Program Overview

The Letters & Science Badger Job Shadow Program provides students an opportunity to learn about careers of interest. Since 2009, over 750 students and 215 employers have successfully participated in the program. The Job Shadow Program has traditionally been held during Winter and Spring Breaks.

Students are able to visit employers to observe and/or participate in various work functions, gain insights on the career paths of employees (and UW alumni), conduct informational interviews, take tours of the site, and learn about potential internship and job opportunities. Evaluations of the job shadow program by student participants and employer hosts have shown that this method of program format is the most successful. Typically, a shadow visit can last 1 or 2 days, with some hosts providing more days, depending on the type of experience and opportunities that are available. Students are responsible for providing their own transportation to and from the employer. L&S Career Services works with students in referring them to transportation options. If an in-person visit is not possible, shadow opportunities can also occur via Skype, phone or e-mail, etc. The program has served as a key source for a talent pool of candidates for potential internships and career opportunities, with many participants often securing internships and jobs. Testimonials from student participants and organization/employer hosts are listed at the end of this document!
Career Fields and Occupations Represented in the Program Include, But Not Limited To

Students in the program have been able to visit organizations and meet professionals in career fields such as: Arts, biotechnology, business management, business administration, communications & media event planning, finance, government, healthcare, information technology, insurance, marketing, nonprofits, promotions, publishing, retail, sales, sports and STEM.

List of Job Shadow Host Organizations Have Included:

A sample of organizations that have hosted students in the Job Shadow Program have included, but not limited to: AERIE Preferred Financial Group, Airbnb, American Family Insurance, Binghamton University, Blood Center of Wisconsin, Brunswick Group, Catholic Multicultural Center, Centro Hispano, Chicago Public Schools, City Year Chicago, City Year Milwaukee, Clasen Quality Coatings, College Possible, Collegify, Comply 365, Concero Search Partners, Connect Hearing, Covance, Coyote Logistics, DePaul University, Digitally Speaking, Direct Supply, Edward Jones Investments, Emory University Physician Assistant Program, Epilepsy Foundation, Essential Industries, Exact Sciences, Fetch Rewards, gener8tor, Girl Scouts of Wisconsin, Google, Google Japan, GRAEF, Guerrero Howe Custom Media, Hardin Design & Development, HBR Consulting, Hennepin County Libraries, Initiative, Institute for Personal Development, Kaos Music & Entertainment, KIPP Chicago, Kohl’s, KU Consulting, Laughlin Constable, Lussier Community Education Center, Madison Children’s Museum, Madison Magazine, Madison Newspapers, Madison NO FEAR Dentistry, Madison Public Library, Madison Senior Center, Marquette Women’s Center & Harbor House, Metropolitan Museum of Art, Microsoft, Midwestern University Chicago College of Osteopathic Medicine, Milieu Design, Milwaukee Public Library, Minnesota Department of Health, National Multiple Sclerosis Society, Northwestern Mutual, Northwestern University-Feinberg School of Medicine, Department of Otolaryngology, Oak Park Place, Office of Congressman Mark Pocan, Odyssey Veterinary Care, Overdrive Interactive, Oxford International, Saco Polymers/NWP, Inc., Prevention Genetics, Saint Paul Public Library, Sartori Company, Schedule Soft, Schlitz Audubon Nature Center, Sendan Center, Shoutlet, Sixteenth Street Community Health Center, Starcom Mediavest, Sylvan Crossings Westshire Village, Target, TBWA Chiat Day, Teach for America (nationwide school locations), TEK Systems, Temperature Systems, Thermo Fisher Scientific, TOOVIA, TRACOM Group, UW Credit Union, UW-Milwaukee, Walgreens, Weed Man Lawn Care, West Corporation, Wisconsin Department of Transportation, Wisconsin Historical Museum, Wisconsin School of Business, Wisconsin Trails Magazine, Wisconsin Youth Company, WISPERG, Workloud/Schedulesoft, Worldteam, YMCA of Metropolitan Milwaukee, You Move Me

Benefits of the Job Shadow Program for Hosts

- Fosters and enhances a host’s connection among the well-rounded and talented students in the College of Letters & Science and at UW-Madison.
- Provides an opportunity for hosts and colleagues to be a resource about their career paths and share insights and a snapshot of what their typical job is like.
- Enables early identification of potential candidates for internships and full-time positions.
- Added flexibility of participation via Skype, etc. if in-person host visits cannot be arranged.

