**Frequently Asked Questions – Students**

Below are the most commonly asked questions about the UCF Job Shadow Program. If you have additional questions or think we should add something to the list, please email the program coordinator at jobshadow@ucf.edu. Thank you!

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**What is a job shadow experience?**

A job shadow experience is a one-day to week-long, entirely voluntary opportunity. Students have an opportunity to experience first-hand what it is like to be a professional in a particular career field. Students spend time observing or doing hands-on activities to gain real world experience while building their professional network. [[Back to Top]](#Top)

**What is the purpose of the UCF Job Shadow Program?**

The UCF Job Shadow Program is designed to give Knights the opportunity to explore a specific career field while networking with professionals in the community. [[Back to Top]](#Top)

**How can a job shadow experience benefit me?**

This is your chance to test drive a career, regardless of your major or what you think you want to do professionally. If you are sure about your career path, then this is an opportunity to network with professionals who have similar academic backgrounds. [[Back to Top]](#Top)

**Who can participate in the UCF Job Shadow Program?**

The Job Shadow Program is open to all UCF students: undergraduate and graduate; as well as, alumni within one semester of graduation. For example, if you graduate in the winter semester, you may participate in the spring job shadow program but not the summer program. [[Back to Top]](#Top)

**What is the goal of the UCF Job Shadow Program?**

The purpose is to match as many students as possible with host employers so that students have an opportunity to explore specific career fields while networking with professionals. Additionally, it is an opportunity for employers to brand their organization at the second largest university in the nation while also identifying top talent for possible internship or professional positions. [[Back to Top]](#Top)

**Can I participate more than once?**

You are allowed to participate in **1** job shadow experience per semester. Just be sure to follow all the rules, meet deadlines, and act professionally at your host site. [[Back to Top]](#Top)

**What can I expect from a job shadow experience?**

Students can expect to gain experience and knowledge through hands-on activities and/or by simply observing the host employer facilitate meetings, training sessions, and other job duties. [[Back to Top]](#Top)

**Are students required to attend an in person orientation session?**

No, the Webcourse serves as your orientation and preparation for your job shadow experience. [[Back to Top]](#Top)

**How many hours will I be expected to commit?**

The duration of your job shadow experience will depend upon the availability of the host employer. Please take note that the employer’s schedules can change without notice. You will work out the hours and times with your matched employer.

We strongly recommend that students leave the entire job shadow week open for employers. Employer experiences can last anywhere between 8 and 40 hours. Again, employers may need to adjust your hours or days, so be prepared to adjust your schedule. Do not ask the host for additional time during your job shadow experience than what is already allocated. This is considered rude and unprofessional. [[Back to Top]](#Top)

**What type of experience and skills I need to participate in the UCF Job Shadow Program?**

The UCF Job Shadow Program does not require students to have a particular skill set to participate. However, some employers do require students to have a particular major, class standing, or certification to accept that experience. That information will be provided to students on the Experience List. [[Back to Top]](#Top)

**Will I receive payment or academic credit for participating in the UCF Job Shadow Program?**

No, you will not receive payment or academic credit for this participation in this program. You are responsible for any expenses and transportation costs incurred. [[Back to Top]](#Top)

**Am I guaranteed a match?**

No. While we work hard to match as many students as possible, we cannot guarantee that you will be matched with a job shadow experience, even if you were not matched during a previous semester. Additionally, if you decide to decline a match there is no guarantee you will receive a second match. [[Back to Top]](#Top)

**How do you match students with host employers?**

We will provide you with a master list of experiences organized by field. You will see a two-letter code, city state, nearest intersection of location, type of organization, number of employees, requirements, and possibly some experience-specific details. We will not provide you with the business or company names, phone numbers, or addresses until a match is made. We advise against attempting to associate an experience with an organization. The focus of the program is the experience itself, not the company it may be with. [[Back to Top]](#Top)

**What if the experience is outside my major or just involves observation?**

You can choose an experience outside of your area of study. Make sure you take a look at the Employer Preferences section of the Experience List to make sure you meet the employer’s qualifications for that experience.

