



2024 National Order of the Arrow Conference

Session: Acquiring an Internship

Lead Trainer Name: Kevin Hula

Contact Email: kwhula@gmail.com

Contact Phone: (410) 916-8064

Session Length: 105 minutes

Session Description

This session will provide guidance on identifying suitable internship opportunities, preparing effective applications, and crafting standout resumes and cover letters tailored for internships. Learners will also gain insights into networking strategies, interview preparation for internships, and tips on making a strong impression with potential employers. Ideal for students and early-career individuals, this session aims to equip them with the necessary tools and knowledge to successfully obtain internships that align with their career aspirations and academic goals.

Learning Outcomes

Outcome 1: Learn how to research and identify suitable internship opportunities.

Outcome 2: Understand the key types of application materials, including resumes and cover letters.

Outcome 3: Understand the importance of networking in securing internships.

Outcome 4: Learn to make the most of the internship as a springboard for future activities.

Theme Connection: Seek New Heights

In the internship session, learners will see how they can pursue and acquire internships, develop new skills, and better position themselves for future employment.

Facility and Material Needs

[Please put all material and facility needs in this section. We recommend completing this portion last after the rest of the lesson plan is completed. **The more specific you are with your material and facility requests, the better we can accommodate!**]

Facility Needs

Is this session remote delegate-compatible? Yes
(ie. can the material be engagingly taught via live stream)

Does this session need audio/video (AV) capabilities? (ie. projector) Yes: a projector and computer to display PowerPoint is needed.

Are there any other specific facility needs for this session? (ie. movable chairs, panel-style seating, etc.) No

Material Needs

[Please put “NOAC Training Committee” under “Source” if you need a material and cannot source it yourself - we will try to source it for you. Please note that we would strongly prefer training materials to be in a digital format and would advise against flipcharts and other physical materials. If you need microphones, extension cords, etc., please also specify those needs here.]

Material	Quantity	Source
A microphone is needed only if the session is placed in a particularly large lecture hall.		

Session Preparation Steps

[Please list all steps you or another trainer would need to take to be prepared to teach this session. For example, if the trainer needs to add personal experiences, print handouts, or prepare items for a game, those should be listed here. **The goal is for someone to be able to read this syllabus and understand how to teach your session in the future!**]

Step 1: Read the entire lesson plan and PowerPoints carefully and update as appropriate. Consider bringing examples of books on resume or job search with you as a visual aid to hold up (available at any public library)

Step 2: Prepare to introduce yourself with a personal story relevant to internships, e.g. gaining an internship, what you learned in an internship, hiring someone in an internship, or a memorable story of a friend's internship.

Step 3: Visit the training facility the day before your session to inspect the layout, seating, and availability of blackboard, computer, projection, and sound if necessary. Identify the nearest restrooms to announce for the break

Additional Staff Members

[If you are having additional trainers assist you with your session, please fill out their contact information below. Please note that due to the conference sell-out, we are limited in our ability to register additional staff members on the training committee. We recommend that your additional trainers come from contingents or other staff members that can break from their duties to facilitate the session.]

Trainer Name	Email	Phone #
Keel Ross	keel_ross@msn.com	720-757-0862

Lesson Plan

Introduction

5 minutes

Slides 1-7

- Introduce the Facilitators
 - Briefly cover scout history
 - Professional background relevant to internships if applicable
 - Give an example of a personal experience with an internship and what was gained

Trainer Action: Poll the Crowd

Ask the room for a show of hands on the following questions to engage them and help them see connections in the room

