Student Fact Sheet

What is the *WalkAbout* – Job Shadowing Program?

The program is a 1 – 5 day job shadowing experience that provides you with the opportunity to observe and network with professionals, investigate a career field, clarify career goals and interests, and function within a work environment. The ***WalkAbout*** Program will take place during a mutually agreed upon date and time frame by the site and student.

WHAT ARE THE BENEFITS?

WalkAbout is a FREE program that gives you the opportunity to:

- Explore the career field of your choice
- Observe a work environment
- Build mentoring relationships with professionals and develop a professional network
- Get a "head start" in marketing yourself for internship and full-time job opportunities
- The program offers you the chance to "test" a career without risk of a semester or longer-term commitment
- Clarifies career goals, confirms career decisions and helps you to understand what you learn in the classroom leads to success in the workplace
- Offers a view into all aspects involved in a job. Students can observe not only job characteristics and responsibilities, but also what each profession requires on a day-to-day basis.

WHAT WILL I DO?

All job shadowing experiences are unique. Some examples of what you might do during the program include:

- Attend Lunch-n-Learns
- Attend staff meetings
- Conduct informational interviews of both professional and administrative staff
- Tour the facilities
- Observe client interactions
- Complete office tasks or assist with projects
- Learn about office policies and procedures
- Explore potential career paths within the organization as well as within the profession
- Review organization mission and vision statement

Who can participate in the *WalkAbout* Program?

All undergraduate students who are currently enrolled at **Austin College** are eligible to participate.

Does the *WalkAbout* Job Shadow Program provide compensation?

No. Students are responsible for transportation, lodging, and meals (if not provided).

How do I apply for the *WalkAbout* Job Shadow Program?

- Resumes are highly recommended prior to contact with site.
- Work on identifying/contacting an alum through LinkedIn or Career Services.
- Complete online preparation, which includes instructions on contacting site, setting up experience, goals, responsibilities, time frame, etc.
- Meet with Career Services to finalize agreement between student and alumni.

I have applied with a *WalkAbout* opportunity, what's next?

You will receive a student planning guide that contains questions you should ask when contacting your ***WalkAbout*** host. Examples: "What is the dress code?" "When will I report to the job shadow site?"

- You will be responsible for contacting the employer to discuss specifics concerning your job shadow experience such as dates/times, etc.

I've completed my job shadow, is there anything else I have to do?

- You will be required to send a "thank you" note to your job shadow host
- Complete an evaluation at http://www.austincollege.edu/walkabout-student-evaluation

Contact Career Services if you have any questions: 903.813.2074 or career@austincollege.edu