



PROGRAM BRIEF

The Emerging Professionals Mentorship Toolkit was designed to provide local AIA Florida Components the framework to create an event for members to gain desired access to education and information as they continue to grow into this profession.

The first step to a program such as this is to understand the answers to the following questions:

Who is your audience?

An Emerging Professional is an Associate (not licensed) and a Young Architect (licensed 10 years or less).

What does that audience need?

Recent graduates are seeking information and guidance in becoming a licensed architect as well as find their place in the profession. What is someone who has recently graduated looking to learn? They want to learn how to progress from education to practice. They are looking for all the information they did not obtain in school. To simplify this down into a concise list, below are possible topics of discussion:

- Community Engagement Opportunities
- Architectural Career Options
- Alternative Career Paths
- [ARE Preparation](#)
- [Licensing Processes and Procedures](#)
 - [NCARB](#)
- Interview Preparation
 - Resumes
 - Portfolio
 - Interview Skills
- The Basics of Practice and Office Culture

How do you provide this information?

The following pages includes further detail about the above topics and how best to provide this information to your membership.



The Main Event

To put it simply, this is a round table meets speed dating event. The idea is to provide Emerging Professionals with the plethora of information and next steps. This event will focus on the steps that lead to licensure. Note: This is a very good event for the Young Architects to attend. They can provide significant insight on the current conditions of getting licensed and the examination process. This toolkit touches on three distinct groups of which all the events should have some shared audience participation. Also, invite experienced professional architects to provide guidance and advice. They will most likely be your speakers. Following are the basics of the event:

Speakers

Invite speakers who are specialists and experts on their assigned topic. Specifically focus on the ARE, AXP, Interview Preparation, and Professional Practice. The recommendation would be to have a speaker for every 7 EPs that RSVP. Therefore, make sure you have a variety of subject experts. The size of the event will be dependent on participation by the students.

Location

Preferably, you should hold this event in an architecturally interesting or significant space. The only requirement is that the space be equipped to hold tables for eight.

The Format

Set up a series of round tables with eight individuals and the quantity is dependent participation. At each table there will be one specialist and seven Emerging Professionals. The specialist will have five minutes to speak and explain their respective expertise. At the end of their five-minute presentation, the EPs will have 15 minutes to ask questions before they move on to the next table. At that rate, the event can last two hours, and the EPs will receive a minimum of six introductory educations to the needs skills and information they seek.

The Timeline

See the next page for further timeline information.



The Timeline

Pre-function (30 minutes) Checklist

- Allow time for people to arrive and check-in at registration desk. Set up registration desk with an architect greeting attendees.
- Sign-up sheet to include attendee contact information for AIA Florida and members to follow up
- Food and beverages – alcohol may be served with proper ID's provided to bartenders
- Boards for sponsors, AIA, AIAS, and firms involved

Brief Introduction (5 minutes) Checklist

- Welcome everyone and briefly go over the format and reason for the event
- Thank sponsors
- Build some excitement and anticipation for the roundtables
- Go over the schedule briefly
- Transition into roundtables and keep the rotation from tables regularly timed

Round Table (20 minutes per table) Checklist

- Allow for a dialogue and a flow of questions in both directions
 - Both groups gain insight into the other's perspective
 - Limit 5 minutes for presentation only, most time should be questions and discussion
-



AIA Florida

EMERGING
PROFESSIONALS
MENTORSHIP
TOOLKIT

“What is the AIA?”

The American Institute of Architects (AIA) works to advance our nation’s quality of life and protect the public’s health, safety and welfare, as it has done for 160 years.

We advocate for the value of architecture and provide architects the resources they need to produce their best work. Our work drives positive change through the power of design.

- Equity, diversity and inclusion
- Climate change
- Immigration
- Infrastructure
- Sustainability

There are more than 90,000 licensed architects and associated professionals are members. AIA members adhere to a code of ethics and professional conduct intended to assure clients, the public, and colleagues of an architect's dedication to the highest standards in professional practice.

