



## Spring Break 2012 Job Shadow Program

*No plans for spring break?*

*Looking to explore your career interests and goals?*

*Wanting to learn more about, and observe, various types of job functions at an employer?*

*Wanting to build a network with professionals and learn about their career backgrounds and interests?*

*Interested in possible internship and job opportunities at an employer?*

*If you have these questions and more, then consider doing a job shadow experience!*

You are invited to participate in the Letters and Science Career Services (LSCS) Job Shadow program. Job shadowing will help you with your career exploration, goals and options.

The program will occur during the week of Spring Break (April 2 to 6, 2012), during time frames that are either set by the employer or mutually agreed upon by the employer and the participants. Participants are responsible for their own transportation to and from the employer. Shadows will occur in a variety

The enclosed guide is a description of job shadow opportunities available at participating employers.

**If you are interested in participating in a job shadow experience at any of these employers during Spring Break, please complete the job shadow program interest survey at the end of this guide and send it to Greg Iaccarino, Career and Internship Advisor, at [gjiaccar@wisc.edu](mailto:gjiaccar@wisc.edu) or drop it off at Letters and Science Career Services office location at 1305 Linden Drive, Suite 205. We ask that you submit the survey by Friday, March 23, 2012, although we will still take applications if space is still available after this date. You will then be formally matched with employers, oriented to the program, and kept in regular contact by Career Services throughout the entire length of the program.**

**We will then be in further contact with you and match you with employers.**

**If you have any questions, please contact Greg Iaccarino at [gjiaccar@wisc.edu](mailto:gjiaccar@wisc.edu) or 608.265.9205. Thank you!**

## L&S Career Services Spring Break 2012 Job Shadow Program Participating Employers with Job Shadow Opportunities!

**Covance**

**Madison, WI**

<http://www.covance.com>

**NOTE: PLEASE read the Covance information carefully. The application procedures listed below are just for Covance.**

Covance Careers & Connections

An alternative spring break option

Are you graduating in May?

Is your major Food or Nutrition Science, Biochemistry or Chemistry?

Do you want to spend some time in our Nutritional Chemistry & Food Safety labs?

Do you want to spend some time in our Pharmaceutical Chemistry labs?

Would you enjoy networking with our Senior Scientist and Business Leaders?

Do something meaningful over spring break –  
explore career options with Covance!

We are inviting 10 motivated science students to join our team for 3 days (4/4 - 4/6).

During this time, students will:

- Have an opportunity to see 10+ areas of our food & pharmaceutical chemistry labs
- Shadow our food & pharmaceutical chemistry analyst team
- Network with our senior scientific staff
- Meet and interact with recent graduates and UW alumni
- Work on an actual business challenge and present to Senior Leadership
- Be a part of seminar, workshops related to our cutting edge science/research
- Practice your skills with hands on lab projects
- Share lunch each day with our Senior Leaders
- Explore our company, careers and make valuable industry contacts

This is an unpaid, learning and networking opportunity. Lunch will be provided each day.

All interested students should submit a resume and request an application at

[college.recruiting@covance.com](mailto:college.recruiting@covance.com)

**Completed applications for Covance will be due March 21, 2012**

**Exchange Network, LLC (parent company for HerExchange.com) Washington, DC**  
<http://www.herexchange.com>

A graduate of UW-Madison with a degree in journalism, Stephanie Goetsch is an entrepreneur, Career Transition Expert, and writer for *HerExchange by Stephanie Goetsch and YFS Magazine*. Stephanie calls upon her professional expertise and passion to support women through the professional crossroads of life by offering consulting support for entrepreneurs to define and go after their business dreams and counseling employees that are entering the job market or making a career path shift to get up to speed on the latest job search techniques. Stephanie has nearly a decade of experience in staffing and human resources for a number of top employers, and now has successfully leaped into entrepreneurship by creating the Exchange Network, LLC consulting services and HerExchange.com

*Students will be able to shadow and conduct an informational interview with journalist/CEO – Stephanie Goetsch, as well as observe web platform/back end web work required to publish HerExchange.com*

