community College – Sign up in Auburn’s Guidance Office by November 22nd

[Space is limited, register early.](#)

Lakeland’s Holden University Center – 440-525-7535

Notre Dame College – 216-373-5355

Ohio Center for Broadcasting, Valley View – 216-503-5900

ATI Ohio State University, Wooster – 800-647-8283

OTC - Ohio Technical College, Cleveland – 888-776-3479

Stark State College – 330-494-6170 ext. 4228

Tiffin University – 800-968-6446 ext. 3423

Toledo University – 419-530-8888

Trumbull Business College – 888-776-1598

University of Akron – 330-972-7111

University of Mount Union, Alliance – 800-992-6682

Ursuline College 440-684-6047

Walsh University – 800-362-9846

Youngstown State University – 330-941-3000

www.notredamecollege.edu

www.beonair.com/cleveland/

www.ati.osu.edu

www.ohiotech.edu

www.starkstate.edu

www.tiffin.edu

www.utoledo.edu

www.trumbull.edu

www.uakron.edu

www.mountunion.edu

www.ursuline.edu

www.walsh.edu

www.ysu.edu

United States Recruitment Office Visit:

Branch of Service: _____

Phone # _____



COLLEGE VISIT - ASSIGNMENT

Turn in to your Auburn program teacher on November 22nd, 2019

Name _____ Auburn Program _____ 1st Yr ____ 2nd Yr ____

1. College Information

Name of College _____

Address _____

Admissions Office Phone _____ Website _____

Contact Person's Name _____

Contact Person's Signature _____

2. Preparation Checklist

Time of visit _____ Driving time to get there _____

Where to park _____

What are the two main reasons you are considering this college?

- a. _____
- b. _____

What are 2 questions you plan to ask on your college visit?

- a. _____
- b. _____

3. Research the Major Areas of Study

What majors does this college offer that would interest you?

How long would it take you to complete your education here?

4. Ask your tour guide or an admissions person or a current teacher

- a. What makes this college unique?
- b. Have you done an internship? Does the college promote and help you find internship sites?
- c. If I need a job, where is the best place on campus to work?
- d. What is the best place to eat on campus?

What will it cost to attend? What types of scholarships or financial aid does the college offer? How long does it typically take to complete a college degree here? What is the graduation rate? Are there certificate programs? What programs seem most interesting?

What are two steps you can take to compare this college with another one?

1. _____
2. _____

College Visit Day - Reflections

What did you like the most about this college?

What did you like the least about this college?

5. Include a picture of you at your college visit.

Print the picture, email the picture or post to Auburn's Facebook page and attach a to be turned in to your Auburn Teacher!

Attach a university flier, pamphlet or program interest page or a business card from the admissions office.

JOB SHADOW - ASSIGNMENT

Turn in to your Auburn program teacher on November 22nd, 2019



Name _____ Auburn Program _____ 1st YR _____ 2nd YR _____

1. Workplace Information

Name of Company _____

Address _____

Phone _____ E-Mail _____

Contact Person's Name _____

Contact Person's Signature _____

2. Preparation Checklist

Dress Code _____

Time of visit _____ Driving time to get there _____

Look online before going to company for the following information:

Company Mission Statement or Slogan

3. Questions for you to ask an employee at the company

What are the advantages to working here?

What has drawn you to this position? How did you prepare yourself (education and or work experience?)

How do you advance in this industry? What advice would you give a new employee?

4. Describe your favorite aspect of the experience at the Job Site.

JOB Shadow Experience - Reflections

Which aspects of the job were interesting? What did you learn?

What did you like about the workplace?

5. Include a picture of you at your **career shadow** site. Print or email the picture, post it on Auburn's Facebook page, or TAG Auburn....

6. Ask for a business card from the person you shadowed or one from the main desk to include with your assignment!



Job Shadow Experience – Friday, November 20, 2019

Employer Evaluation Form

Auburn Student Name: _____
Auburn Program: _____ 1st YR _____ 2nd YR _____
Employer Name: _____
Company Name: _____
Company Address: _____
Phone: _____ E-Mail: _____

Evaluation of Student

Using a scale of 1 to 5 (5 being the highest possible score and 1 being the lowest possible score), please evaluate the students on the following criteria.

1. Courteous to others _____
2. Interaction with host _____
3. Dressed appropriately _____
4. Arrived on time _____
5. Had a positive attitude _____

Additional Comments:

Career Shadowing Program

Please answer either YES or NO to the following questions.

1. Is this your first experience with a Career Shadowing Program? _____
2. Were you satisfied with the participation of the student during this experience? _____
3. Would you participate in the experience again? _____
4. Are you familiar with the programs offered by Auburn Career Center? _____
5. Would you be willing to participate in either one of the following programs?
 - Senior Internship Program (provide an internship site for a senior) _____
 - Mock Interviews (practice interviewing skills with students) _____

Additional Comments:

Please return this form to Auburn Career Center by emailing to the Business Partnership office at mrodewald@auburncc.org or mail to the Business Partnership Office at Auburn Career Center, 8140 Auburn Road, Concord Twp., Ohio 44077