There are five levels of membership in the AIA, the most common are:

- Architect members (AIA) are licensed to practice architecture by a licensing authority in the United States.
- Associate members (Assoc. AIA) are not licensed to practice architecture, but they are working under the supervision of an architect in a professional or technical capacity, have earned professional degrees in architecture, are faculty members in a university program in architecture, or are interns earning credit toward licensure.

There is no National AIA membership category for students, but they can become members of the American Institute of Architecture Students and many local and state chapters of the AIA have student membership categories.

The AIA is focused on service at the federal, state, and local levels. To serve the public, the AIA's community-based programs work with federal legislators and local governments to elevate the design of public spaces, protect the nation's infrastructure, and develop well-designed affordable housing for all Americans.

The AIA is involved in public education. The AIA attempts to meet the needs and interests of the nation's architects and the public by raising public awareness of the value of architecture and the importance of good design.

About AIA: <https://www.aia.org/about>



AIA
Florida

EMERGING
PROFESSIONALS
MENTORSHIP
TOOLKIT

Where architects stand: a statement of AIA's values: <https://www.aia.org/resources/50766-where-architects-stand-a-statement-of-our-values>



PROGRAM BRIEF

This High School Recruitment Toolkit was designed to provide local Components a framework to create events that will allow your membership to invite high school students to attend and gain knowledge about the profession and all it has to offer.

The first step to a program such as this is to understand the answers to the following questions:

Who is your audience?

High School Students are social media and technologically active in ways that will require the local component to reach out to them in a manner that speaks to them specifically. It will be imperative that the local components work directly with the schools and local AIAS chapters to make connections to these possible members in a way that is both engaging and enticing to them. It will be important to make sure that their attention is grabbed quickly and held onto.

What does that audience need?

This audience may or may not know exactly what an architect is or what we do. It will become very important to put that across in a clear and concise manner.

The following tools will help in that endeavor:

- Elevator Pitch:
 - Who are we?
 - What do we do?
- How does one start the process of becoming an architect?
- Where can they attend school?
- Statement of “What is the AIA?”

How do you provide this information?

In the coming pages you will find further breakdowns of these topics and how best to provide this information in an attractive manner to your audience.



AIA Florida

HIGH
SCHOOLER
RECRUITMENT
TOOLKIT

GRAB THEIR ATTENTION

Through the following simple steps, you will be able to place yourself in front of the students and start the conversation. This initial interaction will need to be exciting and engaging. So, make sure your presenter / speaker is both charismatic and passionate.

Who should speak to the students?

This is a perfect opportunity to harness the Emerging Professionals in your component. Ask a younger member of your component to be the one to approach the students.

How should one approach the schools and students?

The simplest way of getting in front of the students is to simply approach the principal. They will give you the best avenue in which to speak to the students, whether that be via a career day or the school's drafting class / club. No matter how you get in front of them it is highly important to do so through the administration of the school, as they can provide much needed guidance.

Once in front of them, what should one say?

Two simple words: Elevator Pitch

On the next page you will find a sample Elevator Pitch. Please adjust as you see necessary. This is simply a guideline and toolkit.



The Elevator Pitch

There are many reasons why people pursue a degree in architecture. An architect is a sort of inventor. You create new designs and get to watch your concepts on paper transform into real building. The coursework is unique. Instead of other programs where you rely solely on reading and writing skills, a course in architecture gives you the ability to use your hands and other creative aspects of your brain.

Architecture is a diverse field that can let you study various topics including art, history, physics, and engineering. Architecture is constantly allowing you to experience new things. Each project is different and comes with new challenges to overcome.

Architecture is a career about improving the lives of people, from their homes to their business to the civic and public spaces they come across on a day-to-day basis. In a way architecture is the only profession that touches every person in some way.

Quotes

“Are you a visionary? An artist? A problem-solver? Put your skills to work with a career in architecture.”

“I wanted to be in an environment that uses sciences like math and physics, while depending on cultural studies like history and art. Architecture seemed to be the way to do both.” —*Gabriela Baierle-Atwood*

“The broad profession of architecture offers many opportunities to incorporate your skills, hobbies, and passions. From history and art to science to critical thinking—the variety of roles available makes it possible to combine what you love with what you do.”

