



Pathways Internships | USAJOBS

Lesson Plan



DESCRIPTION & GOALS

This lesson plan is designed to help high school and college school students learn more about internship opportunities. USAJOBS is a national search engine for federal employment. Current students can use the Pathways service to search for in-person and virtual internships. Government internships offer valuable experience, networking opportunities and potential career pathways.

OBJECTIVES

- Navigate the USAJOBS website to search for internships.
- Set up a USAJOBS account.
- Understand the application process.
- Generate ideas to best fit desired plans.

PREPARATION & MATERIALS

- Computers and digital devices with internet access
- Projector or whiteboard
- Handout or slide deck with step-by-step instructions
- [USAJOBS website](https://www.usajobs.gov)



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PROCEDURES

Introduction and Overview: Importance and Benefits of Internships | Whole Class | In Pairs or Groups | 10min

Teacher

- Explain the importance of finding internships for career development and building a résumé.
- Provide an overview of the [USAJOBS](#) website, emphasizing its role in internship listings.

Students

- Discuss the benefits of government internships on career paths.
- Brainstorm a brief list of interests and career goals.

Account Setup | Individual | Whole Class | 10min

Teacher

- Guide students through the process of creating a USAJOBS account.
- Demonstrate how to fill out necessary personal and professional information.
- Emphasize the importance of keeping the account information up-to-date and accurate.

Students

- Use devices to access the [USAJOBS website](#) and follow steps for account setup.

Database Search and Application Process | Whole Class | 25min

Teacher

- Model how to perform a basic search for internships on the USAJOBS website. Use keywords like *postal service* or *vet assistant*.
- Explain how to use filters such as location, agency and job type to refine search results.
- Encourage students to explore various opportunities that match their interests and career goals.
- Use the handout or slide deck to explain the application process for internships on the USAJOBS website.
- Emphasize the importance of following application instructions carefully, including required documents and deadlines.

Students

- Use computers to explore the USAJOBS website and begin searching for internships that interest them. Students should save jobs of interest to their newly created account by clicking the star feature.

Closing: Questions and Check for Understanding | Whole class | 5min

Teacher

- Address any questions students may have encountered during the hands-on practice and provide additional resources.

Students

- Choose an exit ticket (see final page of this plan) to show understanding of the lesson.

ASSESSMENTS

Varying assessments can keep lessons fun while making sure they meet specific objectives. Try **exit tickets**, either written or oral | **Interactive games**, whether digital or in-person. **Multimedia projects**, including slide decks, videos, posters, drawings, or diagrams | **Quizzes** with formats like true/false, multiple choice, or short answer questions | **Written responses**, which can take the form of short essays, poems, or advertisements | **Discussions**, such as small-group, individual, or whole-class Socratic seminars | **Oral presentations**, either planned or impromptu | **Polls**, digital or analog | **Ranking activities**, which encourage critical reasoning | **Observation**, involving both teacher and student perspectives, along with self-reflection and peer feedback | **Rubrics** keep students apprised of how well they are meeting expectations along assignment criteria. See the attached page for an infographic!



RELATED ASCA STANDARDS

American School Counselor Association Standards

Mindset

- M 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes

Learning Strategies

- B-LS 1. Critical thinking skills to make informed decisions
- B-LS 7: Long- and short-term academic, career and social/emotional goals

Self-Management Skills

- B-SMS5: Perseverance to achieve long- and short-term goals

Social-Emotional Skills

- B-SS1: Effective oral and written communication skills and listening skills

THIS LESSON PLAN DOES NOT MEET THE REQUIREMENTS FOR WORK-BASED LEARNING EXPERIENCE IN A SECONDARY CTE PROGRAM OF STUDY.

RELATED OARS

Oregon Administrative Rules, Division 22*

- Students should develop an education plan that identifies personal and career interests, tentative educational and career goals, and post-high school next steps. (581-022-2000: 6a)
- Students should design, monitor, and adjust a course of study that meets their interests and goals. (581-022-2000: 6a,D)
- Students should monitor and track progress toward standards, including content standards, essential skills, and extended application standards. (581-022-2000: 6b,A)
- Students must participate in career-related learning experiences outlined in the education plan. (581-022-2000: 8)
- School districts must provide a coordinated comprehensive school counseling program that includes career-related learning standards and career education as part of their K-12 instructional program to support the academic, career, social-emotional, and community involvement development of each and every student. (OAR 581-022-2030: 2d,e; 581-022-2055; 581-022-2060, 1a)

**The full text of the American School Counseling Association (ASCA) standards can be accessed at schoolcounselor.org. The original text of Division 22 of the Oregon Administrative Rules is available at oregon.gov. For your your convenience, we have created a one-page document with both resources you can retrieve at careerconnectoregon.com.*



MAKE IT VISUAL! MAKE IT COOPERATIVE! MAKE IT FUN!

The following graphic organizers and cooperative learning strategies engage different learning styles by encouraging visual organization, movement, and interpersonal cooperation. Employ these strategies to enhance students' learning!

