
Assignment 4.2: Job Shadowing

Overview and Purpose:

- Job shadowing is an opportunity to spend one full day (at minimum) at a workplace to observe and explore careers, network and talk with professionals, and learn about career options related to your field of study. The opportunity will help you think about career goals, confirm career decisions, and better understand how what you learn in the classroom leads to success in the workplace.
- Job shadowing is conducted by you, the student, on your own, at a workplace. It is a full day in the workplace – longer than informational interviews and workplace observation.
- This is your chance to experience conditions at a workplace more fully. Job shadowing provides you with the opportunity to spend time at a workplace with a professional currently working in your career field of interest and ask in depth questions and develop an understanding of detailed processes.
- You can job shadow in any sector at any workplace. Opportunities to spend time with professionals exist in many fields, such as in the medical field, in legal offices, schools and universities, very technical workshops, and IT services.
- Job shadowing requires that you contact the workplace in advance and make formal arrangements about:
 - Dates and times
 - Signed indemnities (documents protecting the company from loss) and code of conduct (if necessary)
 - Confidentiality, security, and health and safety
 - Supervision /who you will shadow
 - Transport and catering arrangements
 - Professional dress codes

Instructions:

1. Each workplace will have different job shadowing requirements.
2. You should use what you have learned about accessing other work observation activities to seek relevant opportunities.
3. Your institution and instructors can provide you with letters of introduction.
4. Be sure to note all the work observations you do on your CV.
5. Complete 2 forms:
 - Job Shadowing – Student form
 - Record of Job Shadowing. This needs to be signed by the supervisor after you complete it.
6. Write a thank you letter or email after completing your job shadowing experience.

Job Shadowing - Student Form

This form is for your personal reflection. Many of these questions will be naturally answered in your observation and discussions throughout the day. At the end of the day you may want to directly ask the questions that were not discussed.

Student's Name:	Alaa Rayan Aridi
Date/Duration of Visit:	25-11-2025
Company Name:	SDS Sobh Design Studio
Company Department(s) Job Shadowed:	Architecture drawings department

Questions Around the Work of the Employee You Job Shadowed

(These questions should be repeated if you job shadow more than one person.)

What is your exact job title?	Architect and Urban designer
What do you like about your job?	The work and its impact on the people and clients
What don't you like about your job?	The Long hours and time demanding tasks
What type of education and training prepared you for this career field/job?	The college education and the Internships and real life work
What type of education and training would you recommend for someone starting out in this career?	I would recommend Working with architects and learn their design process to find your own
Is there a possibility for further career advancement?	Yes, there is always further career advancement into higher ranks and more responsibilities
What types of skills are the most important in your job?	The People Skills and soft skills come before the technical skills
Can you describe a typical day at work?	A typical day is working in the office on presenting the design
What is the most interesting part of your job?	The joy of explaining the design to the clients and reaching an optimal design
What is the most challenging/difficult part of your job?	The Most challenging part is coming up with an idea that is original, simple and functional all at the same time
How long have you worked for this employer?	For over 10 years now
How did you get your current job/choose this employer to work for?	He was the most suitable at the time regarding work load and capabilities
Did you have any relevant work experience prior to starting this job?	No, I started my work here as an intern and after graduating, continued here
What does your employer look for in young job seekers?	He looks to hire people who are work oriented and creative and responsible

How has technology changed this career?	Technology had an effect on execution and design and mostly on how the work is done, where it is getting faster as we go on
What are your working hours? Are they flexible? Are you expected to work overtime?	The working hours are mostly 8 till 2 and sometimes overtime NO, they are not flexible since there is always work and overtime is always expected and recommended sometimes
What types of vacation jobs or internships should I look for as I continue my education?	You should look for internships with small firms and personal architects to learn more about work and not be a small part of a big company
Is it ok if I follow up with you on my progress in the next few months? (Note: this might lead to a job offer)	Yes sure
Do you have any other questions? If so, include them here.	NO

Main Jobs Observed

(To be repeated for each job/area of work)