Benefits of the Job Shadow Program for Students

- Students would get a snapshot of a typical day at the organization, and a sense of job functions and tasks.
- Students would have a chance to develop a professional network of individuals.
- Students would acquire an understanding of the organizational culture and professional etiquette at an employer.
- Students would learn about the various types of internship and career opportunities available.
Helpful Steps to Consider When Coordinating a Successful Job Shadow Visit for Students

- Ask colleagues if they might also be interested in meeting with students that are interested in their careers/job functions.
- Organize an itinerary that can be followed by the job shadow participants. L&S Career Services can work with you in creating a benchmark schedule that has been successful for students.
- Provide the student(s) with directions to your office, parking information, etc. Students are responsible for providing their own transportation to and from the organization. L&S Career Services works with students in referring them to transportation options.
- Inform the student(s) about your organization’s dress code.
- Create a schedule for the student(s) to follow, that could include meetings with leaders/colleagues, attendance at group meetings or relevant programs, a tour of the office, observation of certain job functions, etc.

Possible topics that could be discussed at these meetings could include, but are not limited to:

- Advice for someone wanting to get into your industry/career field and/or your particular organization.
- Trends affecting the career field(s). Classes the student(s) should consider taking. Experiences/internships that the student(s) should have to prepare them for a career in the field. Professional organizations they should consider joining.

- NOTE: L&S Career Initiative and Career Services respects any confidentiality procedures and policies that may be in place at your organization. We have worked with many employers (insurance agencies, financial advising firms, and other organizations where confidential appointments with clients or patients occur). In situations where students are not able to participate in these confidential meetings or programs, we advise that students participate in non-confidential meetings/programs.

  For example, in visiting a healthcare provider or clinic, students could meet with professionals to learn more about the types of patients or clients seen (but not actually sit in on real appointments). If the clinic or organization hosts public events and informational sessions for clients (where individual confidentiality is not a concern), a visiting student could potentially attend these sessions.

- NOTE: If an in-person site visit is not possible, we invite hosts to coordinate student participation via Skype, phone (teleconference) e-mail or another form of contact.
Job Shadow Program Dates and Schedule

Winter Break 2016 (January 6 to 15, 2016). The organization picks 1 or more dates within this timeframe and also creates the schedule for students to follow. As noted earlier, hosting can include an in-person visit and/or virtual participation (Skype, phone, e-mail, etc.). Typically, a host organization will have student(s) for 1 or 2 days. Additional days (in-person or virtual) can be arranged at any time.

The student schedule could consist of observing certain work functions, attending staff meetings, participating in events, conducting informational interviews with staff members, and other endeavors. If organizations have certain confidentiality procedures in place, we respect those procedures and would encourage students to be involved in non-confidential items.

Students are responsible for providing their own transportation to and from the employer.

If you are interested in being a host site in the Letters & Science Badger Job Shadow Program, please register through the following link:

http://go.wisc.edu/of5php

We will then invite students to register and match them with your organization, as well as provide a training opportunity for them.

We look forward to an opportunity to work with you in making the L&S Badger Job Shadow Program a valuable experience for you and the student participants at your organization. Please enjoy reading the student and host employer testimonials that are further below in this document!

Thank you very much for your time and consideration. Please do not hesitate to contact me at (608) 265-9205 or greg.iaccarino@wisc.edu if you have any questions.

Sincerely,

Greg Iaccarino
Recruiting and Experiential Education Coordinator
Letters & Science Career Initiative and Career Services
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1305 Linden Drive, Suite 205 Madison, WI 53706-1523
(608) 265-9205
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I found that talking with the Marketing Coordinator about her job was the most beneficial. It let me know how a Marketing position fits in with an Engineering company, and it looks very interesting! I was also able to learn about the many other jobs in GRAEF and how they are all closely related and connected.

