



# Co-Curricular Shadowing Process: Application for ExEL Units

## What is a Shadowing Experience at NSU?

---

Shadowing is an experience where you observe a professional in a field of interest to you on the job. This experience provides you with the opportunity to see what a 'day in the life' of a professional is really like to see if it is truly a field you want to pursue.


Shadowing experiences can be very short, just one time for a few hours, or they can be much more involved, perhaps partial, or even full days, over a semester or more. These experiences are flexible and designed to meet the needs and situations of both the student and the professional. For the sake of earning ExEL units, one must complete a minimum of 40 hours, which must be completed within one academic year to earn 1 ExEL unit per shadowing experience.

Students at NSU can complete shadowing experiences as part of their academic programs or on their own. They also may be eligible to earn academic credit and/or ExEL units for shadowing, depending on the specifics of their circumstances and academic departments.

## What are the Shadowing Experience Criteria?

---

Eight Criteria for Identifying a Shadowing experience:

1. The experience must be an extension of the classroom. Students visit the shadowing site to observe day-to-day activities of a professional in a career field of interest.
  2. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
  3. There is direct supervision by a professional with expertise and educational and/or professional background in the field of the experience. Observation always occurs under the appropriate supervision of a licensed physician or other licensed health care professional as applicable.
  4. There is routine feedback by the experienced supervisor.
  5. There are resources, equipment, and facilities provided by the host shadowing site that support learning objectives/goals.
  6. The Shadowing experience is strictly observational but directly related to the provision of clinical care and/or services, with the student observing as the professional provides service delivery. Job shadowing is limited to observation only; the shadower will not be expected to offer direct work experience, responsibility, or skills.
  7. The Shadowing experience may occur in varied settings including offices and corporations, clinical settings, hospitals, outpatient clinics, and/or long-term care facilities.
  8. In some areas, students may be required to complete a training program prior to entering into a shadowing experience.
- 

### **SHADOWING EXPERIENCE CHECKLIST:**

- Contact a Career/Edge Advisor to be added to ExEL Shadowing Canvas Page
  - Upload Shadowing Site Details and Pre-Shadowing Exercise
    - Upload Signed Shadowing Liability Waiver
  - Complete Pre-Shadowing Career Advising Appointment
  - Record Shadowing Site Hours and Weekly Journal Entries
  - Complete Mid-Point Check in with Career/Edge Advisor
    - Submit Portfolium Final Reflection Project
  - Upload Signed Final Hours Log and Weekly Journal Entries
- Complete Post-Shadowing Career Advising Appointment and Post-Shadowing Survey

## **Steps for Requesting a New ExEL Shadowing Experience**

---

### **Step 1:**

Secure a Shadowing experience with a professional in your field of interest. In order to earn 1 ExEL unit, a minimum of 30 hours of shadowing needs to be completed to meet the overall shadowing hour requirement; these hours must be direct interaction with your shadowing subject at your site.

- **Finding a shadowing opportunity:** Start by reaching out to professionals you already know in your pursued career path. You can also work with your Career/Edge advisor, professors, and peers to leverage any relationships from past shadowing sites. Consider also searching online for professionals in your local area to call or email their office and ask about shadowing opportunities. You want to introduce yourself and express your genuine interest to learn more about the field, while being courteous and professional in your outreach.

### **Step 2:**

Contact a Career/Edge Advisor to be added to ExEL Shadowing Canvas Page once you have secured a Shadowing experience.

- *In order to meet with your Career/Edge Advisor*, please book an appointment with them through your Navigate account ([nova.campus.eab.com/home](http://nova.campus.eab.com/home)) or by calling CAPS at 954-262-7990.

### **Step 3:**

Once you are in the Canvas course, upload your [Shadowing Site Details](#), [Pre-Shadowing Exercise](#), and Shadowing Liability Waiver onto the Canvas submissions.

### **Step 4:**

Complete a Pre-Shadowing Career Advising Appointment with your Edge or Career Advisor before starting the Shadowing experience in order to receive full approval.

