



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

## **2024 CDCA Intern Sponsorship Application**

Please complete this form and provide company W-9, along with student transcripts and resume by **APRIL 8, 2024** and return via email to [education@charlestondca.org](mailto:education@charlestondca.org).

Host Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_

Company Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Position Title: \_\_\_\_\_

Internship Period: From [MM/DD/YY]: \_\_\_\_\_ To [MM/DD/YY]: \_\_\_\_\_

Intended Hours per Week: \_\_\_\_\_

### **CRITERIA #1: Corporate Abstract “Why this Internship Should be Selected” (40% of Evaluation):**

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 workforce development 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.

### **CRITERIA #2: Defense Industry Relevance to Student Education and Background (30% of Evaluation)**

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.

### **CRITERIA #3: Position Narrative (20% of Evaluation)**

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 both workforce development and STEM initiatives, 20% of the evaluation is considered.

Direct Supervisor Name: \_\_\_\_\_

Direct Supervisor Email: \_\_\_\_\_ Phone: \_\_\_\_\_



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**CRITERIA #4: GPA/Transcript (10% of Evaluation)**

Students must be in good academic standing. Education pursuits should reflect relevant qualifications for the respective internship. Evaluation consideration is 10% for this criteria.

Candidate's Name: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_ Minor: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

GPA: \_\_\_\_\_ Email transcript to: [education@charlestondca.org](mailto:education@charlestondca.org)

**For CDCA Use Only**

  

Application Rating: \_\_\_\_\_

  

CDCA Education Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*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.*