*Students with interests in Creative writing, Journalism, Business/Entrepreneurship, and Public Relations are welcome! Students with interests in starting up a successful entrepreneurial business with their passions and experience will be a good match!*

**John Michael Kohler Arts Center**  
<http://www.jmkac.org>

**Sheboygan, WI**

The **John Michael Kohler Arts Center** is a not-for-profit art museum. The original house at the facility is listed on the National Register of Historic Places as the John Michael Kohler House. Programming at the center includes dance performances, art exhibits, festivals, music performances, and theatre; an arts based preschool, classes, demonstrations, lectures, and tours.

The John Michael Kohler Arts Center is notable for its arts/industry program, the primary component of which is a residency program at Kohler Company. Artists have the opportunity to spend two to six months creating works of art utilizing industrial materials and equipment. The center is known for its artist-created bathrooms. The center reaches 160,000 people each year and an estimated 4 million since its inception. The center has ten galleries, a theater, performance and meeting spaces, studio-classrooms, a family- and children-oriented activity space known as The ARTery, an onsite retail shop called ARTspace, and a cafe named ARTcafe. The center has an adjunct site called ARTspace At the Shops at Woodlake, which is an exhibition space and shop in the nearby village of Kohler.

*For the job shadow program, depending on the interests of the students attending the following options may be available:*

*Attending staff meetings of Exhibitions and Collections, Education, Community Arts, and/or Performing Arts departments*

*Observing education, performing arts, and/or exhibitions programming*

*Meet with various staff members*

April 4 is the available date for the job shadow.

*The departments within the Arts Center that typically offer internships are:*

- *Exhibitions and Collections*
- *Resource Center*
- *Education*
- *Community Arts*
- *Performing Arts*
- *Special Events*
- *Marketing*
- *Friends of Art (Volunteers)*

**Rockwell Automation**  
<http://www.rockwellautomation.com>

**Milwaukee, WI**

## **JOB SHADOW AVAILABLE AT HUMAN RESOURCES DEPARTMENT**

At Rockwell Automation, helping manufacturers succeed and grow is what we do best — with industrial automation control and information solutions designed to give our customers a competitive advantage. From stand-alone, industrial components to enterprise-wide integrated systems, our solutions have proven themselves across a wide range of industries and in some of the most demanding manufacturing environments.

*Students with interests in human resources and communications will be able to specifically shadow in the Human Resources department with a UW alum. The Talent Acquisition area is where the shadow will be, and participants will be able to learn about human resources, recruiting, budgeting, onboarding, offboarding, etc. Shadows with broader interests are welcome to come as well.*

*The shadow experience can occur on any day from April 3, 4, 5 and 6 (in the AM or PM)*

**Teach For America**  
<http://www.teachforamerica.org>

**Many Cities in U.S.A.**

Our mission is to build the movement to eliminate educational inequity by enlisting our nation's most promising future leaders in the effort. We recruit outstanding recent college graduates from all backgrounds and career interests to commit to teach for two years in urban and rural public schools. We provide the training and ongoing support necessary to ensure their success as teachers in low-income communities.

**Shadow participants will be able to observe and work with TFA teachers at a variety of schools from around the country.**

**ALL TEACHERS ARE UW-MADISON ALUMNI!**

**Teach for America Schools and their geographical locations include:**

**All Teachers are UW-Madison alumni!**

**La Causa Charter School**  
<http://www.lacausa.org/>

**Milwaukee, WI**

Observing instruction, classroom assistance (i.e. coaching students one-on-one or in small groups), attending grade-level meeting, informational interview with assistant principal

Participants should speak Spanish – my classroom instruction is entirely in Spanish and my students speak very little English.