**Once the items above have been reviewed, verified, and approved, your advisor will notify you that you are cleared to begin your shadowing experience.**

# Requirements once your Co-Curricular Shadowing Experience has been Approved

---

## Record your Shadowing Hours

In order to earn 1 ExEL unit, you'll need to participate in shadowing-related activities for a minimum of 40 hours. You will earn 10 hours for completing all meetings/activities related to setting up and completing your shadowing. Therefore, a minimum of 30 hours of shadowing needs to be completed to meet the overall shadowing hour requirement; these hours must be direct interaction with your shadowing subject at your shadowing site.

- Log your hours on the [Hours Log form](#) each time you work at your shadowing site
- Have your supervisor sign off each week to verify the hours and work you've completed

## Mid-Point Check-in with your Edge/Career Advisor

Around the mid-point of your shadowing experience, you will schedule and participate in a mid-point check-in appointment with your Edge/Career Advisor in order to share the status and learnings of your shadowing experience, help you address any challenges you have encountered, and to collect feedback about your shadowing site.

## Final Steps Required to Earn ExEL Units:

### Item 1: Completed Hours Form and Journal Entries

Submit your completed and signed [Hours Form\(s\)](#) and [Weekly Journal Entries](#) via Canvas no later than four weeks after the end date of your shadowing experience as indicated in your offer letter.

### Item 2: Final Reflection Activity

Reflection is a key component of learning and personal development. As part of the ExEL Shadowing Process, you will complete a [reflection project](#) to document your shadowing experience and reflect on how this experience will help you in your future career.

Once completed, upload your Reflection Project to Portfolium no later than four weeks after the end date of your shadowing as indicated in your offer letter.

### Item 3: Final Co-Curricular Shadowing Reflection Meeting

At the conclusion of your shadowing experience, you will schedule and participate in a final reflection meeting with your Edge/Career Advisor who will discuss your experience with you, help you add it to your resume, and gather feedback about your experience. You will also complete a Post-Shadowing Survey to share what you gained and how it relates to your career goals. Your feedback plays an important role in the success of the Co-Curricular ExEL Shadowing program.

**All ExEL Shadowing Requirements need to be completed by the following dates:**

**Summer 2021 Semester: Friday August 13, 2021** (units posted by Friday August 27, 2021)

**Fall 2021 Semester: Friday December 10, 2021** (units posted by Friday December 24, 2021)

**Winter/Spring 2022 Semester: Friday April 29, 2022** (units posted by Friday May 13, 2022)

**Summer 2022 Semester: Friday August 12, 2022** (units posted by Friday August 26, 2022)

# Shadowing Site Details

## NSU Shadowing Program, Shadowing Site Requirements:

1. *Shadowing sites must be commercial location, no private residences or public/common facilities*
2. *Shadowing subjects must be professionals with expertise and educational and/or professional background in the field of interest to the student*
3. *The shadowing subject should allow the student to observe relevant professional activities and ask questions during the shadowing experience*
4. *The shadowing subject should provide feedback to the student throughout and at the end of the shadowing experience*

If the site you've found to shadow aligns with the requirements above, fill in the details below and submit this completed form on Canvas for review by your Career Advisor.

1. Shadowing Site Name: \_\_\_\_\_

2. Shadowing Site Location (full street address – street/number, city, state, & zip code):

\_\_\_\_\_

3. Shadowing Subject Name: \_\_\_\_\_

4. Shadowing Subject Phone Number: \_\_\_\_\_

5. Shadowing Subject Email Address: \_\_\_\_\_

6. Start Date: \_\_\_\_\_

7. End Date: \_\_\_\_\_

8. Total Number of Planned Shadowing Hours: \_\_\_\_\_

a. How often do you plan to shadow? (i.e. twice a week): \_\_\_\_\_

# ExEL Shadowing Program

## Pre-Shadowing Exercise

One of the important experiential education components of the ExEL Shadowing program is determining what your thoughts, beliefs, opinions, and questions are about the career field of the person you've chosen to shadow, in advance of beginning your shadowing experience. Once you've completed your shadowing, you'll reflect on how your thoughts, beliefs, and opinions stayed the same or changed and the answers to the questions you discovered during your experience.

