



# Woodland School District

100 North 6<sup>th</sup>

Fairfax, Oklahoma 74637

918-642-3295 ext. 126

Dear Parent/Guardian:

I, the parent/guardian of \_\_\_\_\_, give consent for him/her to enroll in Woodland High School's Internship class. This class is calculated into each student's grade point average, as an elective credit for a letter grade. I understand that this class will consist of 10 classroom meetings and assignments throughout the school year. Students will be off campus during first hour or 7<sup>th</sup> hour, depending upon the student's schedule. The purpose of the class is for students to understand the expectations and skills needed for the workplace and opportunities for real-time experience.

If you have questions or concern please contact me at 918-642-3295 ext. 126

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Student Signature & Date

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Parent/Guardian Signature & Date

Woodland High School  
Job Shadow Form

To: Job Shadow Provider

In order to insure the integrity of our Job Shadow Visitation Program, we ask that you complete the form below and return it to the student to verify the visit.

Thank You!

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Name of Business

Phone Number

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Job Shadow Provider's Signature

Date

Woodland High School  
Job Shadow Form

**This side must be completed with parent signature before Job Shadow**

My son /daughter \_\_\_\_\_ will be job shadowing at  
Name of student  
\_\_\_\_\_ on \_\_\_\_\_  
name of business month/day/year

We understand that this is a day granted for the benefit of all students for the purpose of career exploration. Woodland High School bears no responsibility for supervision, transportation or safety.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date





Criteria	100 points	80 points	70 points	60 points	0 points
Attendance: Classroom Meetings	Attend all 10 meetings	Attend 9-8 meetings	Attend 7-6 meetings	Attend 5 meetings	Attend 4 or less meetings
Community Service	Complete 10 hours	Complete 9-8 hours	Complete 7-6 hours	Complete 5 hours	Complete 4 or less hours
Job Shadow Review. Type an essay over your job shadow experience. Essay is 12 point font, Times New Roman, and double spaced.	Over 1 page	1 page	½ page	Less than ½ page	Not submitted
OK Career Guide: Account set up. One page typed summary over what is OkCareer Guide.	Over 1 page	1 page	½ page	Less than ½ page	Not submitted
OKCareer Guide: Assessment Completion (Interest, Skills, Work Values)	Complete all 3 assessments	Complete 2 assessments	Complete 1 assessment	N/A	0 completion
Career Research. Choose one career from your highest Interest Inventory and type a summary over your chosen career. Summary should be 12 point font, Times New Roman, and double spaced.	Over 1 page	1 page	½ page	Less than ½ page	Not submitted
Job Shadow Review. Type an essay over your job shadow experience. Essay is 12 point font, Times New Roman, and double spaced.	Over 1 page	1 page	½ page	Less than ½ page	Not submitted
Resume, 7 sections completed. Personal, Goal, Work, Education, Skills,	All 7 sections completed	5-6 sections completed	4-3 sections completed	2-1 sections completed	0 sections completed



Honors/Awards/Certifications, References						
Interview	Your're Hired!! Great poise, professional dress, great eye contact, detailed and specific answers, clear manner of speaking	We're Considering You..decent poise, professional dress, good eye-contact, specific answers, clear manner of speaking	We Might Have Hired You, But.. not enough poise, semi-professional dress, some eye contact, general response to questions, speaking is comprehensible, but sometimes a bit unclear.	Don't Call us, We'll Call You..no poise, dress too casual or inappropriate, poor eye contact, poor responses to questions, manner of speaking unclear.	Did not Interview	
Presentation	2:00 classroom presentation	1:59-1:30 classroom presentation	1:29-1:00 classroom presentation	:59-:30 classroom presentation	:30 or less classroom presentation	

This class will receive one full elective credit at the end of the school year in May. No first semester grade will be given due to the attendance part of the class.

#### Grading

1,000 points-900 points= A

899 -800 points=B

799-700 points= C

699-600 points=D

599 or Less= F