Main Relevant Jobs Observed (1): List a job you observed. Briefly describe what this job involves.	Architect The job involves designing a small family apartment in Beirut and drawing it in AutoCAD and then 3D in Rhino and rendering it in Twinmotion
What are the main tasks/duties?	The main task is designing and thinking on paper by sketching and then transferring it into CAD software
List and describe some of the main equipment or software you observed.	The main are pencil and paper and AutoCAD and Rhino and Twinmotion softwares
Did you notice who the employee reported to? (What is their position?)	Yes the employee reported to the head architect
Was the specific employee responsible for other employees? How many?	Yes, he was responsible for one other person who was his assistant and draftman
Were you given an opportunity to perform/assist with any tasks that you observed? Give details of the tasks.	Yes as I am an Architecture student, I was given the opportunity to draw a small section and elevation for the building and my understanding of the design
If you performed any tasks, did they help you to better understand what your choice of career involves?	Yes as I saw that what we work on in the university is similar to what we will work on after university

Workplace Safety and Dress

Did you see any health and safety signs? Draw pictures of them on the back of this form.	NO
Did you have any safety regulations explained to you on your first day? Give details.	NO as this was an office and the safety regulations are basic human nature and there is no heavy machinery
Did you see any employees wearing safety clothing? Describe what you saw.	No, all were wearing formal clothing
Have you noticed any special safety equipment or protection that is required?	No
Other than safety clothing, what do you notice about workers' dress/dress code?	The dress code is not color specific but is all formal and neat

Overall Impressions	
Did you see an area of work that might interest you?	Yes, the architecture department seemed to have an interesting dynamic and good work vibes and the employees seemed happy and cooperative
What were some of the most interesting things you learned about the workplace?	I learned that they have their own system of layers and codes and regulations to ease the coordination between all the departments
In what ways did this job shadowing experience help you understand if you have made the correct career choice?	It helped me see what my end result is
Did you see anything that made you think it might not be a suitable career for you? Explain.	No

Contact Information

List any workplace contact information that you obtained (names and details).	I got the numbers of the owner and the architect I job shadowed Suleiman Sobh (Owner) and Ghassan Sobh (Architect)
Do you think there might be opportunities for internships here? How do you know?	Yes, the architect asked me to come back for an internship
How/who would you contact if you want to ask them for advice or an internship opportunity?	I would email them
Get a name and contact address to send a thank you letter after you complete your job shadowing experience.	Yes I got the email and after getting home, i sent a thank you email and offered future cooperation

A Record of Job Shadowing Form follows.

Record of Job Shadowing

This form is evidence of your job shadowing. You can share it with potential employers and include it in your career portfolio.

Part 1			Personal Details	
Name: Alaa Rayan Aridi		Mobile Number: 03/572400	Email Address: alaa.r.aridi@gmail.com	
Part 2		Workplace Details		
Company Name: SDS Sobh Design Studio		Company Address: Baissour, Aley	Company Type: (Sector) Architecture and engineering Drawings	
Contact Person Name: Ghassan Sobh		Position in Company: Architect and Co Owner	Contact Number:	
Supervisor Name: Suleiman Sobh		Position in Company: Owner and Architect	Contact Number:	
Date:	Day		Number of Hours:	
1 25-11-2025	Tuesday		5 Hours	
2				
3				
Activity and Tasks Observed		New Knowledge and/or Skills Learned		
1. Sketching on paper to start the design ideas and start the thinking process		1. Learning the sketching and thinking process and how a design starts		
2. After reaching a good design, he started transferring the lines into Autocad		2. The workflow in autocad and the layering and order of drawings		
3. Figuring out the relations between the vertical and horizontal circulations and floors		3. The thinking in 3D and not just 2D		
4. Drawing the section and elevation of the building		4. The understanding of relations between floors		
5. Working on the Landscape of the building		5. The understanding that the surrounding of the building is part of the design		
6. Started transferring the drawings into Rhino to start working on the 3D Model		6. The transferring between softwares		
6. Transferring the work into Twinmotion to start the rendering process		6. The workflow for the 3D visualization and Rendering		
7. Placing people and trees in the model to make it realistic		7. The thinking about the user		
8. Rendering the shots and video		8. The qualities expected in the work		
9. Final edits to present to the client		9. The presentation skills		
10.		10.		
Supervisor Comments				
The student was enthusiastic and liked the work and showed interest in further pursuing this type of work and tasks and when performing a small task assigned to him, he showed professional skills and knowledge in the softwares we use and as a person, he dressed neatly and arrived on time and showed good manners				
Student's Name: Alaa Rayan Aridi Signature: Alaa Aridi		Supervisor's Name: Ghassan Sobh Job Title: Architect and Co Owner Signature: GS SDS		