I was able to see a Microsoft Campus which was just amazing in that fact. I hope to one day work for Microsoft and seeing the campus definitely made this a larger goal of mine. I was able to talk to a number of different employees who answered all of my questions and were extremely nice. This was the most helpful part of my visit because it gave me an insight as to what a Microsoft employee did on a day to day basis.

Shadowing in a classroom in a similar school and city that I would like to teach in through Teach for America was very beneficial to me! I am actually in the Teach for America application process, having completed the online portion of the application just a few days after my shadow. I was able to use the experiences of the job shadow within my letter of intent, and also will continue to think back on the experience and pull from it in the other parts of the application process and hopefully in my experiences as a teacher.

It was super helpful to job shadow at Odyssey Veterinary Care because the vets working there had gone through UW-Madison's vet program. I got to sit with one of the vets and discuss her experience in the program, and the process of getting into the school. It was extremely beneficial to hear it first hand from someone who went through it, and she was able to give me a really good insight as to the process that I would be going through while in school which cleared up questions and misconceptions I had about vet school. They also have a wonderful team of vet techs so it was cool to see the difference between what a technician does versus what being the Dr. actual entails. I also got to observe some surgeries, appointments, and x-rays so I felt like I experienced a wide range of activities throughout the day which was exactly what I had hoped for.

I just wanted to thank you for your efforts in coordinating the job shadow with Google. It was an amazing opportunity and experience to learn from and connect with UW-Madison Alums in positions that I hope to one day be in. The visit has definitely increased my desire to try to land a job with Google after graduating in May.

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I observed many of the possible jobs available to me once I graduate. Lab tech, lab assistant, genetic counselor. I found meeting with those who have the careers to be the best experience because they could tell me things and answer questions.

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I’m able to better understand the job of a store manager and I learned more about the challenges and advantages a manager might have when working in a drug store.

I liked to watch how their day was logistically as well as from their personal opinion. I met with many people in different positions which was interesting. I also enjoyed seeing how this company affected the community in such a positive way. I gained information that I had not previously known and was able to use this in informational interviews that have happened since this job shadow program placement.

I am very grateful for the opportunities of Job Shadow Program and so glad that I could join as a freshman - it helps me to know more about what I want to do in the future and for the society, and how I can achieve my goal. Hope I can join more opportunities like this in the future.

Yes, I did get a better understanding of the career. During my shadow I got to observe a lot of procedures performed on patients such as: tooth fillings, cleanings, and crownings. It was interesting to observe the schedule of someone who worked in a dentistry clinic too. There are days when you're schedule is just packed with appointments and times when you're free because appointments are canceled. Observing a lot of this was made easy too because of how friendly and outgoing the staff were.

Yes, I have an understanding of what the insurance business is and what kind of products they sell.

I thought my visit to Coyote Logistics was extremely informative and beneficial. I will be applying for their summer internship program and will be keeping them in mind after I graduate. Thank you so much for connecting me with them!

I loved Starcom as a company and all the employees I met. I definitely got a feel for what it was like to work there, and it was fun to connect with fellow Badgers and learn about what they like about their career.

The shadow (to Madison Magazine) went very well! Thank you for giving me the opportunity. It was informative and gave me some true insight into the behind the scenes of a magazine, and of course it was fun. I have a much better idea of the career path I want to take. Thanks again!

If someone were to ask me about the L&S Job shadow program I would tell them that it was a great experience. I went into the program with the mentality that it was all about building relationships with recruiters and potential employers; However, I came out of the program with so much more than that. While I did develop relationships, more importantly, I learned about myself. Things I had never thought about before- like company values, work location, office environment- suddenly became key criteria when looking for a future employer. Greg does a great job of matching students with companies and is very accommodating with their schedules. He genuinely cares about the career aspirations of the students he helps. I would definitely recommend the L&S Winter Job Shadow Program.
The job shadow went great! If my class load/schedule allows it, I may make it a weekly thing. The staff was so helpful and knowledgeable and the facility is amazing. Thank you so much for providing me this opportunity! I would definitely recommend this to any student interested in the veterinary field.

