Student FAQ’s

What is Cal U’s Job Shadow Experience Program?
Cal U’s Job Shadow Experience is a volunteer job shadowing program, open to both undergraduate and graduate students. The purpose of the program is to give students the opportunity to spend time – usually one to five days – with professionals in order to explore career fields of interest and to provide students with a realistic view of a typical day on the job.

Program dates:
The Job Shadow Experience will take place three times each year—the week before the spring Semester begins, the week of spring Break and the week after spring graduation.

Current dates and deadlines are available at [jobshadowdeadline.pdf]

Will I get paid?
You are responsible for all expenses including transportation, lodging, meals, etc.

Why participate?
▪ You will gather information and establish contacts in your career field
▪ Gain a firsthand impression of a specific work environment
▪ Receive practical ideas and insider advice about how to enter that field
▪ Get the names of other people in your field of interest who can help build your career network

Students do not earn academic credit or pay.

What will I do during the Job Shadow Experience Program?
The program varies from organization to organization, but some experiences could include:
▪ Observing interactions with colleagues and customers
▪ Conducting informational interviews with staff
▪ Attending meetings and other organizational events
▪ Helping out with office tasks, reports or projects
▪ Assisting with classroom projects
▪ Learning office policies and procedures
▪ Touring the facility
▪ Learning networking techniques

Can I specify the number of days I prefer my Job Shadow Experience to last?
Sponsors specify the number of days they offer. When applying, select sponsors who offer the number of days that works for your schedule.
What are the requirements of the program?
- All undergraduate and graduate students in all majors are eligible to apply
  - Availability of shadow experiences depends on what sponsors offer; sponsors may specify a preference for an academic level or major
- Complete the online application
- Submit resume, Student Participation Form, and Liability Waiver
  - For assistance in creating your resume, contact Career Services
- Attend a mandatory information session

How do I apply?
On-line application forms will be available at: [http://www.cup.edu/careers/jobshadow/registration.jsp]

Who are the Sponsors?
Sponsors are alumni, employers, parents and supporters of California University. A list of sponsors is available on our Cal U job posting website – [www.collegecentral.com/cup]

Does everyone who applies get selected?
While we will try to ensure that every student has a job shadow experience, Career Services cannot guarantee a placement with a particular sponsor.

Questions?
Contact Career Services at 724-938-4413 or careerservices@cup.edu