While there is not a specific length requirement for your responses to the prompts below, you will be expected to offer significant, thoughtful input. Your ExEL Career Advisor will be reviewing this exercise with you during your pre-shadowing meeting and must approve it as successfully completed in order for you to begin your shadowing hours and to be eligible to earn ExEL unit(s) for shadowing.

***This must be complete before you schedule your Pre-Shadowing Meeting with your ExEL Career Advisor.***

1. What interests you about this career field? What aspects of this career field do you think you would enjoy?
2. What concerns do you have about this career field? What challenges do you think you would face if you chose to go in to this career field?
3. What are some things you believe that you'll need to do during your undergraduate program at NSU to prepare yourself for this career field?
4. Are there additional things you'll need to do after your undergraduate program, such as earn a graduate degree, gain a professional licensure, pass a test/exam, etc... in order to enter this career field?
5. What questions do you have that you want to be sure to ask your shadowing subject during your shadowing experience about their career field?



# Shadowing Journal Entries

Immediately following each visit to your shadowing site, you should complete a journal entry. Each entry will be different and should reflect what happened during the visit, what you learned, who you interacted with, etc... While you don't need to address all of the questions below in each journal entry, and there may be things you record in your journal that are outside these prompts, they can serve as a guide to help you understand what will be helpful to record in your journal.

Your journals should be written in Microsoft Word and each journal saved as a separate file.

Questions to Consider:

1. What were the biggest lessons and/or most important information you learned today about the career field you're investigating?
2. What were the biggest lessons and/or most important information you learned today about the site where you're doing your shadowing?
3. Did you interact with anyone new today, and if so, what did you gain/learn from that interaction?
4. Did you learn anything today that made you either more or less likely to want to pursue this career field?
5. Did you learn anything today that has changed your thinking or was unexpected about this career field?
6. What questions do you have that you want to be sure to get answered before your shadowing is over?

# Final Reflection Project

In your final project, you will reflect on your entire shadowing experience. You should develop a video or presentation (using PowerPoint, Prezi, Keynote, or another presentation platform) that addresses the following information:

**A. *Shadowing Subject, Site, and Career Field***

Include a brief overview of the person you shadowed, the site where you did your shadowing, and the career field you explored during your shadowing. Discuss why you chose to complete your shadowing experience at this site, with this subject, and in this career field. Describe changes in your perception of the subject, site, and/or career field during the experience. What original assumptions have been challenged? In what ways has your understanding deepened? Use your pre-shadowing exercise and journals to help you look back at your thoughts throughout your experience.

**B. *Experience Overview***

Provide highlights from your entire shadowing experience. Discuss what challenges and successes you experienced as well as significant learning moments.

**C. *Academic Connections***

In what ways has this experience related to what you have learned in the classroom? What are the connections between this experience and the knowledge you have gained from your academic work?

**D. *Professional Development***

Discuss how you evaluate your fit with the field/profession of your shadowing subject based on what you observed and learned during your shadowing. Do you think this is a direction you'd like to take your career or did you learn that this is not the path for you? What is the next step for you to keep moving ahead in your professional journey?

**E. *Evaluation***

Summarize your overall experience in a final slide.

To receive full credit for your Final Reflection Presentation, you must upload it to your Portfolium and include (1) hashtag #NSUSharkShadow and (2) For Skills, Tools or Software include the keyword Professional Development. This presentation project will serve as a visual way to show future employers and graduate programs what you learned and what skills you gained during your shadowing experience.

With that in mind, here are some tips:

- Include visuals. If you have photos/videos of your time at your shadowing site that can be included, do so. It's always more impactful to *show* what you experienced.
- Be creative! Think outside the box and present the information in captivating, interesting ways. You can choose to use animations, photos, videos, or other media to demonstrate your learning.
- Think about what comes next. What did you learn during your shadowing that will influence your professional path moving forward?