BRENTWOOD
HIGH SCHOOL

CAREER SHADOW DAY

October 27, 2026

Sponsored by:

BHS English Department
BHS Student Enrichment Committee

Dear Seniors and Parents,

Once again, the BHS English Department and the Student Enrichment Committee are sponsoring Career Shadow Day for seniors. This day gives our seniors the opportunity to spend the day with an area businessperson. Students "shadow" this individual at his or her place of work to learn about careers that are available. This year's Career Shadow Day will take place Tuesday, October 27, 2026, and students are required to stay a minimum of 4 hours with their mentors.

We encourage seniors and parents to discuss Career Shadow Day and to begin thinking about career choices. Seniors should identify and personally contact several people who will agree to be mentors. In past years, we found that some mentors had last-minute conflicts that prevented their participation, and that students needed an alternate. Seniors should keep the following dates in mind:

October 1	Students may download an information packet from the BHS website. This packet will include an introductory letter to the mentor, permission form, instructions for the day, and evaluation forms. Please print these forms.
October 26	Deadline for permission forms signed by parent. This form will be turned in to senior English teachers. Students who fail to turn in a permission form by the deadline will not be allowed to participate in Career Shadow Day.
October 27	CAREER SHADOW DAY!
October 28	Students return to class to discuss and evaluate their experiences. Later that week, the teacher will determine the assessment for this activity and provide the student with further information. The student will send thank-you notes to the mentors.

Every year following Career Shadow Day, our seniors return to class with such enthusiasm and excitement for the future. Their experience is a memorable one that is informative, educational, and fun! After their participation in Career Shadow Day, many students receive offers for summer internships. As parents and teachers, we are pleased to sponsor this invaluable experience and look forward to another successful Career Shadow Day.

BHS English Teachers
BHS Student Enrichment Committee

GUIDELINES FOR CAREER SHADOW DAY

Brentwood High School - October 27, 2026

CHOOSING A MENTOR:

- Try not to use a family member as your mentor. You may use someone within their company or place of work in a similar profession.
- No more than one student per mentor (unless pre-approved).

CHOOSING A PLACE:

- No location where late-night situations might occur (unless pre-approved).
- No liquor or illegal activity for minors.
- Students may not shadow their current place of employment.

RULES ABOUT DRESS:

- Wear clothes that are appropriate for that job.
- If you are uncertain, call your mentor to check about proper attire.

STUDENT RESPONSIBILITIES:

- STUDENTS MUST PERSONALLY CONTACT MENTORS. Have an alternate who you can call at the last minute in case of emergency or unexpected circumstances.
- Arrange for your own transportation.
- Arrange for your own lunch.
- Take pencils, paper, and a folder in which to take notes.
- You must spend a minimum of 4 hours at your location. Co-op students are not excluded from the required number of hours!
- Students who cannot or choose not to participate in Career Shadow Day will be assigned an activity to be determined by the teacher. These students will report to the school library by 7:50 a.m. on October 27, 2026, to work on their essays.
- On Career Shadow Day, each student will prepare and give a THANK-YOU LETTER or CARD to your mentor.

DEADLINES:

- Monday, October 26 - Permission Form
  Must be signed by your parent/guardian and turned in to your English teacher (for dual enrollment, give to Ms. Spretnjak in C10B) for approval.
- Tuesday, October 27 - Questionnaire
  This will be provided to interview your mentor. You must create at least 3 additional questions to ask your mentor. Your mentor must sign the approval at the bottom of the questionnaire.
- Tuesday, October 27 – Mentor Evaluation *(OPTIONAL)*
  Have your mentor fill this out at the end of Career Shadow Day so you can hand it in to your English teacher.

Each student will have his/her English teacher determine the assessment for this activity, and the teacher will provide the student with further information. Teacher Name: _____

CAREER SHADOW DAY
PARENT PERMISSION AND LIABILITY RELEASE FORM

DUE: Monday, Oct. 26, 2026

I give permission for my son/daughter, _____ to participate in Career Shadow Day on Tuesday, October 27, 2026, and to drive his/her car to his/her Career Shadow Day site. I agree to hold the Williamson County Board of Education and Williamson County, Tennessee, harmless and to defend both in the event of an accident.

Parent Signature: _____ Date: _____

I also understand that as a parent, it is my responsibility to have vetted or researched the option my student has chosen for Career Shadow Day. (Please be aware that even though your child may find an option through information provided at school, these choices have not been vetted for suitability, safety, etc. They are merely provided as information.)

Parent Signature: _____ Date: _____

Please list your student's Career Shadow Day choice below. Please list two alternatives in case their first choice does not work out.

