

Job-Twinning

Activity Summary

- In this activity, students will:
- ♦ Interview selected Grade 9 or 10 students as potential job-twinning partners
 - ♦ Select student as job-twinning partner
 - ♦ Prepare a job-twinning activity sheet for Grade 9 or 10 student focussing on the **Essential Skills**
 - ♦ Write a final report on the job-twinning experience

Prior Knowledge

- **Essential Skills**
- Job-twinning requirements

Teaching Planning Notes

- Review assignment including prior knowledge required and rubrics
- Arrange job-twinning with administration and other teachers
- Discuss with other teachers extension activity for their own students
- Provide students with access to telephone and e-mail for arranging interviews and job-twinning day with employers
- Provide facilities for interviews
- Provide an exemplar of interview questions and report.

Assessment and Evaluation of Student Achievement

Task	Tool
Interview Questionnaire	Formative
Job-Twinning Activity Sheet	Rubric
Report	Rubric

Activities and Evaluation Material

- Assignment Sheet
- Assignment Flowchart
- Job-Twinning Activity Rubric
- Report Rubric
- Job-Twinning Activity Summary Sheet



FOCUS ON LEARNING

Essential Skills:

Oral Communication

Interview
Job Twinning Day

Thinking Skills

Interview
Activity Sheet

Computer Use

Activity Sheet
Report

Writing Skills

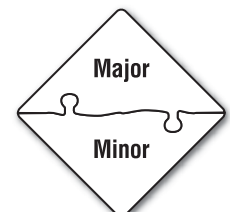
Interview
Activity Sheet
Report

Working with Others

Job Twinning

Document Use

Summary Sheet



Me and My Shadow

In this assignment you will interview and select a student from either Grade 9 or 10 who will job shadow you at your co-op placement. This is called job-twinning. Once you have selected a partner, create an activity sheet for them to complete during the job-twinning day. After this job-twinning experience, you will report on the day based on your partner's completed activity sheet.

The flowchart below illustrates the stages of this project and the tasks associated with each stage.

STEP 1

INTERVIEW POTENTIAL JOB-TWINNING PARTNERS

Create an interview questionnaire and interview three (3) potential candidates. You are looking for individuals that are interested in your type of placement.



STEP 2

SELECTION OF JOB-TWINNING PARTNER

Based on the interviews select one candidate. Make sure you can support your choice in your final report.



STEP 3

ARRANGE JOB-TWINNING DAY

Make sure you have arranged with your employer, your co-op teacher and the teacher for the Grade 9 or 10 student a suitable day for job-twinning. Parental forms must be completed three (3) days before job-twinning day.



STEP 4

PREPARE JOB-TWINNING ACTIVITY SHEET

Create a job-twinning activity sheet that focuses on a comparison of the **Essential Skills** demonstrated in your co-op position compared with that of an adult's job that your partner has identified. (parent/guardian, mentor, teacher, coach, etc.)



STEP 5

JOB-TWINNING DAY

Instruct your partner on how to complete and submit their activity sheet. This day will be their first Co-op experience. Help make it successful!



STEP 6

REPORT WRITING

Complete your final report and submit it with your completed interview questionnaires and a copy of your partner's completed activity sheet.

Me and My Shadow Assignment Sheet

Interview Potential Job-Twinning Partners

Create an interview questionnaire that will help you pick the right candidate. You are looking for an individual that is interested in your type of placement and someone that you believe would benefit from this experience. Interviews are to be conducted with a minimum of three (3) candidates. Only one candidate will be chosen.

Evaluation: Formative



Selection Of Job-Twinning Partner

Based on the completed interviews, select one candidate. You will be asked to discuss your reasons for your choice in the final report, so make sure you remember the criteria on which you based your selection.

Evaluation: N/A

Arrange Job-Twinning Day

Contact your Co-op Supervisor early in your placement to find out what is a suitable day for your job-twinning activity. Explain what it will involve and the benefits to them. Once you have arranged a suitable day, contact your co-op teacher and the teacher of your job-twinning partner to confirm the date. **Hint:** Use e-mail to confirm the dates with all parties to have a paper trail in case of potential problems. Parental forms must be completed three days before job-twinning day.

Evaluation: N/A

Prepare Job-Twinning Activity Sheet & Summary Sheet

Prepare an activity sheet that will allow your job-twinning partner to record many things about your job through observation and questioning. The focus of your activity should be **Essential Skills** and related tasks, however other general interest questions should be included. Once they have completed this activity sheet they should be instructed to complete the summary sheet that includes interviewing one of their parents/guardian or a mentor. It is your responsibility to answer any questions about this summary sheet and to collect it from your job-twinning partner.

Evaluation: Activity Rubric (20 marks)
Summary Sheet N/A

Me and My Shadow

Job-Twinning Day

Contact your job-twinning partner two days before your day together. Confirm the date and time and review the activity sheet with them. Actively participate in their first co-op experience!

