

AIA Internship Guidelines for Firms

AIA Iowa Emerging Architects Task Force 2007

Internship is important to the profession and can make a difference in your practice. In fact, the Intern Development Program, which was started in 1976 as a pilot program in several states including Iowa, can help you attract, train, and keep good employees. As an IDP office, your practice will benefit from the increased competence, versatility, and production of employees fully exposed to the complexities of professional practice today with little extra effort.

Objectives of intern development program:

- Empower students and interns to make informed decisions about the firms they select for their internships
- Provide benchmarks for support and commitment to interns on their path to licensure
- Expand opportunities for interns and enhance the experience provided by firms
- Provide a foundation for a firm which values continuous teaching, learning, mentoring, creativity, and innovation
- Provide opportunities for other members of the firm to learn from professional development that broadens their experience

The ***Internship Guidelines for Firms*** is a tool to ensure firms are prepared to mentor and develop the future leaders of the profession. The guidelines consist of four areas to make your firm fully support the intern: management, leadership, programs, and support.

Management – Integrate IDP into firm processes

- 1) Firms to become familiar with:
 - a) Intern Development Program (IDP) www.ncarb.org/IDP/index.html
 - b) Read “What Every Firm Needs to Know About IDP” http://www.aia.org/idp/idp_default
- 2) Coordinate timesheets for IDP categories to aid record keeping making it easier for interns to document their experience and progress for IDP requirements.
- 3) Provide interns with timely and regular reviews since IDP submittal of documentation is organized on 18-week intervals.

Leadership – Assist interns to achieve their full potential

- 1) Create a mission statement that announces a firm’s commitment to the professional development and continuing education of staff.
- 2) Provide interns the opportunity to be involved in a committee in or out of the office.
- 3) Involve interns in the project process from conception through completion.
- 4) Provide project variety to expose interns to a broad range of responsibility and challenges.
- 5) Support mentors to effectively lead the development of intern skills and talents.
- 6) Mentor interns in all areas of the firms practice such as presentations, client meetings, consultant coordination meetings, job site meetings, code reviews, etc.
- 7) Encourage professional involvement outside the office.

- 8) Provide time off for involvement on committees during office hours.
- 9) Read "Intern Programs That Work for Firms" http://www.aia.org/idp/idp_default

Programs – Provide educational opportunities for professional development

- 1) Provide visits to construction sites, led by an architect and discuss lessons learned. What worked and what didn't work on a project?
- 2) Provide lunch-and-learns led by outside and in-house experts.
 - a) *Potential Outside Experts*
 - i) Product Representatives, Professional Organizations, Consultants, Public Boards or Agencies, Community and Civic Leaders
 - a) *Potential In-House Experts*
 - i) Principals, Project Managers, Interns, Support Professionals
 - b) *Potential In-House Topics*
 - i) "Lessons Learned" or Post Occupancy Evaluations, Design Critiques, Design Competitions
- 3) Encourage involvement in AIA Iowa and other educational opportunities. Provide reimbursement and/or leave to attend seminars and conferences.

Support – Provide support for the intern process

1. Pay interns in accordance with Federal and State wage and overtime laws. Refer to the U.S. Department of Labor and the Iowa Division of Labor.
2. Reimburse interns for part or all of the cost to establish an NCARB Council Record.
3. Reimburse interns for part or all of the transmittal fee (NCARB to state registration board)
4. Provide in-house resources and study materials to prepare for the ARE.
5. Reimburse interns for part or all of the cost to take the ARE (once for each section).
6. Provide leave to take the ARE (once for each section).