



SCIENCE | TECHNOLOGY | ENGINEERING | MATHEMATICS

SHADOW DAY

Thursday, November 17, 2016

Student 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.

During a job shadow, you will spend a number of hours in a workplace and/or offsite location. You may be assigned a "host" who will either show you around or let you observe him/her at work. Your goal during that time is to learn as much as possible about the job or career by observing, listening, and asking well thought out questions and taking good notes.

San Diego MESA Alliance

Mathematics
Engineering
Science
Achievement

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. These students must be in good standing with the MESA programs at their campus. Previous participation in STEM Shadow Day is weighed when considering each applicant.

The industry participants consist of San Diego County technical firms specializing in engineering, pharmaceuticals, and education. Most of the participating firms are Industry Advisory Board members and longtime supporters of the San Diego MESA Alliance. See the STEM Shadow Day webpage for a listing of prior participants.



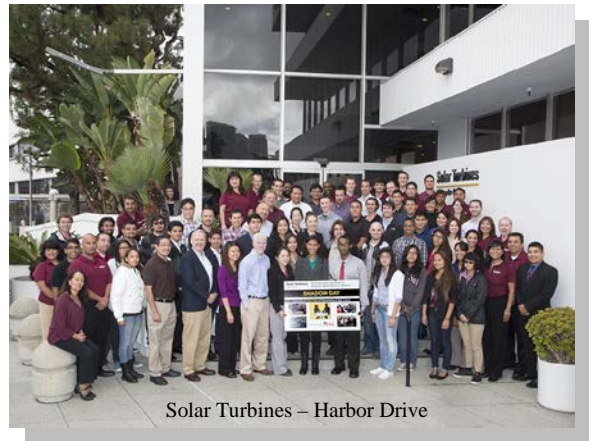
Objectives

- Confirm your career choice
- See current technology
- Increase awareness of potential employers
- Network with future employers

When & Time

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.

Be prepared to commit the entire day from ~7:30 am – 4:00 pm. This includes commute from home campus to hosting company. Unless otherwise requested by the hosting company, students must arrive at hosting company by 9:00 am and depart for their various campuses at 2:00 pm.



Cost & Transportation

There is no cost to the students. Most companies cover lunch. Those that can't, provide students with the opportunity to purchase lunch. It is recommended that you take money to purchase lunch if necessary.

Transportation is coordinated through the carpool component of the STEM Shadow Day program and is organized by the San Diego MESA Alliance staff. If budget allows, those students driving on STEM Shadow Day will receive a mileage reimbursement for assisting their peers.

Security Clearance

Some of our industry hosts will require a security clearance and/or additional proof of identity for you to visit their facility for the day. The STEM Shadow Day coordinator will inform you as to what information is needed and by when. Please respond within the timeframe provided. Delays may affect your participation.

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 SDSU, this also includes Worker’s Compensation coverage.

College students are 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 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.

Students may need to sign a Confidentiality Agreement; 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 students check-in the morning of STEM Shadow Day.

Possible Experiences During STEM Shadow Day

- Tour of facilities
- Discuss the organizational chart, company culture, and working environment
- HR discusses future job and internship opportunities with the company
- Students exposed to current technology and tools used by professionals
- Informal lunch with alumni or other professionals where they can share their experiences and provide opportunity to network. This could also provide students a better sense of the culture of the company and the people who work there.
- Insight and experience to daily challenges and requirements of the job
- Students to work with entry-level or other professionals in their field on current project

Evaluation

Industry and student participants will be expected to complete an online evaluation of the STEM Shadow Day program.

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

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

Before You Register for STEM Shadow Day

- Check your syllabus (any missed class work is your responsibility)
- Alert professors to your absence and the reason why (the STEM Shadow Day coordinator can provide you with an official letter to share with professors)
- When appropriate, alert job supervisor and make arrangements to make up work
- Gather personal documents (e.g. Social Security card, number, birth certificate, residence card, passport; just in case STEM Shadow Day coordinator and/or hosting companies request for this information)
- Communicate with the STEM Shadow Day coordinator to address any concerns or anticipated conflicts

After You Register for STEM Shadow Day

- Respond to all requests by STEM Shadow Day coordinators by proposed deadlines
- Provide essential documents/numbers; if requested by hosting company
- Attend "Student Preparation Meeting"

Cancellations

- "Student emergency opt out date" will give a student who has a legitimate reason the opportunity to opt out of a STEM Shadow Day without repercussion. This date is listed on the "timeline page".
- Students who cancel after the "student emergency opt out date" or do not show up to STEM Shadow Day will not benefit from any financial opportunities within the MESA programs, including, but not limited to stipends and scholarships. The student cannot participate in any future STEM Shadow Days.
- Alternate students will be contacted after the "student emergency opt out date" to fill any open spaces.

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

Student 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.



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