Checklist for IDP Supervisors and IDP Mentors

The IDP supervisors and mentors work with interns to review their EPC assignments. This checklist has been developed to help you structure the interview period with the intern to be most effective for both parties.

Before you meet:

Make sure that you are prepared for the interview…

- ☐ Ask the intern for the EPC chapters in which he/she is working.
- ☐ Visit www.EPCompanion.org to download the exercises OR ask the intern to share a copy with you for review prior to the meeting.
- ☐ Verify the intern has completed the exercise/scenario to the best of his/her ability and is also coming to the interview prepared to present their work.
- ☐ Schedule at least 30 minutes of uninterrupted time for the interview.

During the meeting:

Review the intern's work on EPC exercises and scenarios…

Professional Skills

- ☐ EPC exercises and scenarios are completed in a timely manner.
- ☐ Work product is developed with sufficient detail and quality to be considered a professional portfolio piece for the intern.
- ☐ Intern is prepared for the meeting.

Acquisition Skills

- ☐ Intern selects EPC exercises/scenarios of an appropriate level of difficulty for his or her experience level.
- ☐ Intern identifies and uses appropriate resources to complete EPC assignment.
- ☐ Intern applies new and previously acquired information in an appropriate manner.

Communication Skills

- ☐ Intern presents material in an organized and meaningful manner.
- ☐ Intern selects appropriate method to present his or her ideas (e.g. graphic, written, etc.).
- ☐ Intern asks relevant questions during the meeting.

Synthesis Skills

- ☐ Intern synthesizes information from EPC exercises and is able to apply the skills acquired to projects in the office.

- ☐ Intern has achieved competency in this training area as outlined in the IDP Guidelines, Appendix G.

And, before the interview ends…

- ☐ Review problems the intern has experienced in completing the EPC assignment. If necessary, suggest other references or resources the intern might use to further his or her learning on the subject and/or a second interview to further review the material.
- ☐ Provide feedback as to the intern's strengths and weaknesses in all skill categories—Professional, Acquisition, Communication, and Synthesis. Suggest ways to improve or build upon these skills.
- ☐ Review the intern's experience and assist his/her in deciding where to focus learning efforts during the next training period.
- ☐ Schedule the next meeting.

After the meeting:

IDP Supervisors:

- ☐ Complete the "Supervisor" section of the Employment Verification Form (NCARB form 123) including technical competence and professional conduct ratings.
- ☐ Sign the intern's Employment Verification Form (NCARB form 123) certifying that the intern has completed the EPC exercises and scenarios listed as well as other experience documented on the form.

IDP Mentors:

- ☐ Sign the intern's Employment Verification Form (NCARB form 123) acknowledging that you have met with the intern to review the EPC exercises and scenarios listed as well as other experience documented on the form.

Cultivating a Healthy Relationship:

Excerpted from "Mentoring: A Journey in Collaborative Learning." Find more tips at www.aia.org/majicl/index.htm.

- ⇒ Ask the mentee about non-architectural interests and hobbies, and share your own hobbies and interests.
- ⇒ When mentees talk about difficult situations, share how you have dealt with similar experiences.
- ⇒ "Be human." In other words, share the mistakes you made as a younger professional.
- ⇒ Most importantly have fun!