- JUST AMONG THE YOUTH: HOW MANY OF YOU HAVE DONE AN INTERNSHIP?
- ADULTS: HOW MANY OF YOU PARTICIPATED IN AN INTERNSHIP AS YOU WERE GETTING STARTED IN THE WORK WORLD?
- ADULTS: HOW MANY OF YOU ARE IN A COMPANY THAT HAS INTERNS?
- [Respond as appropriate]
 - *[If LOTS of hands went up:]* Wow! Looks like there is a lot of experience right in here in the room! If you're looking to take your first steps, you are in the right place!
 - *[If FEW hands went up:]* Great! Looks like there are a lot of people that are looking to take their first steps, so you are in the right place!
- Let me just mention a couple housekeeping tips before we dive into the heart of the session.
 - This is an hour and 45 minute double session. There's a lot to cover, so it's on the longer side. We'll take a break halfway through, so you'll have an opportunity to stretch your legs, step into a restroom, etc.
- We're going to cover four major topics today
 - In the first half, we'll look at the (1) benefits of internships and (2) where you can find them. Then we'll take a 10 minute break.
 - In the second half, we'll talk about (3) Resumes, Applications, Interviews, and

(4) how to get the most out of your internship.

Topic 1: Benefits of Internships

10 minutes

Slides 8-11

Trainer Action: Crowdsource Knowledge

[Ask the crowd:]

- FOR THOSE OF YOU WHO HAD A POSITIVE EXPERIENCE IN AN INTERNSHIP, WHAT IS ONE SIGNIFICANT THING YOU GAINED AND TOOK AWAY FROM IT?

Great! Let me try to pull some of those thoughts together into categories and suggest a few more things:

- Internships enhance your education as a practical experience in your field
 - See where the rubber hits the road from classroom to workplace
 - Whether you're an engineering student or a marketing major or a political science student, internships are a way to see how all the material on exams and quizzes plays out in the real world.
- Internships provide early value for *exploring* a career path
 - An opportunity to discern whether this is the kind of work I imagined it would be?
- Internships help prepare you for future employment.
 - There are practical skills you acquire in the workplace.
 - Be sure to document the skills you acquire and accomplishments on your resume.
- *Entry door* to government and corporate hiring.
 - For many companies, internships are a key proving ground to assess potential employees.
- Source of *future references* for the next employment opportunity.
 - Even if the internship site doesn't hire you, they have an opportunity to watch you work and can speak on your behalf to potential employers.
- Some Department of Defense internships come with a *security clearance* (e.g. clearance at the SECRET level), which can open career opportunities.

Topic 2: The Search: Identifying Internship Opportunities

25 minutes

Slides 12-19

There's clearly a lot of value in pursuing internships, so let's think about how to find internships that would be meaningful to you.

Trainer Action: Crowdsource Knowledge

[Ask the crowd:]

- **FOR THOSE OF YOU WHO HAVE DONE AN INTERNSHIP, HOW DID YOU INITIALLY FIND IT?**

A. Context: This differs by discipline. Different career fields and different college majors find internships through different methods

B. Different fields post or advertise their internships in a number of different ways.

Examples

1. Corporations often advertise (Handshake, Monster, Indeed) or recruit at job fairs, but the primary takeaway from a job fair may be different than you expect.
2. Law, especially for undergraduates, there is less advertising, so you typically have to inquire or scour individual websites (law firms, public defender's offices, courts)
3. Executive Branch Agencies tend to post opportunities (USA Jobs, Handshake, some recruiting at job fairs)
4. Local, state, and federal legislatures (look directly at their websites)

C. Resources

1. Career Centers on campus
2. Academic Departments on Campus (internship supervisors?)
3. Websites like monster.com, indeed.com, USAJOBS.gov, LinkedIn, Handshake
4. The power of networking through friends, family, neighbors, Scouters, OA advisers, and professors: *just ask!* (hey, does your company have interns? Who could I contact to ask about that?)

D. Don't limit yourself to a list!

1. It's an extreme example, but if you're interested in politics, the "list of internships" in Washington, DC, is the phone book. It's only a slight exaggeration to say that in Washington if an office, corporation, senator, representative, interest group, party, trade association has a phone number and a website, they take interns.

