January 31, 2022

Program Description: In partnership with the AIA Large Firm Roundtable (LFRT), the National Organization of Minority Architects (NOMA) is proud to announce the fourth cohort of the NOMA Foundation Fellowship. Cohort 4 will be an 8-week internship that will match students and recent graduates with top architecture firms across the country. Students from all schools may apply; students from the 7 NAAB-accredited Historically Black Colleges and Universities are highly encouraged to participate.

Program Duration: The program will run for 8 weeks from June 6 – July 29, 2022 for a total a 40 hours/week.

Compensation: $22/hour + $1,000 Travel/Relocation Stipend for a total salary of $8,040. Fellows will receive the travel/relocation stipend at least 1 week prior to the start of fellowship. The remaining salary will be paid in four installments throughout the fellowship period. Fellows will be compensated as 1099 NEC vendors for the 2022 fiscal year. Paid Time Off and/or Sick time may be provided at the discretion of the host firm and is not subject to approval by NOMA.

Licensure Support: To encourage fellows to pursue licensure and to support the goal of doubling the number of African-American architects by 2030, fellows who complete the requirements for licensure (education, experience, examination) within 5 years of completing the fellowship will be eligible to receive an additional $1,000 stipend.

Eligibility: Applicants must be (a) currently enrolled in their final 2 years of a 4-year undergraduate program, (b) currently enrolled in their final 3 years of 5-year undergraduate program, or (c) currently enrolled as a graduate student in an M.Arch program. Applicants must be eligible to work in the United States for the duration of the program and must be paid members of NOMA as of April 1, 2022.

Virtual vs. In-person: In order to accommodate the changing needs of firms through the COVID-19 pandemic, firms may provide virtual internships at their discretion. NFF Staff will indicate in the list of applicants those that desire remote work.
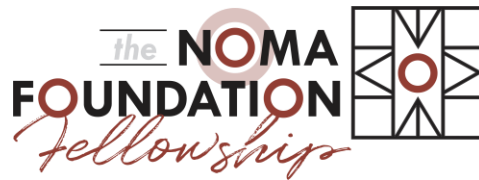
Selection of Host Firms: Firms should complete the host firm registration form no later than March 11 to participate in the NOMA Foundation Fellowship. Firms that have not already contributed to the NOMA Foundation Fellowship Grant will be required to sponsor a fellow. Sponsorship is $8,640 and covers the fellows compensation, travel stipend, licensure stipend (see below), and onsite networking support for the fellows local NOMA chapter.

Click here to access the [Host Firm Registration Form](#).

Additional information about Sponsorship can be found [here](#).

Contact nff@noma.net to learn more about sponsorship.

Application and Review Process: Applications will be accepted from February 1 – March 25. Upon receipt of all application materials, NFF staff will organize files and provide them to the NFF selection review committee for quality and completion of submission files. The committee will select the top candidates from the applications. The relevant application materials of the selected candidates will then

be distributed to host firms for the final review and selection process. *During this period, it is <u>strongly encouraged</u> that firms conduct virtual interviews to assist with the selection process and should reach out to applicants directly to set up interview times.* **Firms must submit a ranked list of preferred finalists to the NFF staff by May 19.**

Application Materials: Firms will provided with the following items during the selection process: resume; portfolio not exceeding 15 MB and 1 letter of recommendation.

Matching of firms and students: Finalists and host firms will submit a ranked list of preferred matches to the NFF staff by May 6. Using the list of preferred finalists provided by each firm, the NFF staff will then match firms and students based on alignment of preferences. **All finalists will be placed no later than May 16.**

Software/Technology Requirements (Virtual-Only Internship): If selected for a Virtual internship, fellows are responsible for meeting the computer and/or software requirements in addition to a high-speed internet connection. Firms will provide students with VPN/server access at their discretion.

Mentoring: Host firms should identify a firm mentor for the duration of the program. NOMA recommends that mentors check-in with fellows on a weekly basis and commit to approving AXP hours in alignment with the fellows NCARB record.

Impact of COVID-19: Due to the unpredictability of COVID-19 and its impact on travel and relocation, the NOMA Foundation Fellowship will accommodate both Virtual and In-Person internships for the 2022 program at the discretion of host firms. NOMA is not responsible for any exposure to COVID-19 as a result of in-person fellowship experiences. <u>Firms and selected Fellows should use their best judgment went considering an in-person option.</u>