The job shadow went great! I was able to watch surgery for root canals and fillings.

The job shadow went really well! As a freshman, I don't really know what I want to do with my life yet, so it was good to get to see how the genetics lab operates. I plan on doing more things like this to see what is all out there.

I talked to two managers and they both showed me a lot of things like store layout, checking inventories, interpreting financial reports.

I had a great experience (at Teach for America at KIPP Chicago). Andrew (teacher) was happy to talk with me and answer any questions I had related to the school and TFA. He also allowed me to observe the classrooms of my choosing, which gave me the opportunity to experience the different class room environments and speak with some of the teachers there. After observing Andrew was very curious to see my reaction to the school and was enthusiastic throughout the discussion.

The job shadow was great! I loved Starcom as a company and all the employees I met. I definitely got a feel for what it was like to work there, and it was fun to connect with fellow Badgers and learn about what they like about their career.

My Teach for America shadow experience was great. Very interesting and eye-opening. Andy was awesome-- very receptive to our questions and very open about everything. He told us to just walk around and sit in on the different classes. KIPPChicago has a lot of visitors so all of the teachers were very welcoming and encouraged us to ask them any questions. It was also great to interact with some of the kids--definitely confirmed my decision to work with children! Thanks so much for this opportunity. It's nice to have better idea of the program and what it would really be like to work for TFA.

I just wanted to thank you so much for the opportunity to go out and shadow and PreventionGenetics! It was awesome to go out there and see all the different jobs relating to genetics and to see the company itself. I loved the seminar they allowed us to sit in on and getting to talk one on one with both the lab techs and the practicing genetic counselor. It was extremely beneficial and I just want to thank you again. It was an amazing experience!

The job shadow went well, I was impressed by what I saw and I got a good look at what Facebook is all about. I definitely would like to work out here in Silicon Valley so it was nice to check out the area and see the benefits. Thanks for your help in setting it up, I love having the opportunity to do things like this!

I learned all about media buying and got to meet with vendors to see how the process works.
Shadowing in a classroom in a similar school and city that I would like to teach in through Teach for America was very beneficial to me! I am actually in the Teach for America application process, having completed the online portion of the application just a few days after my shadow. I was able to use the experiences of the job shadow within my letter of intent, and also will continue to think back on the experience and pull from it in the other parts of the application process and hopefully in my experiences as a teacher. It was really nice to talk to the teacher Ms. Johnnies about her experiences through Teach for America and how the whole application process went for her. She was very knowledgeable and willing to share her experiences, both good and bad, in order to give us a good idea of what it really means to teach in an urban school. After shadowing in her classroom, it solidified for me that that is exactly what I want to be doing with my life.

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After visiting Google, I have a better understanding of the burgeoning IT-focused kind of companies, their structures, daily schedule, and employee’s lifestyle – which are all crucial for me to know. The visit to Northwestern Mutual (Kosnick Group) helped me to have a better understanding of a financial services organization.

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They showed me the campus, talked about how they handled their data and showed me paths of the codebase. I learned about the tools and practices they used to make their product. I really enjoyed watching staff in action and learning what tools and techniques are used to solve problems.

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I liked to watch how their day was logistically as well as from their personal opinion. I met with many people in different positions which was interesting. I also enjoyed seeing how this company affected the community in such a positive way. I gained information that I had not previously known and was able to use this in informational interviews that have happened since this job shadow program placement.

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Yes, my shadowing at GRAEF went really well! It was very interesting, and I learned about a lot of different positions. I also found a connection for a friend of mine and a possible connection for an internship through Melissa! Thanks again for this awesome opportunity.

Last week went great! It really helped me settle some of the things that I had heard about TFA (KIPP Chicago) and charter schools.

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The job shadow went great! If my class load/schedule allows it, I may make it a weekly thing. The staff was so helpful and knowledgeable and the facility is amazing. Thank you so much for providing me this opportunity! I would definitely recommend this to any student interested in the veterinary field.