Evaluation: N/A

Report Writing

Complete your final report and submit it with your completed interview questionnaires and a copy of your partner's completed activity sheet and summary sheet. Your final report should include your answers to the following questions:

1. How did you choose your job-twinning partner from the three candidates?
2. Was this strategy successful? Was the final candidate well suited to your co-op position? Why or why not?
3. What were the top three (3) **Essential Skills** you used to complete this entire activity? Provide examples for each.
4. Review the job-twinning summary sheet and compare the results between the three sections:
 - Create a bar chart for each **Essential Skill** comparing the three jobs for the summary sheet
 - Analyse results
 - Provide recommendations for your job-twinning partner
5. Attach a copy of your thank you note to your co-op employer.

Evaluation: Report Rubric (50 marks)



Me and My Shadow Activity Rubric

CATEGORIES/ CRITERIA	LEVEL 1 (50-59%)	LEVEL 2 (60-69%)	LEVEL 3 (70-79%)	LEVEL 4 (80-100%)
Content /5	Demonstrates knowledge of facts with limited clarity and accuracy	Demonstrates knowledge of facts with some clarity and accuracy	Demonstrates knowledge of facts with considerable clarity and accuracy	Demonstrates knowledge of facts with a high degree of clarity and accuracy
Communication /5	Limited sense of audience and purpose Limited organization and clarity	Some sense of audience and purpose Some organization and clarity	Clear sense of audience and purpose Effective organization and clarity	Strong sense of audience and purpose Highly effective organization and clarity
Writing Mechanics /5	Uses writing mechanics (spelling, grammar) with limited competence	Uses writing mechanics (spelling, grammar) with some competence	Uses writing mechanics (spelling, grammar) with considerable competence	Uses writing mechanics (spelling, grammar) with a high degree of competence
Layout and Design /5	Uses software and technology to enhance design with limited effectiveness	Uses software and technology to enhance design with some effectiveness	Uses software and technology to enhance design with considerable effectiveness	Uses software and technology to enhance design with a high degree of effectiveness
/20	TOTAL			

Note: A student whose achievement is below Level 1 (50%) has not met the expectations for this assignment or activity. This rubric is based on fundamentals on www.curriculum.org

Me and My Shadow Report Rubric

CATEGORIES/ CRITERIA	LEVEL 1 (50-59%)	LEVEL 2 (60-69%)	LEVEL 3 (70-79%)	LEVEL 4 (80-100%)
Content Questions	Demonstrates knowledge of facts with limited clarity and accuracy	Demonstrates knowledge of facts with some clarity and accuracy	Demonstrates knowledge of facts with considerable clarity and accuracy	Demonstrates knowledge of facts with a high degree of clarity and accuracy
Analysis Recommendations /20	Uses little analysis to draw limited conclusions	Uses some analysis to draw some conclusions	Uses effective analysis to draw some conclusions	Uses thorough analysis to draw most or all conclusions
Language /5	communicates with limited use of appropriate language	communicates with some use of appropriate language	communicates with considerable appropriate language	communicates with highly appropriate language
Writing Mechanics /5	Uses writing mechanics (spelling, grammar) with limited competence	Uses writing mechanics (spelling, grammar) with some competence	Uses writing mechanics (spelling, grammar) with considerable competence	Uses writing mechanics (spelling, grammar) with a high degree of competence
Layout and Design of Bar Graphs /20	Uses software to enhance design with limited effectiveness	Uses software to enhance design with some effectiveness	Uses software to enhance design with considerable effectiveness	Uses software to enhance design with a high degree of effectiveness
/50	TOTAL			

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Me and My Shadow Job-Twinning Summary Sheet

As a Grade 9 or 10 student, this is your opportunity to experience co-op, consider what an adult's job is like, and compare it to a job that you would like to have (your "preferred job").

Step 1: Complete your job-twinning evaluation below based on the results of your Job-Twinning Activity Sheet.

Step 2: Interview an adult (parent, guardian, mentor, teacher, coach, etc.) about their job. Ask them to comment on the usage of the **Essential Skills** in their particular job. Have the adult sign below indicating that they participated in the interview.

Step 3: Consider what your preferred job might be. Consider the **Essential Skills** for that job and complete the chart below.

Step 4: Submit this completed summary to your co-op job-twinning partner.

(1=none or little usage, 2=some usage, 3=moderate usage, 4=high usage, 5=very high usage)

Essential Skills	JOB-TWINNING	ADULT'S JOB	MY PREFERRED JOB
Reading Text	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Document Use	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Writing	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Numeracy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Oral Communication	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Thinking Skills	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Working with Others	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Computer Use	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Continuous Learning	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Job-Twinning Job Title _____

Adult's Job Title _____

Preferred Job Title _____

SIGNATURE OF ADULT INTERVIEWEE