



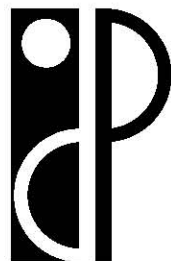
2007 IDP Outstanding Firm Award Submission Packet

Deadline for submissions: February 1, 2007

Submissions MUST be in electronic form.

Checklist of requirements

- **Submission must be complete and in the following order.**
 - **Firm Identification Form**
 - **Nominator Statement**
 - **Firm Principal/Owner Statement**
 - **Firm Statement**
 - **Comprehensive training opportunities**
 - **Mentoring/IDP advisory system**
 - **IDP implementation**
 - **Supplementary education**
 - **Three Letters of Recommendation**
 - **Support Materials**



The Intern Development Program (IDP) is a joint program of the American Institute of Architects (AIA) and the National Council of Architectural Registration Boards (NCARB). This award is juried by the Intern Development Program Coordinating Committee (IDPCC) which was formed to bring representatives of the appropriate architectural stakeholder organizations together to discuss issues of mutual interest and concern regarding the IDP.

Firm Statement

Please use the example of the firm statement to provide quality information through the RFP to each of the following:

1. Comprehensive listing capabilities
2. Marketing/CFM services
3. RFP administration
4. Support services

Provide a complete statement to each of the four components of the Firm Statement. Statements should be typed, double spaced, in a font size no smaller than 10 point (12 for cover sheet or title page if used).

1. This page is for the applicant's use only. Please do not write these documents in the cover sheet or the cover sheet of the statement page.



Comprehensive training opportunities

SHARCHITECTURE, like many busy firms, must be careful to make sure that deadlines don't overpower the goal of growing well-rounded young architects. One of the ways the firm does this is to establish a whole-project team. Often, before a project is awarded, interns will assist their mentors in preparing the presentation to the prospective client. When appropriate, firm Principals will give interns speaking parts in project pitches. This shows interns that SHARCHITECTURE values an intern's contribution. When a new project is awarded, at least one intern will be on the project team from the beginning. This intern will join firm Principals as they meet with clients to establish program requirements, participate in writing contracts for consultants, and attend community meetings. With this experience, an intern is prepared to be a valuable part of any zoning and entitlement work that might be related to the project. In addition, he or she will have enough background knowledge of the project to help prepare any marketing materials that might be necessary for events such as neighborhood board meetings. Throughout the project's progress, interns continue to take on additional responsibilities, such as consultant contact and coordinating parts of document production.

Often, the firm's interns and young architects are sent to conferences. This helps the firm in that the Principals can spend their time attending to business, while the interns can practice their marketing skills and learn more about architecture. After a conference, the attendees are required to present what they learned to the rest of the office, reinforcing their public speaking skills. The intern training process at SHARCHITECTURE is truly comprehensive; it covers completely and broadly the practice of architecture.



Mentoring/IDP advisory system

SHARCHITECTURE has policies and practices in place for the education and professional development of young architects and designers. Each IDP candidate is assigned a supervisor within the firm with whom they review IDP requirements and progress on a monthly basis. This supervisor position is generally filled by a partner in the firm who has the ability to ensure that the candidate receives adequate opportunity for exposure throughout the practice of architecture. The supervisor position is then augmented with mentoring by the CEO of the firm who ultimately oversees the course and direction of each intern. Although each IDP candidate is encouraged to find a mentor that they can speak to and have a collaborative relationship with, many choose to use the CEO of the firm. Meetings are held with the mentor as often as necessary, but never more infrequently than quarterly.

During each intern's formal performance reviews, which are conducted quarterly, we discuss professional and personal goals. We expect each intern to strive for architectural licensure; therefore IDP progress is followed closely as a means of evaluating an employee's performance. While sluggish pursuit of IDP completion isn't grounds for dismissal, it is a signal that we need to talk about how to better match an intern's work experience to his or her goals.

IDP Implementation

The IDP policy and practices are implemented from the employee's first day of employment at SHARCHITECTURE. There is no waiting for a probationary period to begin tracking and recording the IDP process. Employees are encouraged to use the spreadsheet log provided by NCARB to track their monthly progress and report to their supervisor. These reports are an integral part of the firm's culture of performance as each candidate is expected to progress toward licensure and is required to report on this progress. Proper tracking of hours allows plans to be made to include the candidate in necessary meetings and processes that will fulfill requirements.

We recognize that some IDP categories are more difficult to fulfill than others. For example, we do not write specifications daily. To accommodate interns who are trying to accumulate credit in Specifications and Materials Research, we have established two continuous means of becoming familiar with specifications. First, because SHARCHITECTURE IS dedicated to sustainable architecture, we are constantly updating our product libraries, performance specs, and general conditions. This constant improvement of the SH Green Spec gives interns a chance to become familiar with our spec writing program. Another means of giving interns specifications experience is through SH University. We offer classes on BSD Speclink and on how to apply our stringent SH Sustainable Standards to all phases of design and construction.

The IDP process also allows the candidates to be exposed to areas of the practice that may be somewhat beyond their current level of understanding, but still offer growth. SHARCHITECTURE holds the stance that IDP candidates should be allowed to grow by being challenged; however, internal checks and balances avoid unnecessary failures. We believe that no candidate has ever grown into a capable architect by constantly doing what is comfortable and easily discerned; and, therefore, we seek opportunities for growth for all of our IDP candidates.



Supplementary Education

Something that truly distinguishes SHARCHITECTURE as a very special place to work is SH University. The word “university” has Latin origins meaning a “Community of Master and Scholars.” At SH Architecture, we have established a university-style system for training our staff. We asked “masters and scholars” from our office to share their special expertise in a classroom setting.

To create a well-rounded employee, we established several Colleges: The College of Design, the College of Sustainability, the College of Operations, and the College of Administration. The College of Design helps ensure consistent presentation of SH Architecture in all aspects of the verbal, written and non-verbal communications in all areas of the firm. The College of Design promotes the expression of the SH Design Philosophy, which is to unleash the power of design in every aspect of our business. The College of Sustainability helps teach our employees to change the perceptions of the marketplace through our people, processes and products by applying a triple bottom line approach that considers social, economic and environmental impacts of everything we do. The College of Operations ensures a smooth delivery system to our client, by educating our employees with the most current building codes as well as city and state building regulations. It also keeps employees fully knowledgeable on all up-to-date software in the architectural industry. The College of Administration educates the employees with three components. The first component is Administration, second, Human Resources and third, marketing and public relations.

Another remarkable feature of SHARCHITECTURE’S educational efforts is the number of employees who participate in professional organizations and community groups. SHARCHITECTURE generously pays for membership in professional organizations, and often contributes time and money to the many community groups with which its employees are involved.