



PATHWAY SEARCH

Advanced ESL

Students learn about internships, apprenticeships, and volunteer work.

Lesson objectives:

- Learn about internships, apprenticeships, and volunteer work

Warm up

- Before class: write the lesson objective on the board.
- Point to the first objective. Tell Ss that internships and apprenticeships are a system of on-the-job training. Internships are available many different types of companies. Apprenticeships are available at trade and vocational jobs. Internships and apprenticeships can be paid or unpaid and part- or full- time.
- Explain that volunteer work is always unpaid. Volunteers often work at non-profit organizations.

Presentation

- Tell Ss they can use an internship/ apprenticeship to determine if they have an interest in a particular career, to get work experience, to make contacts in their industry of interest or to get school credit.
- Tell Ss that some interns/apprentices find permanent, paid employment with the companies where they intern/apprentice. Many companies hire interns/apprentices because they need little training when they begin full-time employment.
- Tell Ss they can volunteer in order to build skills, avoid resume gaps and make professional contacts.

- Tell Ss that applying for an internship/ apprenticeship can be similar to applying for a job. Ss may need to complete an application, submit a resume, cover letter and school transcript, submit letters of recommendation and interview with the company.
- Give each S a copy of the Activity Worksheet. Review the sheet and ensure Ss understand each section.
- If your school has a computer lab, tell Ss they will use the internet to answer questions 3—5.
- Model for Ss how to search for job descriptions in their career of interest. For example, type *home health aide, job description*. Show Ss a few examples of job descriptions. Model for Ss how to find local businesses that hire professionals in their career of interest. For example, type *home health aide, Chicago* and point out the business websites to Ss.
- Walk around and help Ss complete the Activity Worksheet.
- If your school does not have a computer lab, encourage Ss to use a computer at home or at the library to answer questions 3—5.

Evaluation

- Ss add the completed Activity Worksheet 3F to their Career Portfolio.



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Name _____

Career of Interest _____

1. Check all of the reasons you are interested in being an intern, apprentice or volunteer below:

- | | |
|---|--|
| <input type="checkbox"/> Explore a possible career field | <input type="checkbox"/> Learn work-related skills |
| <input type="checkbox"/> Get experience at a particular company | <input type="checkbox"/> Make professional contacts |
| <input type="checkbox"/> Receive school credit | <input type="checkbox"/> Work for a potential employer |

2. Read the sentences below. Check those that apply to you.

- I need to be paid for my internship/apprenticeship.
- I could consider unpaid internship/apprenticeship opportunities.
- I'd like to work full-time.
- I'd like to work part-time.

3. Look at job descriptions in your career of interest and identify at least three skills you'd like to develop in an internship or apprenticeship. Write them below.

4. Find a local businesses that seeks interns or apprentices in your career of interest. Write the company name, address and phone number below.

5. Call the business to ask about the procedure to become an intern or apprentice. Ask which of the following you need to complete in order to apply. Make note of the deadline.

- | | |
|--|--|
| <input type="checkbox"/> Application form | <input type="checkbox"/> Transcript |
| <input type="checkbox"/> Letters of recommendation | <input type="checkbox"/> Interview |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Deadline to apply _____ |
| <input type="checkbox"/> Cover letter | |