



Charleston Defense Contractors Association
PO Box 61089
North Charleston, SC 29419-1089

Internship Program Details

The Charleston Defense Contractors Association (CDCA) is seeking member companies to host college interns for the CDCA Summer Internship Program. The internship program is designed to promote workforce development and growth of Science, Technology, Engineering, and Math (STEM) initiative within the Defense Industry in the Charleston metro area. The CDCA will provide a stipend of up to \$2000 to member companies to supplement the cost of labor for these interns. We encourage companies to increase the hourly rate to attract higher caliber interns. Host companies must be Platinum or Corporate members in good standing of the CDCA.

Companies should provide CDCA with a Letter of Intent (LOI) to indicate intended participation. It is the responsibility of the sponsoring company to post the internship position, and locate, evaluate and validate the candidates; however, CDCA will use the LOI to provide additional awareness and notification to South Carolina Education facilities, where possible. Once the respective candidate has been selected by the sponsoring company, the completed internship application must be submitted to the CDCA Education and Workforce Development Committee. **Key dates and deadlines are listed on the next page and will be strictly adhered.** Only one submission per company will be accepted.

All complete internship application packages must be submitted via either email to intern@charlestdca.org or mailed to the CDCA Education and Workforce Development Committee, PO Box 61089, North Charleston, SC 29419. **Incomplete applications or late submissions may not be considered.**

Requirements for student applicants:

- Must be a resident of South Carolina (waiver appeals may be considered)
- Must be a college student pursuing a degree at a South Carolina College or University (waiver appeals may be considered)
- Must be a Citizen of the United States of America

Preferences will be given for the following:

- Intern applicants pursuing engineering or technical degrees
- Qualified applicants on a first-come, first-serve basis
- New applicants to the Internship Program ensure fairness of opportunity to all CDCA Members

The Education and Workforce Development Committee will use the following criteria to evaluate internship applications.

<i>CDCA Internship Criteria</i>	<i>Criteria Weighting</i>
Corporate Abstract "Why this Internship Should be Selected for Supplement"	40%
Defense Industry Relevance to Student Education and Background	30%
Position Narrative	20%
GPA/Transcript	10%

A description of each criteria, as well as respective evaluation factors for responses are as follows:

- 1 – Corporate Abstract
The company response for the abstract should be a summary describing how the intern position posted by the company relates to the student, the Defense Industry, and CDCA goals. Responses should include: 1) Student achievements and relevant efforts for the Defense Industry; 2) internship relevance to the Defense Industry; and 3) how the internship benefits the company directly and follows the CDCA initiative to promote Defense Industry growth in the Charleston metro area. Additional consideration will be made for

companies that provide retention efforts and networking opportunities beyond what is organized by CDCA during the internship. This is the highest criteria considered as it ties in all relevant factors for award and merits 40% of the evaluation consideration.

- 2 – Defense Industry Relevance to Student Education and Background
Company responses should expand from the abstract and provide a more detailed description of the correlation and relevance to the Defense Industry between the internship position and student education efforts/projects. Skills and understanding unique to the Defense Industry and anticipated to be gained by the student should be described. A resume can be referenced to provide additional information for student qualifications, but will not be evaluated if submitted as a standalone response. This is the second most important factor for consideration, meriting 30% consideration for evaluation.
- 3 – Position Narrative
Companies should expand from the abstract and briefly describe the internship and efforts expected to be performed, respective to the Defense Industry. As the position must be technical in nature and support STEM initiatives, 20% of the evaluation is considered.
- 4 – GPA/Transcript
Students must be in good academic standing. Education pursuits should reflect relevant qualifications for the respective internship. Evaluation consideration is 10% for this criteria.

Additionally, the student and hosting CDCA Member must attend the two (2) internship socials. Both the sponsoring company and the intern will each be responsible for providing a presentation to the Education and Workforce Committee at the Appreciation Social to describe the experience. If a presentation is not made, the company will be suspended from participating in the internship program for a one-year period.

<i>Key Dates of the 2018 CDCA Summer Internship Program</i>	<i>Key Dates</i>
2018 Internship Program Opens for Letters of Intent from Companies	February 20, 2018
Deadline for Company Letter of Intent	March 2, 2018
Deadline for Internship Application (with student information)	March 23, 2018
CDCA 2018 Internship Winners Announced	April 6, 2018
Summer Internship Kickoff Social Event	June 1, 2018
Summer Internship Appreciation Social Event	July 27, 2018

If you have any question regarding the CDCA Internship Program, please feel free to contact me directly at 912-258-4840.

Most Sincerely Yours,

Robin Burke
CDCA Board of Directors Member
Chairman, CDCA Education and Workforce
Development Committee

The Charleston Defense Contractors Association is a not for profit organization assembled under the purpose of advocating, and protecting the real, capital, and economic interest of the companies and clients of the defense industry in the Charleston metro area and surrounding regions. Membership fees are not tax deductible. Speak to a tax advisor to find out if they can be considered as a business expense.