**ONCE YOU HAVE “WARMED THEM UP” WITH THE ELEVATOR PITCH, THEN YOU CAN EXPLAIN THE EXCITING EVENT YOU WILL BE HOLDING.
(SEE THE FOLLOWING PAGE)**



The Main Event

To put it simply, this is a round table meets speed dating event. The idea is to introduce the students to the plethora of options that an education in Architecture can provide. Therefore, this event will focus on the field of architecture and its allied options. Note: This is a very good event for the Emerging Professional to attend, as well. This toolkit touches on 3 distinct groups of which all the events should have some shared audience participation. Also, never forget to include the more seasoned professionals. They will most likely be your speakers, as you go forward. Below are the basics of the event.

Speakers

Invite speakers from all walks of life and all career paths. The only linking attribute needs to be that they graduated from college with a degree in Architecture. The recommendation would be to have a speaker for every 7 students that RSVP; So, make sure you have a selection. The size of the event will be greatly dependent on participation by the students.

Location

Preferably, you should hold this event in an architecturally interesting or significant space. You want to entice the students both visually, as well as intellectually. The only real requirement is that the space be equipped to hold tables for 8.

The Format

Set up a series of 8-person tables, quantity being dependent on participation. At each table there will be 1 professional and 7 students. The professional will have 5 minutes to speak to the students about their career and path from architecture school to profession. At the end of their 5-minute presentation, the students will have 15 minutes to ask questions before they move on to the next table. At that rate, the event can last 2 hours, and the students will receive a minimum of 6 interesting introductions to what a degree in Architecture has to offer.

The Timeline

See the next page for further timeline information.



The Timeline

Pre-function (30 minutes) Checklist

- Allow time for attendees to check-in
- Create a sense of excitement and intrigue for the profession
- Give the students some time to form questions
- Utilize Audio-Visuals
 - Slides / video of exciting projects, need a laptop
 - Examples of great local architecture by experts (preferably those who have agree to speak
 - Student work of all levels from local architecture programs
- Food and non-alcoholic beverages
- Boards for sponsors, AIA, AIAS, firms involved, and schools represented
- Sign-up sheet for AIAS contact information

Brief Introduction (5 minutes) Checklist

- Welcome everyone and briefly go over the format and reason for the event
- Thank sponsors
- Build some excitement and anticipation for the roundtables
- Go over the schedule briefly
- Transition into round-tables and keep the rotation from tables regularly timed

Round Table (20 minutes per table) Checklist

- Introduce students to a wide variety of local experts
 - Allow for a dialogue and a flow of questions in both directions
 - Both groups gain insight into the other's perspective
 - Limit 5 minutes for presentation only, most time should be questions and discussion
-



AIA Florida

HIGH SCHOOLER RECRUITMENT TOOLKIT

“What is the AIA?”

The American Institute of Architects (AIA) works to advance our nation’s quality of life and protect the public’s health, safety and welfare, as it has done for 160 years.

We advocate for the value of architecture and give architects the resources they need to do their best work. Our work drives positive change through the power of design.

- Equity, diversity and inclusion
- Climate change
- Immigration
- Infrastructure
- Sustainability

There are more than 90,000 licensed architects and associated professionals are members. AIA members adhere to a code of ethics and professional conduct intended to assure clients, the public, and colleagues of an architect's dedication to the highest standards in professional practice.

There are five levels of membership in the AIA, the most common are:

- Architect members (AIA) are licensed to practice architecture by a licensing authority in the United States.
- Associate members (Assoc. AIA) are not licensed to practice architecture but they are working under the supervision of an architect in a professional or technical capacity, have earned professional degrees in architecture, are faculty members in a university program in architecture, or are interns earning credit toward licensure.

There is no National AIA membership category for students, but they can become members of the American Institute of Architecture Students and many local and state chapters of the AIA have student membership categories.

The AIA is focused on service at the federal, state, and local levels. To serve the public, the AIA's community-based programs work with federal legislators and local governments to elevate the design of public spaces, protect the nation's infrastructure, and develop well-designed affordable housing for all Americans.

