

AIA Oklahoma Intern Friendly Firms

Why do this?

- Benefits the intern by:
 - Helping bridge the gap between education and experience
 - Providing the tools necessary to achieve licensure
- Benefits the firm by:
 - Being identified as “Intern Friendly” (posting on AIA websites, newsletters)
 - Creating an atmosphere of learning and professional growth
 - Promoting professional development of staff so that more responsibility can be shared
 - Fostering relationships among the staff
 - Creating a positive reputation among likely recruits
 - Creating a positive environment which aids in retention of employees
- Benefits the profession by:
 - Sharing knowledge between those who have experience and those who are eager to learn
 - Helping reinforce the idea of continuing education throughout the life of an architect
 - Helping reinforce the importance of obtaining licensure

How do you do this?

- Meet some or all of the guidelines below. Firms must meet a minimum of four out of the nine guidelines in order to be classified as Intern Friendly.
- Check off those items below that your firm will commit to.
- Sign the statement of commitment below and return to your local AIA Chapter Office.

Submission Guidelines

- 1. Provide an in-house mentoring program to facilitate the development of the intern in all aspects of the firm’s practice.
- 2. Provide periodic review and assessment (min. once per calendar year) of the intern’s progress towards satisfying each of the core competencies covered by IDP.
- 3. Assist interns in developing knowledge of the NCARB/AIA core competencies through inner office educational programs including speakers, field trips, opportunities to observe presentations, business meetings and the like, and by encouraging and supporting their participation in educational opportunities and professional organizations outside the work place.

- 4. Provide administrative and technical support including the furnishing of resource and study materials, record keeping assistance and practice examinations.
- 5. Designate an in-house IDP coordinator. This coordinator should act as a resource for interns within the firm for IDP related questions. The in-house IDP coordinator should be the firm's liaison to the IDP State Coordinator. The firm should provide the State Coordinator with the in-house IDP coordinator's contact information.
- 6. Provide paid leave for taking the architectural registration exam.
- 7. Provide a minimum of 50% reimbursement for taking the ARE.
- 8. Pay a minimum of 50% of the cost of establishing an NCARB Council Record (enrollment in IDP).
- 9. Pay a minimum of 50% of the dues for professional organizations such as AIA.

Statement of Commitment

We commit to providing benefits as outlined above (indicated by check box) in order to promote the professional development of the interns employed by our firm. If at any time the status of these benefits changes, we agree to notify the AIA Chapter Office. We understand that by signing this statement of commitment, we are giving permission to AIA Oklahoma and its chapter affiliates to identify our firm name as "Intern Friendly." It is further understood that AIA Oklahoma and its chapter affiliates can place information (as provided by the firm) regarding the firm's commitment on AIA websites and in written newsletters.

(Firm Name)

(Signature of Firm Principal)

(Printed name of Firm Principal)

(Date)