Dates available to visit:

April 2	AM only (7:00-1:45)
April 3	AM only (7:00-1:45)
April 4	BOTH AM and PM (7:00-2:15)

**Oakland Unified School District (OUSD)**  
<http://www.ousd.k12.ca.us/ousd/site/default.asp>

**Oakland, CA**

Shadowing opportunities include:

- Observing 9<sup>th</sup> grade Biology classroom
- Possibly observing other classrooms (any subject and/or grade level)
- Attending/observing staff meetings/collaboration
- Interviews with educators
- Possible interview with TFA corps members and/or staff

Dates available to visit:

April 4  
April 5

**Central Visual & Performing Arts High School**  
<http://slpshs.schoolwires.net/centralhs/site/default.asp>

**St. Louis, MO**

Types of Shadowing: In-classroom observation, perhaps after school program observation, informal interviews

Availability:

Dates available to visit:

April 2  
April 4

**Hayes Bilingual Elementary School**  
<http://www.milwaukee.k12.wi.us>

**Milwaukee, WI**

Classroom observations and informational interviews

Dates available to visit:

April 3, 4 and 5

**Agua Fria High School**  
<http://www.aguafria.org/education/school/school.php?sectionid=2>

**Phoenix, AZ**

Classroom observations and informational interviews

Dates available to visit:

April 2, 3, 4, 5 and 6

**Teach for America Schools and their geographical locations include:**

**Friendship Southeast Elementary Academy**

**Washington, DC**

[http://www.friendshipschools.org/RelId/606441/ISvars/default/About Us.htm](http://www.friendshipschools.org/RelId/606441/ISvars/default/About%20Us.htm)

Classroom Observations; also willing to meet with students after school or someplace downtown for information interviews

Dates available to visit:

April 2, 3 and 4

**Leadership Public Schools**

**Hayward, California**

(near San Francisco)

<http://www.leadps.org/our-schools/hayward/>

Classroom Observations, student interviews, staff interviews, student teaching (if experienced), surveying and attending the teacher's master level class.

Dates available to visit:

April 2, 3, 4,5 and 6

**Frederick Douglas High School**

**New Orleans, LA**

<http://www.kipprenaissance.org/>

Classroom observations and informational interviews

Dates available to visit:

April 2 and 3

**University of Wisconsin Credit Union**  
<http://www.uwcu.org>

**Madison, WI**

UW Credit Union is a growing, federally insured financial institution committed to the financial well-being of the customers we serve. We were founded in 1931 on the University of Wisconsin campus by people who believed that the not-for-profit cooperative business model would best serve the needs of their community. Our continued growth, financial strength and market leading customer satisfaction scores have proven our founding members right. Our assets today total over \$1.4 billion, placing us among the largest credit unions in Wisconsin. We provide an array of consumer financial services including educational loans, mortgages, consumer loans, checking, savings and investment products, small business services, credit and debit cards, financial education, and more.

*Job shadow students will be able to learn an overview of the operations of the UW Credit Union and have opportunities to meet with staff in various departments.*

**Wisconsin Trails Magazine**  
<http://www.wisconsintrails.com>

**Milwaukee, WI**

**Wisconsin Trails** magazine is a bimonthly regional magazine that covers life around the state of Wisconsin, from people, history and culture to travel, nature and environmentalism. *Wisconsin Trails* was named one of the "50 best magazines" in 2006 by the *Chicago Tribune*<sup>[2]</sup> and is a member of the International Regional Magazine Association.

*Job Shadow opportunities include: Attend staff meetings; interview with staff members; participate in story generation; learn about the production cycle of a bimonthly magazine; learn about the editorial process: story inception, working with freelancers, fact-checking, proofing for publication and AP style, acquiring visuals, giving feedback on layouts, determining story size and placement in the issue, uploading to the printer.*

*Dates available to visit:*

*April 2 is the best date to see the process as we are doing final proofs for the May/June issue.*

*April 3 and 4 are also OK.*

*We are especially interested in students who have an interest in magazine publication. Journalism students with an interest in newspaper and digital publications also OK.*

*We have a successful internship program that focuses on providing practical information and experience to help guide students in their career choices at this point in their education. We put a lot of time into the process and always appreciate students who come in with enthusiasm and a genuine desire to learn.*