2. Companies and government agencies hire (and take interns) in all kinds of career paths that you might not think of just by looking at the name.
 - a. Sure, General Motors hires automotive technicians and automotive engineers. You'd expect that. But they also hire people in Marketing, Human Resources, Accounting, Law, and all the other career paths that are necessary to keep any corporation running, and those departments probably take interns.
 - b. Even places you might think of as super-secret closed-door spy agencies, like the CIA or the National Security Agency take interns. And they don't just hire case officers and mathematicians, they hire printers, psychologists, artists, HR professionals, lawyers, and a host of other fields.
 - c. There are government agencies you might never think of that have internships, both in Washington, but also at branch offices throughout the country.
3. The question isn't "where's the list of internship sites?" The first question is "what are you interested in?" and the second step is to find out who does that and ask them about internships. [Replace HUD example if one of your own]
 - a. I had a student several years ago who was interested in homelessness and housing, and she read about the Department of Housing and Urban Development in Washington, often called HUD. She tracked down a specific office in HUD that dealt with the issues she was interested in, and literally called the office on the phone and told the person who answered she wanted to do an internship with them. No one had ever wanted to intern in their office before, and the person didn't know how to respond, but said they'd look into it, and ultimately, they *created* an internship position for her.
 - b. Things are a bit more formalized now, and you can't assume that the first place you call is going to create a position for you.
 - c. BUT: the takeaway is this: that turned out to be an incredible experience for Erin with enormous responsibility. She never would have found it on a list. The critical step isn't "where's the list of internships?" but rather "what do I want to do, and where do people do that?" "What kinds of places do what I'm interested in?"

Let's take a 10 minute break. Be back in your seats at: _____

10 minutes

Slide 20

Restrooms are located _____

Topic 3: Resumes, Applications, and Interview

30 minutes

Slides 21-32

A. The central question: Who are you?

Regardless of where you're applying, as you apply for any internship, you are essentially introducing yourself to the internship sponsor. This revolves around answering a critical question:

- Who are you?
- Why are you right for this position

As you do this, an important goal is to help them see what you have to offer, your potential to contribute to their work, and that your interest in developing a relationship is sincere.

- o What skills or traits do you bring to the table?
- o What can you offer us?
- REMEMBER: you may be looking for an internship to help yourself, but the internship sponsor hires internships to help their organization. Finding an internship, like finding a job, is about introducing yourself in a way that shows the internship site how the internship would be mutually beneficial.

Each internship site is different and will have a different application procedure, and you should always follow their direction. We are going to try to discuss the topics that you are most likely to see, regardless of the type of internship you are applying for.

- Resume
- Cover Letters
- Interviews

B. Resumes

1. What's the point of a resume?
2. Different types of resumes (Federal and Corporate)
 - a. Corporate: generally need to be short and concise
 - b. Federal: generally need show all experience; length is less of a concern

3. Building a *relevant* resume: one size doesn't fit all
 - a. Maintain a comprehensive resume as a permanent record for yourself: It's easier to tailor down in the future than to try to remember the past
 - b. In the comprehensive resume, record all your positions and relevant activities, along with the responsibilities and accomplishments for each.
 - c. The comprehensive document should include who, what, when, and where, but this is NOT the resume you will send to a potential internship site.
 - d. For the application process, you need to curate your resume, asking what is relevant for the type of entry-level or internship position you are applying to.
4. As you build the resume, you should be identifying references, people who can speak to your past job performance, character, or relevant qualities. Ask permission before you supply a name. The strongest references are those who can speak to specific qualities relevant to the job, not simply say that you're a likeable person. Former bosses are relevant. A teacher might be. A Scoutmaster could be. If you're applying for a job as a cook, a key question is whether you know how to cook. Who can answer that? If you don't feel your references are relevant, consider what they *can* say about you: hard-working, responsible, shows up on time, interacts well with others, trustworthy, loyal, helpful, friendly, courteous.... Typically businesses differentiate between professional references and character references, so you should be aware of the difference and consider what the internship site wants.
5. Building a resume is a project of discernment: You'll be noting your educational background, work experience, perhaps volunteer experience, but not everything you've done is relevant to the internship you're applying for. You need to edit your life down to showcase the most relevant parts, and show what you bring to the table.
 - a. The goal isn't to simply say where you've been, but what you've done and can bring to the table. So, if you worked retail at the mall in Sunglass Shack, ask yourself what you want that to demonstrate on your resume. Is it that you held a job and managed to get to work on time for a year? That's a good thing. But what did you do that an employer won't know simply by looking at an employer's name? Noting your responsibilities is better than just listing a job title, but noting accomplishment is even better.

