



**DesignVoice
Committee**

DV₃X₂

INTERNSHIP PROGRAM

JUNE 20-23 2023

FIRM FAQ

LOGISTICS

What is the time commitment?

Participating firms will host 1-3 groups of students for 2 hours. Sessions can be on the same day or different days across the week.

Is that it?

We will also have opening and closing sessions for all of the students. You are welcome to join for these (more information will come closer to the dates), but attendance is not expected.

When do we find out our final schedule?

Registration closes on 02 June 2023 and we will distribute the final schedules early the following week, as soon as we are able to put the groups together and coordinate all the schedules.

Will there be an info session for firms ahead of the week?

Yes, on Friday 09 June, there will be a virtual info sessions for all participating firms. At this time, we will confirm schedules, go over the final logistics and policies, answer any outstanding questions, and discuss ideas for what to do while the students are visiting.

What about student transportation?

Students will provide their own transportation to and from the session location. Firms may not provide transportation. We will confirm the location they should arrive with you closer to the event (whether that is your office, a project site, or another location).

What if students who want to participate can't provide transportation?

We are asking those who sign up to let us know if this is an issue and looking into sponsorship and carpooling options if that is the case.

Can we hand out firm swag?

Absolutely.

Can we take and post photos?

Yes, we encourage you to document your participation on social media and tag aiadesignvoice on instagram.

Any other policies or legalese?

Two firm members must be with the students at all times. For Construction Site visits, firms will be responsible for providing PPE.

FIRM VISITS

How many groups will we have?

Firms are asked to sign up for three sessions, but if you are only able to do one or two that is okay. Occasionally large firms have offered to do more than three. Depending on the number of participants and the complexities of scheduling this many events, you may not be scheduled for the maximum number of the sessions.

What do we do with them?

You have three interns for 2 hours, and what you do during their visit is up to you!

That's not a helpful answer. What do we do with them?

The purpose of the program is to give the students experience with what goes on in a design/engineering/construction office. We recommend doing something that an intern would do. We recommend NOT giving presentations and instead do something more hands-on.

Any suggestions? What have firms done in the past?

Charrettes are always a good option: find something tangible in a current project in the office and set it as a design problem.

Construction Site visits are always popular. We would like each group to have 1 of their visits be a construction site tour if possible.

Material or fixture selection activities can be a good collaborative activity to model design thinking and process. They tend to be easy for students to wrap their heads around from general experience.

Programming and diagramming activities are a good way to show how to generate and compare different ideas. Using an actual project in the office provides real context and criteria to consider.

Studio tours, especially in large offices with lots of different things going on, are a good way to give an overview of everything that goes on in the office. Go from desk to desk and have folks give a short description of what they're working on.

VR walk-through of designs in progress. But don't just tour, show how the technology allows for critique and analysis.

Do we have to do the same thing with all the groups?

No.