Choice 1: _____

Choice 2: _____

Choice 3: _____

English teacher: _____

Brentwood
High School

5304 Murray Lane
Brentwood, TN 37027
(615) 472-4220
Fax (615) 472-4241

Kevin Keidel,
Principal

Williamson County School
1320 West Main Street, Suite 202
Franklin, TN 37064
(615) 472-4000

October 1, 2026

Dear Mentor,

Thank you for agreeing to participate in Brentwood High School's Career Shadow Day on October 27, 2026. This day gives our seniors an opportunity to explore different careers: to gather important information, to determine if their interests and skills really lie in a particular area, and to have a work experience in a professional setting. We hope that this activity will be positive for both you and your "shadow".

We would like the student to spend a minimum of four hours with you on October 27th. Please integrate him or her into your workday as much as possible. The student will be interested in the history of your firm or company, the purpose of the company, and the various opportunities that exist within it. Additionally, the student will have questions about educational requirements and the experience necessary to acquire a position with the company.

Other appropriate activities for the student might include:

- Touring the facilities
- Attending meetings

- Observing daily routines
- Accompanying you on calls, errands, rounds, etc

Again, the faculty and staff at Brentwood High School appreciate your contribution to the education of our students. If you would be interested in participating in other mentoring activities, please indicate your willingness to serve at the bottom of the Mentor Evaluation Form that you will receive at the end of Career Shadow Day.

Sincerely,

Brentwood High School English Department and BHS Student Enrichment Committee

Teacher Name _____ Class Period _____

Student Name _____

QUESTIONNAIRE - Career Shadow Day - Brentwood High School

Please ask your mentor the following questions. Write his/her response in the space provided. If you need additional room to answer, use the back of this paper. CREATE THREE ADDITIONAL QUESTIONS OF YOUR OWN TO ASK. AVOID PERSONAL QUESTIONS!

1. When and how did you first become interested in this field?

2. How did you prepare for this career? For example, what did you study in college? What, if anything, would you have done differently? Did you have other jobs which helped to prepare you for this one?

3. Does this career require a college degree? Post-graduate degree? Continuing education? If so, what are these requirements, and how do they contribute to your field?

4. Please identify the personality traits and skills that are necessary to succeed in this field.

5. Do you have work experience in other or related fields?

6. What are the rewards of this career?

7. Does this career allow enough family and leisure time?

8. What is the most challenging aspect of this career?

9. What do you enjoy most about this career?

10. Knowing what you now know about this career, would you choose the same profession again?

I approve of the use of answers to the above questions as part of Brentwood High School's Career Shadow Day. I also verify that _____ (student's name) spent a minimum of 4 hours with me at my work place.

DATE _____ MENTOR'S SIGNATURE _____

*Use the back of questionnaire or below for your three additional questions.

Teacher Name _____

Student Name _____

Mentor, please attach business card here or print name and address

Mentor Evaluation

Career Shadow Day - Brentwood High School

5304 Murray Lane - Brentwood, TN 37027 - Phone: 615-472-4220

Please help us evaluate this student's Career Shadow Day experience by answering the following questions. Please attach a business card to this evaluation if possible. Please return to the student before they leave. Thank You!

1. Did the student contact you personally to discuss Career Shadow Day? _____

2. When did the student arrive at your workplace? _____

3. Was the student on time? _____

4. Was the student properly attired? _____

5. Was the student courteous to you and your co-workers? _____

6. Did the student appear interested in your career? _____

7. When did the student leave for the day? _____

8. If you have additional comments about the student's Career Shadow Day experience or suggestions for improvements, please write them below:

_____

_____

_____

Mentor's Signature _____ Date _____

Phone _____ Email _____

Teacher Name _____ Class Period _____

Student Name _____

Student Evaluation

Career Shadow Day - Brentwood High School

Career you Shadowed: _____

	Yes	No
1. Did you enjoy your Career Shadow Day experience?	_____	_____
2. Do you have a better understanding of this career?	_____	_____
3. Should Career Shadow Day be expanded to include all grade levels?	_____	_____

4. How can we improve Career Shadow Day?

5. Identify the most significant fact, either positive or negative, that you learned about the career you shadowed.

6. Additional comments:

Teacher Name _____ Class Period _____

Student Name _____

Teacher Evaluation

Career Shadow Day - Brentwood High School

Permission slip signed by parent/guardian _____

Mentor Evaluation Sheet _____

Questionnaire _____

Three additional questions on Questionnaire _____

Thank-you note _____

Total Points _____

Teacher's comments:

_____

_____

_____