- b. Don't do this on your own. Use your resources.
 - College career center: personal coaching, workshops, resume reviews, etc.).
 - Public Library: Thousands of books have been published on resumes. Look for a recent copyright date.
 - Resume coaches (can be pricy, so try to use people at your school or college)
 - Family friends, neighbors, Scouters who hire people (but don't rely on your best buddy who has never had a job)

C. Cover Letters express interest and summarize your connection to this specific position. Do not write a single cover letter and send it to fifty different internships without changing anything other than the address. That misses the point. This is where you try to build a connection. Why are you interested in *this* company? What would you bring to *this* position?

I. Examples

- As a Division I football player, I've benefited from wearing an XYZ brand uniforms for three years...
- As an avid hiker and a Scout, I've been particularly impressed by Sen. Foggybottom's position on the environment
- Having done rotations through three hospitals as a nursing student, I'm particularly interested in returning to St. John's to continue learning while contributing to the mission in a Catholic Health Care setting (or whatever).
- The letter is your chance to build a connection and give context to the resume.

2. Highlights

- a. You're going to create a resume that lists your past experience, jobs, education, etc. (and we'll talk about that in a moment), but the cover letter is a chance to briefly highlight what is particularly relevant for this position.
- b. What do you want to make sure they don't miss? What is the critical skill you bring that will matter to them? How are the skills from a different job or class or hobby or whatever you want to highlight *relevant* to this position?

3. Some personality is good, but brevity is critical

- a. Picture the reader with a stack of 50 or 500 application packets. I guarantee that they are not going to read a two- or three-page letter carefully. Your ability to get to the point and cut out the rambling is an essential of writing in a professional context.
4. Depending upon the internship, the organization may ask for more, for example a writing sample, a portfolio of artwork, a list of shows you've performed in and the roles, a sample of your research, an essay on a related topic. Regardless of what they ask for, make sure you cultivate, tweak it to be relevant, and proofread carefully.
5. Proofread: Putting your best foot forward requires that you proofread the letter and anything else that the application requests. Ask others to look it over for grammar and spelling mistakes. If it has an error, that is a testimony to the employer that you are not detail oriented.

D. Interviews

1. If you can, do some "reconnaissance" before an interview. What is the organization like? What do they do? What can you learn about the business itself? What is everyone wearing coming in and out of their building?
2. Dressing for success
 - a. Interview
 - b. Daily wear once you start
 - c. dress for the job you want.
3. Interview coaching and practice interviews
 - a. Help is often available through guidance counselors at your high school or your college career center
 - b. Questions with correct / incorrect answers
 - c. Question to get to know about you and your work ethic / philosopher
 - Get the right people on the bus: Jim Collins in "Good to Great"
 - d. Questions to determine how you think
 - How many dentists are there in New York City
 - e. Some form of "What are your strengths and weaknesses"
 - f. Have examples and stories ready to describe your skills
 - g. Be the ambassador of you at the interview, but stay true to yourself
4. Don't trust ChatGPT or other AI to write your cover letter or resume or to tell you what to say in an interview, but you could ask it what typical interview

