To complete this assignment, you have two options:

_____ Option 1: Individually research a career in the health/medical field then conduct an interview (minimum ½ hour interview) with a person in that career. The maximum point value of this assignment is 40 points.

_____ Option 2: You and up to 3 partners will job shadow for a minimum of 2 hours with someone in a health/medical related occupation. The maximum point value of this assignment is 80 points per student.

Failure to do either option will result in a 0/80 in your grade in Honors Human Physiology.

Possibilities include doctors, nurses, physical therapist, chiropractors, dentists, x-ray technicians, veterinarians, ambulance drivers, paramedics/EMT, biotechnology researchers, hospital managers, etc. If you already have a job in a health field, I want you to spend a day with someone else.

Please concentrate on the career rather than the place of employment. I know what a dentist’s office looks like; I want to know about the career of dentistry.

Suggested research topics include (but are not limited to):
- How much schooling is required?
- What is the current cost of the education?
- What continuing education is required?
- What is the typical starting salary, average salary, high salary (do not ask your’s host’s salary unless they volunteer - you can find this information in the career center)?
- What do they like best about their career?
- What are the biggest challenges in their career?
- What is the schedule like?
- Do they get much time off?
- Are they on call?
- What is the employment prospect for this career?
- If allowed, bring along a camera to help document your visit and add to your presentation.

YOU ARE REQUIRED TO TAKE A PHOTO WITH THE PERSON YOU ARE INTERVIEWING/JOB SHADOWING.

IMPORTANT: You are observing in a professional office. Dress and act appropriately.

Do not miss school to complete this project. You may break the job shadow into multiple visits if necessary, or try and arrange a weekend day. Another possibility is to utilize the holidays and collaboration minimum days that you have. This Fall they are:

<table>
<thead>
<tr>
<th>Collaboration Minimum Days</th>
<th>Holidays</th>
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<tbody>
<tr>
<td>Aug 27, Sept 10, Sept. 24, Oct 8, Oct 22</td>
<td>Sept 3</td>
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Many local hospitals conduct periodic Health Career Exploration Days. You may attend one of these as your job shadow experience. For example, Marshall Hospital has one just for PHS Hon. Physio on Oct 22 (see Mr. B for the info) and a community event Nov 12, 2018. Limited participation and a TB test is required so register early. Talk to Mr. B by Sept 14th if you are registered for Nov 12th for an extension of the deadline.
COMPONENTS OF THE PROJECT:

Option 1 Research and Interview:

1) Contact Information (15 points): You will submit the contact information to Mr. Burghardt no later than Friday September 14, 2018. This will include the name, position, address, email address, and phone number of your job shadow contact. Changing your contact information after this date will result in a loss of the 15 points.

2) The Final Project (remainder of the points) due on or before: Friday October 26, 2018 and includes the following:
   - A two page (minimum) typed (single spaced/12 font) report detailing the career you researched and the responses to the interview. Cite your sources. Plagiarism will result in a failing grade.
   - A Google Slides slideshow of your information. This will be available to your classmates. Share your final project with jburghardt@eduhsd.k12.ca.us (Goggle slides) before the due date expires. Save your project as lastnames.period (ex: Jones.Smith.2).
   - A typed, signed professional thank you note (see example). One thank you letter per group.
   - An unsealed rectangular standard envelope with the addresses typed (you may use an address label). Your envelope must have correct postage. No stamp or incorrect postage = it’s late. I will mail these for you.
     For a return address use: (Do not use your own address)
     Ponderosa High School
     c/o: J. Burghardt
     3661 Ponderosa Road
     Shingle Springs, CA 95682
   - A completed job shadow verification form (see attached)
   - Photo of you and the professional. One per group.

Option 2: Job Shadow

1) Contact Information (15 points): You will submit the contact information to Mr. Burghardt no later than Friday September 14, 2018. This will include the name, position, address, email address, and phone number of your job shadow contact. Changing your contact information after this date will result in a loss of the 15 points.

2) The Final Project (remainder of the points) due on or before: Friday October 26, 2018 and includes the following:
   - A ¾ page minimum typed (single spaced/12 font) report detailing the career and what you learned about that profession (each person in your group writes their own).
   - A Google Slides slideshow of your information. This will be available to your classmates. Share your final project with jburghardt@eduhsd.k12.ca.us (Goggle slides) before the due date expires. Save your project as lastnames.period (ex: Jones.Smith.2).
   - A typed, signed professional thank you note (see example). One thank you letter per group.
   - An unsealed rectangular standard envelope with the addresses typed (you may use an address label). Your envelope must have correct postage. No stamp or incorrect postage = it’s late. I will mail these for you.
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     Ponderosa High School
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     3661 Ponderosa Road
     Shingle Springs, CA 95682
   - A completed job shadow verification form (see attached)
   - Photo of you and the professional. One per group.

Please note, that the final project is due by the dates outlined above. If you are absent on the due date, the project is late and you will lose 10 points per day late.
EXAMPLE OF A PROFESSIONAL THANK YOU LETTER (required to be typed)

John Stew Dent
Ponderosa High School
c/o: Mr. Burghardt
3661 Ponderosa Road
Shingle Springs, CA 95682

August 14, 2018

Dr. Kwack
Surgeon
Woodlane Medical Center
1234 Buryem Deep Lane
Placerville, CA 95667

Dear Dr. Kwack,

Thank you for allowing me to explore your surgery practice and taking the time to discuss your profession during my recent visit with you. The information I learned was most interesting and assisted me in designing presentation of your profession for my classmates.

I especially appreciate you allowing me to observe the removal of a wart and for letting me resuscitate a patient (-ok maybe that was a bit much- write a few things that you did or learned while on the experience – this is your chance to make the letter a bit more personal).

Again, thank you so much. I greatly appreciate your generosity.

Best Regards,

(Your signature(s) go here)

Your typed names go here

Look online at other professional sample thank you letters. You never know, this may lead somewhere for you!

REQUwERED: A stamped (use correct postage – As of 8/14/2018 it is 50 cents. A forever stamp is acceptable) rectangular envelope with the address typed on it. You may use an address label, but handwritten envelopes are not accepted and will result in your project being late.

For a return address please use:

Ponderosa High School
c/o: Mr. Burghardt
3661 Ponderosa Road
Shingle Springs, CA 95682
Job Shadow Verification Form
(To be turned in with the final project)

I want to thank you for allowing my student(s) to interview/job shadow you in your profession in the health/medical field. The information and experiences that you have generously shared will be presented to all the physiology students back at school. As part of the project requirements, the students are required to submit this verification form. Thank you again.

Jeff Burghardt
Human Anatomy and Physiology Instructor
Ponderosa High School
530-677-2281 Ext 2249
jburghardt@eduhsd.k12.ca.us

Student Name(s): ____________________________________ Hours: ______
____________________________________
____________________________________ Hours: ______
____________________________________ Hours: ______
____________________________________ Hours: ______

____ Option 1: Personal Interview (minimum of ½ hour)

____ Option 2: Interview and Job Shadow (minimum of 2 hours)

I verify that the student(s) listed above spent at least the minimum time requirement under my guidance/supervision.

Please allow the student(s) to take a photo with you as proof of their experience.

____________________________________________
Signature
____________________________________________
Printed Name
____________________________________________
Email or phone number

If available, please staple a business card here.