Just because an experience is observational does not mean that you will not learn and gain insight in a potential career; you are observing activities that take place in the workplace on a daily basis. [[Back to Top]](#Top)

**When and how will I be notified of successful matching to a host employer?**

You will receive the name of the company if and when you are matched in Experience Preferences within 1-4 business days of submitting your choices. Matched students will then have 48 hours to accept the match and submit a commitment contract. If a background check or other prescreening is required, the commitment contract may need to be submitted earlier. [[Back to Top]](#Top)

**Why did I not get matched?**

The matching process is based on availability of experiences; the process is first-come, first-serve. Unfortunately, we cannot guarantee that every interested student is matched. [[Back to Top]](#Top)

**I got matched with my third choice. Later, I found out that my first choice was an experience that nobody got? Why?**

It is possible that another student had been matched to your first choice then declined that match or failed to submit the commitment contract in a timely manner. By this time, you may have already been matched and accepted what was your third choice.

We try to match as many students as possible the first choice, but due to the number of students participating, this is sometimes not possible. This is why we ask that each student submit up to five experiences on their list of preferences. You can always decline a match before you sign the contract, but understand that may mean you will not be able to participate.

We will not match you with an experience that you have not ranked. Feel free to go out of your comfort zone and major. Often, the experience that you ranked as your second, third, fourth, or even fifth can be just as insightful and rewarding as the first. [[Back to Top]](#Top)

**What happens if and when I choose to decline my match?**

If you choose not to accept your match, then we may be able to match you to another one of your preferences. However, if another experience is not available, you will not be matched this semester. You will need to register again during the following semester if you wish to participate. [[Back to Top]](#Top)

**What happens if I cancel my match after I sign my contract or I fail to show up?**

Failing to show up for all experience days during the arranged times is not acceptable and will not be tolerated. If you cancel after you have signed the contract, or choose to not show up for any scheduled day and time without a written excuse, you will not be permitted to engage in the UCF Job Shadow Program at any time in the future.

In addition, any violation of the rules of this program will also result in the loss of [KnightLink](http://career.ucf.edu/knightlink) access and other services and opportunities provided by Career Services. If an employer reports a student failed to attend, the student’s KnightLink account will be deactivated unless a letter of apology addressed to the host employer is submitted to Career Services and proof of an excused absence must be provided.

How you act or behave during the Job Shadow Program is a direct reflection on how a host employer perceives UCF and the Career Services office. Poor behavior includes having your cell phone out, coming in late, chewing gum, yawning, asking presumptuous questions, and dressing inappropriately, etc. [[Back to Top]](#Top)

**Can you guarantee the employer experience details will remain the same?**

No. Sometimes employers will need to adjust the days and times of their availability, change experience details (e.g., hands-on versus observation only), or cancel the experience altogether.

Neither Career Services nor UCF is responsible for changes made to the host employer’s registration. We remind you that this is a fluid process, changes are bound to happen. Please be flexible and communicate with your employer contact. [[Back to Top]](#Top)

**Will I be the only student shadowing experience’s location?**

In most cases, you will not be the only student at the employer’s location. Some employers have several opportunities available. [[Back to Top]](#Top)

**Will I receive receipts for all of my submissions (e.g., registration, experience list, contract, etc.)?**

No. Throughout the course, you will receive various messages indicating that something was submitted. As long as you receive some sort of confirmation saying an assignment, quiz, or survey was submitted, then we have received it. A certificate will be provided to students who successfully complete the program. [[Back to Top]](#Top)

**How are schedules coordinated for a job shadow experience?**

After you are matched for a job shadow experience, you are responsible for contacting the host employer to establish the length of the experience and to discuss the company’s policies and procedures. [[Back to Top]](#Top)

**How and when can I be dropped from this course if I am no longer interested or was not matched?**

There are two drop periods. The first one is after the deadline for reading all instructional material and completing required Check Your Understanding quizzes. Students that have not completed these will be dropped. The second drop period is a week before the actual job shadow week. Students not been matched by that point will be dropped. [[Back to Top]](#Top)

**Staying enrolled in this online course will not affect your academics or standing. This means that this program cannot and does not influence or interfere with your transcript, GPA, or grades.** We use the Webcourse platform to deliver content about the program and to keep an open line of communication.

**Do not ask to be removed from this course. We will remove you during the drop periods only.** [[Back to Top]](#Top)

**Is there anything else I should know about the UCF Job Shadow Program?**

Yes, many of our host employers require students to complete paper work, background checks, or medical tests prior to job shadow week. Additionally, there are legal statutes and privacy issues, like HIPAA (health-related) and FERPA (education-related), which may or may not keep you from interacting with patients and students.

Again, we ask that all students be flexible in their expectations of the host employer and UCF. [[Back to Top]](#Top)