Center for Change in Transition Services

# DJSE Workbook

This workbook is designed for use with CCTS’s
[Developing Job Shadow Experiences (DJSE) online training modules](https://sucommunities.instructure.com/courses/157).

Last updated December, 2022

## Module 1: Introduction to Work-Based Learning

### Activity 1

**Review the Predictors of Post-School Success that are directly related to work experience and work skills preparation.**

1. **How are those being accessed by students with special education services?**
2. **Who are the partners in making these work?**

### Activity 2

**Think about Career Technical Education and Work-Based Learning in Your District.**

1. **What do I already know?**
2. **What do I think I know?**
3. **What do I want to know?**
4. **Who should I ask?**

## Module 2: Collaboration with CTE and Others

### Activity 1

1. **What CTE courses are your students accessing?**
2. **Who is the DVR counselor that is assigned to your high school?**
3. **What are some next steps for you to find out more about partnerships in your community?**

### Activity 2

1. **What organization might you connect with in the next year?**
2. **What will be the purpose of this connection?**

### Extension Activity

1. **What successes have you experienced when collaborating?**
2. **Explore** [**The Seven Norms of Collaborative Work from *The Adaptive School***](http://theadaptiveschool.weebly.com/7-norms-of-collaborative-work.html)**. Which of these norms do you want to develop within yourself?**

## Module 3: Job Shadow Basics

### Activity 1

**Scripting: What Do I Say?**

1. **Create a 30-second script that you could use with an employer to introduce a potential job shadow partnership.**
2. **Identify the essential components of a student-directed script to arrange a job shadow experience.**

### Activity 2

**Review the Job Shadow Planning Matrix.**

1. **What might you add, strike or move in this example? Why?**
2. **What are some ways in which this tool can be used?**
3. **How might you build out items to maximize student involvement?**
4. **What might your students need to do to maximize their own engagement?**

### Extension Activity

#### Career Exploration

|  |  |  |
| --- | --- | --- |
| Website Name/Link | What resources are available? | How and why can this resource support student work? |
|  |  |  |
|  |  |  |

#### Job Shadowing

|  |  |  |
| --- | --- | --- |
| Website Name/Link | What resources are available? | How and why can this resource support student work? |
|  |  |  |
|  |  |  |

#### Postsecondary Education

|  |  |  |
| --- | --- | --- |
| Website Name/Link | What resources are available? | How and why can this resource support student work? |
|  |  |  |
|  |  |  |

## Module 4: Student Preparation and Follow-Up

### Activity

**List five things you will teach to prepare your students for a worksite visit.
Indicate why you think those five things are important.**

|  |  |
| --- | --- |
| Things to teach | Why it’s important |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Activity 2

1. **Based upon what you have learned in these modules, what are your next steps?**
2. **With whom will you start the conversation?**
3. **Who will you collaborate with both in and out of the school system?**