The AIA is involved in public education. The AIA attempts to meet the needs and interests of the nation's architects and the public by raising public awareness of the value of architecture and the importance of good design.

About AIA: <https://www.aia.org/about>

Where architects stand: a statement of AIA’s values: <https://www.aia.org/resources/50766-where-architects-stand-a-statement-of-our-values>



PROGRAM BRIEF

This Young Architects Mentorship Toolkit has been put together to provide your local component with a backbone to create a mentorship event that will allow your Young Architect members to gain much desired access to information they need and require as they continue to grow into this profession.

The first step to a program such as this is to understand the answers to the following questions:

Who is your audience?

A Young Architect is any architect that has been licensed for less than 10 years.

What does that audience need?

Newly licensed individuals are not recently graduated. Recent graduates are looking to obtain information on how to become licensed. So, what is recently licensed looking to learn? Simply, they are looking to learn how to progress their careers. They are looking for all the information they did not receive while going through their internship years or schooling. To simplify this down into a concise list, below are possible topics to note.

- Entrepreneurship
- Business Management
- The Art of Negotiation
- Community Engagement Opportunities
- The Art of Closing the Deal
- Alternative Career Paths
- Industry Trends
- Succession Planning

How do you provide this information?

In the coming pages you will find further breakdowns of these topics and how best to provide this information in an attractive manner to your membership.



The Main Event

To put it simply, this is a round table meets speed dating event. The idea is to provide the Young Architects with the plethora of information they may be seeking regarding their future endeavors in their profession. Therefore, this event will focus on the business side of Architecture. Note: This is a very good event for the Emerging Professional to attend, as well. This toolkit touches on 3 distinct groups of which all the events should have some shared audience participation. Also, never forget to include the more seasoned professionals. They will most likely be your speakers, as you go forward. Below are the basics of the event.

Speakers

Invite speakers who are specialists and experts in their respective fields. Specifically focus on marketing professionals, lawyers, contract specialists, CEOs, and firm partners / founders. The recommendation would be to have a speaker for every 7 Young Architects that RSVP; So, make sure you have a selection. The size of the event will be greatly dependent on participation by the students.

Location

Preferably, you should hold this event in an architecturally interesting or significant space. The only requirement is that the space be equipped to hold tables for 8.

The Format

Set up a series of 8-person tables, quantity being dependent on participation. At each table there will be 1 specialist and 7 Young Architects. The specialist will have 5 minutes to speak to the introduce themselves and explain their respective expertise. At the end of their 5-minute presentation, the Architects will have 15 minutes to ask questions before they move on to the next table. At that rate, the event can last 2 hours, and the Architects will receive a minimum of 6 introductory educations to the needs skills and information they seek.

The Timeline

See the next page for further timeline information.



The Timeline

Pre-function (30 minutes) Checklist

- Allow time for people to show up.
- Food and alcoholic beverages (always a must if you want to entice the Young Architects to attend)
- Boards for sponsors, AIA, AIAS, and firms involved
- Sign-up sheet for AIA contact information

Brief Introduction (5 minutes) Checklist

- Welcome everyone and briefly go over the format and reason for the event
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Round Table (20 minutes per table) Checklist

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 - Both groups gain insight into the other's perspective
 - Limit 5 minutes for presentation only, most time should be questions and discussion
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AIA Florida

YOUNG
ARCHITECT'S
MENTORSHIP
TOOLKIT

“What is the AIA?”

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AIA Florida

RESOURCES

AIA Membership Application for New Grads:

<http://www.aia.org/join/assoc-newgrad/#>

Establish Your NCARB Record:

<https://my.ncarb.org/Home/Dashboard/Account/Register>

AXP (Architectural Experience Program, replaces former IDP):

<http://www.ncarb.org/Experience-Through-Internships/Resources-for-Interns/~media/Files/PDF/Guidelines/AXP-Guidelines.ashx>

My AXP Mobile App Downloads (must have an established NCARB record):

iPhone: <https://itunes.apple.com/us/app/my-idp/id783855310?mt=8>

Android: <https://play.google.com/store/apps/details?id=org.ncarb.myidp>

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