questions could be

5. Can Scouting be a good addition to a resume or interview?
 - a. YES: but focus on clarity, connection, and relevant
 - b. Some words and terms don't mean anything to people who aren't involved in Scouting, so listing them on a resume may be confusing rather than helpful, but they might be excellent examples to bring up in an interview setting.
6. Beware social media: today people in the hiring process frequently have someone look at applicants' social media sites. This is a reality in the 21st Century.
 - a. If what they see has the potential to embarrass the employer or the potential to lead to a negative opinion of you, get rid of it. Social Media Matters.
 - b. Finsta and Rinsta (Fake Instagram and Real Instagram). Some people create secondary accounts for close friends to see (the Finsta), with the typical forward facing account (Rinsta) out there for the rest of the world. However, the tears shed over Finstas that were found include students who were expelled from college, students who were turned down for jobs --- Finsta might as well stand for "Findable Instagram" in the 21st Century. Remember as well that your social media footprint doesn't disappear with the delete key. With the amount of web scraping that goes on, trying to hide something after its been public for a long time is far from foolproof.
 - c.

Topic 4: Getting the Most out of an Internship

10 minutes

Slides 33-36

Trainer Action: Crowdsourc Knowledge

[Ask the crowd:]

- IF YOU HAVE DONE AN INTERNSHIP: what advice would you give others in the room about getting the most out of these experiences?
- ADVISERS: IF YOU WORK WITH OR SUPERVISE INTERNS: what advice would you give based upon what you've observed?

A. Work Hard: Work to Impress

- Take initiative: volunteer yourself when you are not busy
- If you aren't getting feedback, ask how you're doing and what you can do to improve and support the team better. Even if you are doing great, the fact that you took the initiative and showed a willingness to improve sends a signal.
- B. "Grow where you're planted."
- C. Learn about what a workplace is like, both the good and the bad
- D. Network
 - Make sure you know how to reach back to them after the internship is over
 - Connect with LinkedIn during the internship
- E. Gain Skills: even if you don't think they are what you'll use long term
 - You don't know where you'll be working in 10 years, so learn all you can about everything you can
- F. Document your accomplishments on your comprehensive resume.
 - Skill sets are often transferrable, so reflect upon the underlying skills you used to accomplish your work. Start a document that you keep in the same place as your resume. Create a bullet list for each job or position you hold noting the different things you did, and try to quantify it (reduced the typical wait time for customer service by 20 percent). Write down what you did, what projects you worked on, what your contributions were. If you were praised or singled out for a contribution, note what it was so you can bring it up later if helpful.
- G. Leave on a high note, expressing gratitude for the opportunities.
 - Kind words, Thank you card or notes
 - Before you walk out the door, ask your supervisor if they would be willing to serve as a positive reference in the future

Conclusion & Takeaway Challenge

5 minutes

Slides 37

Regardless of where you are in school, the time to start is now. Most college career centers recommend that you make your first visit during your freshman year. Don't wait until you're a senior. Similarly, the best time to seek an internship is early. If you start long before you graduate, you'll have the opportunity to build a list of internships and experiences, and can go on the job market with substantial experience in a workplace. The time to start is now.

Please take out your notebook and pen. For the final three minutes, write down three key takeaways from this session that will enable you to Seek New Heights related to internships. What are your three next steps?

For example,

- Do you need to radically revise the resume you were required to make in a high school English class?
- Or do you want to brainstorm a list of names of all the family members, neighbors, parents of your friends, Scouters who you could talk to your about revising the resume or finding an internship?
- Later today, feel free to share these key ideas with others in your chapter or lodge, and be sure to asks the advisers around you about their experience and thoughts on internships and the hiring process.

Appendix: Resources and Source Material

[Please add all referenced sources or handouts that would be useful to share with session attendees.]

Resource	Link
Order of the Arrow, Mission & Purpose	Available online at: https://oa-bsa.org/about/mission-purpose
USAJOBS	Available online at: https://www.usajobs.gov
Handshake	Available online at: https://joinhandshake.com