The job shadow went great! (This was actually the first job shadow I have ever been to!) I loved everything about NO FEAR Dentistry from the first moment I stepped into their building and out of it. I was first given a tour by Kourtney, the Front Desk Coordinator, whose beautiful smile made it very welcoming and at ease while being introduced to all the other staff members. I thought it was awesome how NO FEAR Dentistry had a workout room and a photo booth in the basement because I’ve never heard of or seen something like that before. Everyone was so easy to talk to and nice that you could feel that positive vibe flow throughout the whole building. It’s no wonder why the patients were all comfortable with me walking in and out of the operation rooms to see their procedures being done to them. You can really tell that they have gained the trust and respect from their patients. Dr. Ducommun is a great dentist too. A very cool guy, intelligent and full of charisma. He is a guy who if I worked there and didn’t like my job, I would love coming to work just because of the environment that he has set up and creates among his staff. I’m glad that he pulled me to watch him perform on a couple patients because it felt great to actually see a real dentist do work. The same goes to all the other Hygienists and Assistants who allowed me to watch them. It was a great experience to see things performed in person like that. I wouldn’t mind at all going to shadow there for a second time! I just hope I wasn’t a bad shadower being my first time and all.
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I talked to two managers and they both showed me a lot of things like store layout, checking inventories, interpreting financial reports.

I learned about Airbnb structure and how it operates. I also learned more about possible choices of field for an event planner, this is the most helpful part.

I found it helpful being able to see what the program is all about. It helped me with finding my own interests also.

This opportunity was extremely helpful because I was able to gain a sense of what potential career positions handle on a daily basis. Before the visit, I had a sense of what skills and tasks one would potentially work on. Now, I have a better understanding of what each position accomplishes / what it takes to be a successful employee. A few things I learned- what potential employers look for in a candidate, what skills are used on a daily basis, what a professional work environment is like, positive qualities associated with different job titles, and what the difference is between positions working within the same field. Everyone in the office was extremely friendly and helpful! Elyse really created a schedule that showcased every aspect I hoped to encounter. This was, without a doubt, one of the most valuable opportunities I have taken advantage of while at UW-Madison.

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I am very grateful for the opportunities of Job Shadow Program and so glad that I could join as a freshman - it helps me to know more about what I want to do in the future and for the society, and how I can achieve my goal. Hope I can join more opportunities like this in the future. The job shadow went great! If my class load/schedule allows it, I may make it a weekly thing. The staff was so helpful and knowledgeable and the facility is amazing. Thank you so much for providing me this opportunity!
Job Shadow Program Employer Host Testimonials

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It was a very positive experience and I think the students who attended enjoyed it and got something out of it. They were all very professional and seemed interested in what we were doing. It was certainly a good use of my time and I look forward to doing it again. We have already had one of them apply for a position with us!

The students appeared well prepared with questions, and appeared eager to hear more about the company. I made a point with each to pull them aside from our normal routine to show them more to what tailored into their major, and some "behind the scenes" stats and info. I feel in general it would a good experience for them.

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They did all know quite a bit about Centro Hispano AND asked great questions that allowed us to explain important aspects of our programming, funding and future.

The students were well prepared and had researched our organization. They were all dressed very nicely in business casual dress as well. They came prepared with questions as well.

It was really helpful this year to have a brief overview of the student's goals and background. This made it more a personalized experience and allowed us to tailor some of the information to best fit their experience. I was able to share with the staff prior to the student arriving so everyone knew a little about him/her and what they were looking to get out of their shadowing. Please keep this for next year!

Ensuring that the students know what to expect coming in to the Shadow Day is instrumental to them having a valuable experience. The students were very well prepared which made presenting to them that much easier!
The students all seem prepared and some made reference to things they had read on our website. They all dressed appropriately as directed. I can't think of anything else they could have done to be more prepared! The students asked very thoughtful questions; some even came prepared with a notebook to record the answers - very impressive!

