



# Intern Friendly Firm Survey

Dear Fellow Architect,

On behalf of the AIA Iowa and the Young Architects Committee (YAC), we invite you to indicate the opportunities your firm provides to full time interns. Your firm's response will be collected by AIA Iowa and anonymously tabulated with surveys from other Iowa firms. This data will be used to develop a set of "Intern Friendly Firm Guidelines" that will assist firms in providing a rich and varied set of experiences for interns to develop their talents and enthusiasm.

Please return your survey to:

AIA Iowa  
IFF Survey  
1000 Walnut Street, Suite 101  
Des Moines, Iowa 50309

Please be sure your firm's name is on the envelope so we can record who has responded in order to ensure accurate survey results.

Thank you in advance for taking the time to participate in the Intern Friendly Firm Survey.

Sincerely,

Katie Harms  
Director YAC

Number of Employees \_\_\_\_\_ Number of Architects \_\_\_\_\_ Number of full time Interns \_\_\_\_\_

Hire Summer Interns  Yes  No

Does your firm provide the following? (Please elaborate where needed)

Y	N	Leadership – Assist Interns in Achieving Their Full Potential
<input type="checkbox"/>	<input type="checkbox"/>	1. Provide interns opportunities to influence planning within the firm.
<input type="checkbox"/>	<input type="checkbox"/>	2. Involve interns in the decision making process from project conception through project completion.
<input type="checkbox"/>	<input type="checkbox"/>	3. Provide project variety to expose interns to a broad range of responsibility and challenges.
<input type="checkbox"/>	<input type="checkbox"/>	4. Train supervisors to effectively lead the development of intern skills and talents.
<input type="checkbox"/>	<input type="checkbox"/>	5. Mentor interns in all areas of the firm's practice.
<input type="checkbox"/>	<input type="checkbox"/>	6. Provide paid leave to interns for professional involvement during office hours.
<input type="checkbox"/>	<input type="checkbox"/>	7. Firm leaders have read "Intern Programs That Work for Firms", <a href="http://www.aia.org/idp_default">www.aia.org/idp_default</a> .
Comments:		

Y	N	<b>Management</b> – Integrate the Intern Development Program (IDP) into Firm Processes
<input type="checkbox"/>	<input type="checkbox"/>	1. Supervisors are familiar with IDP, <a href="http://www.ncarb.org/IDP">www.ncarb.org/IDP</a> .
<input type="checkbox"/>	<input type="checkbox"/>	2. Coordinate office timesheets with IDP categories to aid record keeping.
<input type="checkbox"/>	<input type="checkbox"/>	3. Use IDP & Employment Verification Forms for individual review of interns.
<input type="checkbox"/>	<input type="checkbox"/>	4. Provide interns with timely and regular reviews, approximately every 18 weeks.
<input type="checkbox"/>	<input type="checkbox"/>	5. Firm leaders have read “What Every Firm Needs to Know About IDP”, <a href="http://www.aia.org/idp_default">www.aia.org/idp_default</a> .
Comments:		

Y	N	<b>Programs</b> – Provide Educational Opportunities for Professional Development
<input type="checkbox"/>	<input type="checkbox"/>	1. Provide regular site visits to construction sites, led by a licensed architect.
<input type="checkbox"/>	<input type="checkbox"/>	2. Provide field trips to completed projects to discuss lessons learned.
<input type="checkbox"/>	<input type="checkbox"/>	3. Provide lunch-and-learns led by out-of-house and in-house experts.
<input type="checkbox"/>	<input type="checkbox"/>	4. Provide paid leave for educational opportunities – seminars, conferences, etc.
<input type="checkbox"/>	<input type="checkbox"/>	5. Provide reimbursement for educational opportunities.
Comments:		

Y	N	<b>Resources</b> – Provide Support for the Intern Process
<input type="checkbox"/>	<input type="checkbox"/>	1. Intern’s pay is in accordance with Federal and State wage and overtime laws.
<input type="checkbox"/>	<input type="checkbox"/>	2. Reimburse interns a minimum 50% of professional dues.
<input type="checkbox"/>	<input type="checkbox"/>	3. Reimburse interns a minimum 50% of the cost of establishing an NCARB Council Record.
<input type="checkbox"/>	<input type="checkbox"/>	4. Reimburse interns a minimum 50% of the transmittal fee (NCARB to state registration board)
<input type="checkbox"/>	<input type="checkbox"/>	5. Reimburse interns a minimum 50% of the cost of taking each section of the ARE once.
<input type="checkbox"/>	<input type="checkbox"/>	6. Provide resources and study materials to prepare for the ARE.
<input type="checkbox"/>	<input type="checkbox"/>	7. Provide paid leave for taking the ARE (once for each section).
Comments:		