GRAPHIC ORGANIZERS



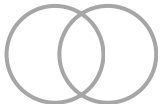
OUTLINE



MIND MAP



KWL CHART



VENN DIAGRAM



STORYBOARD

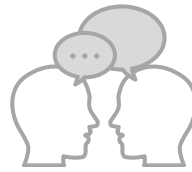


CHARTS



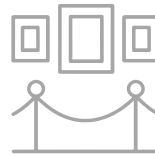
TIMELINE

COOPERATIVE LEARNING STRATEGIES



THINK-PAIR-SHARE

Students think, talk with peers, then share with the class.



GALLERY WALK

Students walk around the room reflecting on one another's posted work.



3 STAY - 1 STRAY

One member from each group visits other groups, acting as a reporter and exchanging information.



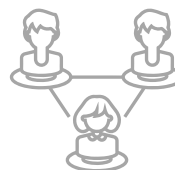
FOUR CORNERS

Students self-sort, moving near statements posted in the room they agree with and discuss reactions.



JIGSAW

Groups become "experts" in one aspect of a learning objective.



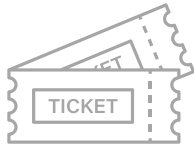
NUMBERED HEADS TOGETHER

Students in groups collaborate to ensure mutual understanding, each prepared to answer a question tied to their assigned number.



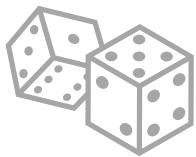
QUICK REFERENCE ASSESSMENTS

Varying assessments can keep your lessons fun and engaging while ensuring they meet your lesson's objectives. The following assessments offer different ways to assess students. Choose assessments that best match your circumstances.



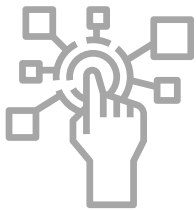
EXIT TICKET

Students respond to a prompt or question on a 3x5 card or slip of paper before leaving class.



INTERACTIVE GAMES

Students play an analog or digital game that tests their learning competitively or cooperatively.



MULTIMEDIA PROJECT

Students create slide decks, videos, posters, drawings, diagrams, how-to guides, and mini publications.



QUIZZES

True or false, multiple choice, short answer, thumbs up or down, and verbal responses are all ways to quickly assess student learning.



WRITTEN RESPONSES

Short essays (descriptive, narrative, persuasive), poems, advertisements, menus, and speeches are all useful ways to show learning.



DISCUSSION

Small group, individual, and whole-class Socratic seminars help students stay engaged and practice reasoning skills.



ORAL PRESENTATIONS

Try planned or impromptu oral presentations. Students can develop these in groups or on their own.



POLLS

Hands, fingers, thumbs, and pen and paper are great for analog polls. Digital polls are convenient for tallying results quickly.



RANKING ACTIVITIES

Students rank items and explain their reasoning. A great way to measure critical thinking skills.



OBSERVATION

This can include both teacher and student perspectives, along with student self-reflection and peer feedback.



EXIT TICKET IDEAS

Formative assessments can help students build confidence and critical thinking skills, while providing teachers with real-time feedback they can use to enhance further instruction. Modify these exit ticket suggestions to best suit your classroom!



SIGHT

- **Draw an emoji** of your emotional response to the lesson. Write about how it relates to what you learned.
- **Take a selfie** of an expression reacting to something you learned and share it!
- **Draw a visual summary** of images that narrate the lesson. This could be a comic strip or an infographic.
- **Recall a movie scene** that relates to the lesson and explain why.
- **Label a line graph** with peaks and valleys describing how you and other students engaged with the lesson.



SOUND

- **Think of song lyrics** that describe something you learned and explain your reasoning.
- **Listen to a brief audio clip** (music, quote, sounds) and explain how it connects to what you have learned.
- **Record yourself** sharing a 20-second response to your favorite part of the lesson.
- **Listen to a peer** share their favorite part of the lesson, and then share yours with them.
- **Connect a sound** to your mood during the lesson and explain how the sound relates.



SMELL

- **Create a smell continuum** with your favorite and least favorite smells; rate the lesson and explain.
- **Use scented markers or stickers**, and make a connection between the scent and a key concept.
- **Relate the lesson to a specific scent**, explaining the similarities and reasons behind your choice.
- **Choose 3 main ideas**, and relate them to 3 different smells. Explain your reasoning.



TASTE

- **Create a recipe**, choosing ingredients from the lesson. Name the recipe with a relevant title.
- **Use a food metaphor or simile** to describe something you learned in the lesson.
- **Divide a paper plate** into portions and label each portion with key concepts from the lesson.
- **Recall a food memory** related to the lesson and write down why you chose it.



TOUCH

- **Use the provided material** (blocks, clay, wire) to build a concept from the lesson that stood out to you.
- **Give a thumbs up, down or sideways** to indicate your level of understanding after the lesson.
- **Move around the room** to defend, challenge, or qualify your level of agreement with an argument or concept.
- **Build a collage** that represents the most important takeaways from the lesson.
- **Act out a concept** from the lesson that you think is most important.



THOUGHT

- **Agree or disagree** with a prompt and write down your reasons with examples.
- **Write about a personal connection** you can make with today's lesson and the concepts you have learned.
- **3-2-1** Jot down three ideas you learned, two ideas you want to learn and one question you have.
- **Select an adjective** that best describes the lesson. Explain your reasoning.
- **Write important ideas** from the lesson and rank them in terms of importance.