



SCIENCE | TECHNOLOGY | ENGINEERING | MATHEMATICS

SHADOW DAY

Thursday, November 17, 2016

Industry Packet

Program Overview

STEM Shadow Day, coordinated by the San Diego MESA Alliance, matches students with employers to gain insight into technical careers. One or more students shadow a professional in their field of study, for one day during the fall academic semester. This program gives students the opportunity to observe and network with professionals, explore a career field, clarify career goals and interests, and function within a work environment.

Participants

The students participating are members of the San Diego MESA Alliance campuses of:

San Diego State University, San Diego City College and Southwestern College; and some high school students from our San Diego and Imperial Valley MESA Programs.

They include various STEM majors of Engineering, Mathematics, Physics, Chemistry and Computer Science. Most MESA students are the first in their families to attend college or are low-income.

San Diego MESA Alliance

Mathematics
Engineering
Science
Achievement

Objectives

- Brands your company by exposing students to company culture and trends
- Enables early identification of potential candidates
- Increases your organization's visibility among future technical employees
- Showcase what professionals in your organization do on a daily basis, their daily challenges and responsibilities
- Provide students with exposure to specific application of their major and career interests



BP BioFuels

When

This is a one-day shadow experience typically occurring the Thursday before Thanksgiving. Students are matched with technical professionals based on their career interests; as well as by the needs of the hosting company.

Time

Students arrive at the hosting company between 8:30-10:00 am and depart for return to their various campuses between 2:00-3:30 pm.

Cost

Minimal cost. Most companies cover lunch. Those that can't, provide students with the opportunity to purchase lunch. Transportation is coordinated through the carpool component of the program and is organized by the San Diego MESA Alliance STEM Shadow Day Coordinator.



Solar Turbines – Harbor Drive

Items to Consider

- Decide the maximum number, majors, and class levels of students you can accommodate.
- Identify recent alumni and/or an intern to participate; if possible.
- Coordinate with others in your company to plan the scope of the student's shadow experience to gain exposure to various applications of his/her major.
- Organize a schedule of events (see sample agenda). Some organizations plan the day's schedule in coordination with other events taking place at the company that day, hosting 50+ students. For others, STEM Shadow Day can be as small as 2-3 students.
- Obtain appropriate clearance for the visit if necessary.
- When appropriate, inform supervisors of students' visit.
- Obtain media release clearance (we can provide) for photo opportunities with students.
- Complete STEM Shadow Day Industry Registration Form.
- Communicate with the STEM Shadow Day Coordinator to address any concerns or anticipated conflicts.
- Other items to consider are addressed in the STEM Shadow Day Industry Registration Form.



ABC Engineering & Fabrications

San Diego **MESA** Mathematics Engineering Science Achievement **Alliance**

Suggested activities during the visit (you have the flexibility to structure STEM Shadow Day to best match your environment)

- Provide tour of facilities.
- Discuss the organizational chart, company culture and working environment.
- Have HR discuss future job and internship opportunities within the company.
- Expose students to current technology and tools used by professionals.
- Setup an informal lunch with alumni/interns or other professionals where they can share their experiences and provide opportunity to network. This could also provide the students a better sense of the culture of the company and the people who work there.
- Provide insight and experience to daily challenges and requirements of the job.
- Allow student to work with entry-level or other professional in their field on current project.
- Possible topics for discussion with the student(s):
 - Classes the students should consider taking.
 - Experiences/internships that the student(s) should have if they want to pursue a career in your field.
 - Advice to get into your field or specific company.
 - Trends affecting your industry and current economic impact.

Evaluation

Industry and student participants will be asked to complete an online evaluation of the STEM Shadow Day program. See “Host requested Student Surveys” below for additional information on evaluations.

Sample Agenda

San Diego MESA Alliance Shadow Day Agenda	
2 nd Floor Conference Room	
○	9:00 am - 9:30 am Welcome and Introduction to Your Company
	9:30 am - 10:00 am HR (Internship, Entry Level, Special Programs, Growth Opportunities)
	10:00 am - 11:30 am Tour of Facility/Worksite Project Review
	11:30 am - 12:30 pm Roundtable/Q&A Lunch with Mentors and/or Recent Grads or Interns.
○	12:30 pm - 2:00 pm Hands On Project/Alternate Departments
	2:00 pm - 2:30 pm Closing/Group Picture for PR

Security Clearance

If your firm has a security clearance protocol; please request desired information early. This would give the STEM Shadow Day Coordinator time needed to obtain specific information or document(s) from each student. We attempt to capture as much information as we can on the Shadow Day Industry Registration Form but we are not aware of the workings of each company. Therefore, please share as much information as you can in regards to what may be required for students to visit.

Personal Student Information Requests

More and more companies are requesting personal information about the students they're hosting (i.e. age, GPA, ethnicity, veteran status). We understand you'd like to have a picture of the group you'd be speaking and spending time with.

Unfortunately, most of this information is protected by the FERPA Act (Family Educational Rights and Privacy Act). The STEM Shadow Day Coordinator may be unable to provide specific information unless needed for security clearance.

Host Requested Student Surveys

Some companies request students complete an internal survey at the end of their STEM Shadow Day experience. While we do not oppose feedback; we do ask that your surveys are anonymous and that questions pertaining to personal information (i.e. ethnicity, gender, age, GPA, etc.) are posed as optional. This is for the students' protection and to abide by the FERPA Act.

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Insurance Coverage, Liability Release and Confidentiality Agreements

College students are provided with insurance coverage by their respective schools of San Diego State University, San Diego City College, and Southwestern College. For San Diego State University, this also includes Worker's Compensation coverage.

College students are also required to sign a Liability Release. This release covers their respective school and the MESA Programs. Several of our industry hosts require Liability Releases for visiting students as well. MESA prefers students sign industry host release forms prior to STEM Shadow Day but releases, in some cases, are also signed at host locations as students check in the morning of STEM Shadow Day.

Pre College students (high school) are also provided with insurance coverage by their respective school districts. Additionally, parents must sign permission slips authorizing their school to release students for participation in STEM Shadow Day. Students are then chaperoned by their Teacher/MESA Advisor or MESA Schools Program Staff.

Confidentiality Agreements are also signed by students; if industry hosts request and provide proper forms. This should be done prior to STEM Shadow Day but agreements, in some cases, are also signed at host locations as student check in the morning of STEM Shadow Day.

2016 STEM Shadow Day Timeline

- May 31 (Tue): Industry registration opens
- September 5 (Mon): Labor Day holiday
- September 6 (Tue): Student registration opens
- October 2 (Sun): Industry registration closes
- October 2 (Sun): Student registration closes
- October 10 (Mon): Matched notices sent to student registrants and collection of any special documents
- October 17 (Mon): Student emergency opt-out date deadline
- October 24-28: Confirmations e-mailed to industry registrants
- October 31 (Mon): Halloween
- Late October – Early November: High school student participants prep meeting(s)
- November 1 (Tue): San Diego City College student participants prep meeting
- November 2 (Wed): San Diego State University student participants prep meeting(s)
- November 3 (Thu): Southwestern College student participants prep meeting
- November 17 (Thu): MESA STEM Shadow Day!
- November 18 (Fri): Online survey sent to industry and student participants

Industry Registration Form

This online form cannot be accessed by you after it's been submitted. Please contact Eric Pamintuan for questions at EPamintuan@mail.sdsu.edu or 619-594-7704. We look forward to working with you!



<https://www.surveymonkey.com/r/2016mesastemshadowdayindustry>