

Internship Application Package

Thank you for applying for an internship at Robert Slye Electronics, Inc. Enclosed in this package you will find the following items:

- Application Requirements & Internship Details
- Introduction to Slye
- Internship Application (During Interview)
- Internship Contract (After Hiring)

The following document will explain who we are, the application process, work schedule and what you will learn during an internship at Slye. Our goal is to provide college students with a structured program to learn about digital media systems, a small business environment while developing contacts in our industry.

Robert Slye Electronics, Inc has been a leader in digital media system design and integration since 1960. We have worked with students since the early 1970's, many of which have gone on to successful careers in audio, video and digital media system industries.

HOW TO APPLY...

We require a complete application before we will consider a student for our internship. All paperwork must be submitted before the deadlines, no exceptions will be made.

- 1) Cover letter detailing why you are interested in interning at Slye
- 2) Resume (can be submitted at <http://www.slye.com/ABOUT/internapply.asp>)
- 3) One Letter of Recommendation

After receiving all three parts of your application you will receive a call for an interview if we are interested. During the interview you will speak to the Slye Internship Coordinator and fill out our Job Application. Following the interview a committee will consider your application.

Please submit your application by fax it to (703) 516-9653 or sending it to:

Robert Slye Electronics, Inc
Slye Internship Coordinator
3415 N Washington Blvd
Arlington, VA 22201

DEADLINES AND INTERNSHP PERIODS...

Slye offers internships lasting for four months. Fully completed applications are due on the listed dates.

Internship Period	Application Due By
FALL: 1 st Monday in September to 3 rd Friday in December	July 30
SPRING: 2 nd Monday in January to 4 th Friday in April	November 30
SUMMER: 1 st Monday in May to 3 rd Friday in August	March 30

All interns are expected to work 16-24 hours a week. Please speak with the Slye Internship Coordinator so that your internship accommodates both Slye and your class schedule.

Robert Slye Electronics, Inc.

3415 N. Washington Boulevard • Arlington, Virginia 22201-4596
Phone: 703-525-7272 • Fax: 703-516-9653 • Web: www.slye.com

CANDIDATE REQUIREMENTS...

- Sophomore, Junior or Senior in college
- Interest in AV Industry or digital media systems
- Excellent critical thinking skills
- Excellent creative thinking skills
- Excellent communication skills
- Willingness to do field work and visit customer sites
- Must be available 16-24 hours a week
- Must live in the Washington DC metro area

NOTES ABOUT THE SLYE INTERNSHIP AND SLYE'S POLICIES...

- Slye will provide a structured internship including assignments and hands on experience in the digital media systems industry
- Slye will not provide student housing
- Slye will work with the college or university on credit requirements
- Slye will provide a stipend dependent upon hours worked
- With successful completion of the internship, Slye will provide a Letter of Recommendation
- Interns are not eligible for Slye benefits such as health insurance. Benefits are only available to permanent full-time Slye employees.
- Robert Slye Electronics, Inc. is an equal opportunity employer and does not discriminate on the basis or age, race, sex, sexual orientation, religion or disability.
- Office Hours: 8 AM - 5 PM, Monday - Friday
- Lunch: 1 hour/day, 12:00 PM – 1:00 PM
- Office Holidays: New Year's Day (January 1)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving (fourth Thursday in November)
Christmas Eve (December 24)
Christmas (December 25)

EXAMPLES OF ASSIGNMENTS AND PROJECTS...

To provide structure and to ensure a valuable learning experience the intern would be required to complete a series of assignments. Some of the assignments are listed below. Depending on Slye's active projects at the time of the internship some of the assignments may be adjusted or modified. Fall Interns will also be working on the Slye Technology Showcase.

- Goals & Expectations
- Installers In-house Training Check List
- Online Tutorials
- Project Process (including Contract Review, Integration, Field Work and Project Closeout)
- Two Employee Interviews
- Final Evaluation
- Special Projects

TO LEARN MORE...

Visit Slye's website at **www.SLYE.com** to learn more about us!

Robert Slye Electronics, Inc.

Introduction To Robert Slye Electronics, Inc.

With a proud 40 year history of professional excellence and family centered business practices, Robert Slye Electronics Inc's (Slye) mission is the continued provision to its clients of the latest in digital media technology as well as superior service and attention to details. From design inception to user-friendly engineering and installation, Slye meets its clients' needs and continues the growth that makes Slye a digital media presence for leading corporations, government agencies, the armed forces, associations, educational institutions and residences.

HISTORY

On August 1, 1960, Robert and Bette Slye began Robert Slye Electronics, Inc., in Washington, D.C. to provide sound systems for events throughout the city.

Since that time the company has expanded and now designs and installs Audio, Video and Control Systems for a wide variety of clients, including corporations, educational institutes, the government and personal residences.

WHAT SLYE DOES

Slye provides integrated systems design, programming, equipment, installation, documentation and service of systems, which include the following elements:

- Audio
- Video
- Multi-media presentations
- Teleconference capabilities
- Broadband distribution
- Local/wide area computer networks
- User-friendly control systems
- Security systems

SLYE'S PROJECTS

Slye has completed many projects during the past four decades, including:

- Command & Control Centers
- Demonstration Rooms
- Teleconference Facilities
- Production Studios
- Executive Briefing Centers
- Boardrooms
- Conference Rooms
- Auditoriums
- Custom Built Home Theater Systems

SLYE'S SERVICES

Slye is a full service integration company and provides the following services to its customers:

- CAD Drawings
- Custom Manuals and Operating Guides
- Fully Engineered and Reviewed Designs
- Timely Customer Service
- Industry Certified Installation Work
- Post Installation Training
- Standard Warranties
- System Service and Maintenance

SLYE'S CUSTOMERS

Over the years Slye has performed work for many customers. Some of Slye's most recent work includes:

- Discovery Communications Inc.
- PEPCO
- Fannie Mae
- National Archives
- University of Maryland
- The World Bank
- The International Monetary Fund
- The Kennedy Center
- National Library of Medicine at The National Institutes of Health

FOR MORE INFORMATION...

Check out our website at www.SLYE.com for more information on Slye's history, services, customers and current events and news!

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