I just wanted to let you know that Mike's visit went very well. We had a full day, and I think he had some great networking opportunities and informational interviews. I arranged for him to shadow a Support Escalation Engineer for SQL in Commercial Technical Support, a Software Engineer in test for Dynamics AX, a Software Engineer for Dynamics GP, a Software Developer for Windows Phone, and a Support Practice Manager for Premier Services. We also did a campus tour, lunch, trip to the Microsoft company store, and he shadowed some of my customer calls which gave him a really good overview into the world of enterprise services.

The students were very prepared and excited to be at Starcom. They came equipped to ask questions to both the volunteers and the vendors. I thought the time with the students was positive and productive. They were able to get a sense of the day to day responsibilities. The students were able to spend one on one time with associates, supervisors and associate media directors and ask relevant questions about their career and careers at Starcom. They were able to make connections with a large community at Starcom.

We had what was probably a non-standard visit, as our student joined us for a training on congressional meetings. She participated in that training, as opposed to seeing how it was created. It was a pleasure to have her, and we hope that she felt the experience was useful. We also had the chance to introduce her to a Wisconsin alum (Joy Picus), which was certainly a bit of nice networking.

I thought that all three students seemed truly interested in what it was that we were showing them. All of them were respectful, asked questions, and showed interest in the experience! I did find the time that they were here to be positive and productive. I think it gave them a better idea of what it is that we do in this department and I hope that they think so, too!

The students were all prepared for the job shadow and were very interested in PreventionGenetics and the work we do at our company. The time was positive and productive for both the students and our staff. I do feel that the students had a quality experience at our organization.

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It was a very positive experience and I think the students who attended enjoyed it and got something out of it. They were all very professional and seemed interested in what we were doing. It was certainly a good use of my time and I look forward to doing it again. We have already had one of them apply for a position with us!

Thank you again for all of your help coordinating the job shadow. We had a wonderful time yesterday with the students, they were all great guests and we had such a fun time showing them around Coyote! I hope they enjoyed themselves as much as we did.

I just wanted to let you know that Mike's visit went very well. We had a full day, and I think he had some great networking opportunities and informational interviews. I arranged for him to shadow a Support Escalation Engineer for SQL in Commercial Technical Support, a Software Engineer in test for Dynamics AX, a Software Engineer for Dynamics GP, a Software Developer for Windows Phone, and a Support Practice Manager for Premier Services. We also did a campus tour, lunch, trip to the Microsoft company store, and he shadowed some of my customer calls which gave him a really good overview into the world of enterprise services.

It was a very positive experience and I think the students who attended enjoyed it and got something out of it. They were all very professional and seemed interested in what we were doing. It was certainly a good use of my time and I look forward to doing it again. We have already had one of them apply for a position with us!

I found that the students were very open to learning new things and asked great questions. All the students that came seemed genuinely interested in our organization and what we had to offer. I received emails from 2 of the students letting me know that they had a great experience.

It was really helpful this year to have a brief overview of the student's goals and background. This made it more a personalized experience and allowed us to tailor some of the information to best fit their experience. I was able to share with the staff prior to the student arriving so everyone knew a little about him/her and what they were looking to get out of their shadowing. Please keep this for next year!
The students all seem prepared and some made reference to things they had read on our website. They all dressed appropriately as directed. I can't think of anything else they could have done to be more prepared! The students asked very thoughtful questions; some even came prepared with a notebook to record the answers - very impressive!

It is a distinct pleasure to remain connected to UW and to meet potential interns and employees via this program. I'm thoroughly impressed with the caliber of students. We try to present an accurate image of our organization and the type of work we do through this style of observation...one that will give the student a clear picture of just what they are getting into. So yes, I hope they found it beneficial.

Our student clearly got a sense of what working in our organization is like. I answered lots of questions about my own work history and offered answers to questions about workplace dynamics. It felt like the student was seeing me as a mentor and asking those types of questions. I received an email thank you note in which the student said he valued the experience.

The student definitely looked up our main website in advance and knew about some of the things our company had worked on, which was great. It shows the preparedness I'd expect from a student visitor, considering I did the same thing myself.

We enjoyed the experience - really nothing negative to say. The student was pleasant, well-educated and prepared and seemed to have aligned their own goals appropriately for the type of work we do here.