



# AIA South Carolina

Application for the

## **2016 -2017 AIA South Carolina Leadership Development Academy**

### **ABSTRACT:**

The AIA South Carolina Leadership Development Academy is designed to prepare AIAISC Emerging Professionals for future leadership roles through broadening the opportunities for participants to obtain leadership skills and mentoring, both of which are vital to discovery and growth as a professional and as an individual. The program will bring together Emerging and Experienced Professionals, allowing each participant to benefit from the mutual exchange of ideas and knowledge, and offering a forum in which the specific needs of Emerging Professionals can be discussed and addressed. The program also serves to provide contacts and relationships, opportunities for personal exposure in the local community, and a venue for the presentation of broad professional perspectives. These varied benefits will help guide Emerging Professionals throughout their career. The involvement and active participation from community leaders, local architecture firms, and associated professions further reinforces the far-reaching approach of the program.

### **PURPOSE and DESCRIPTION**

The AIA South Carolina Leadership Development Academy consists of seven individual sessions attended by approximately 12 participants. Sessions are held in Columbia, SC, at the offices of AIA South Carolina. Prospective participants must go through an application process for selection where proven career success, community involvement and the individual's firm support will be considered.

The purpose of this local component leadership development program is to:

- accelerate development of the next generation of architect leaders to benefit the profession, local architectural firms, and area communities;
- expose participants to all areas of architecture practice;
- accelerate the acquisition of knowledge required for successful practice; and
- equip architects to be contributing members of their profession, their firms, and their communities

Participants consider the leadership qualities inherent in good design, team-building, project delivery, firm management, communities, advocacy, and economics. The program helps participants understand the relationship amongst personal, professional and firm leadership requirements. The curriculum focuses on core professional skills such as entrepreneurship and firm management, working together and collaboration, the art of negotiation, client development, community leadership, industry trends, and practice development.

### **PROGRAM FEATURES:**

- Mix of speakers and workshops to cover leadership topics and encourage discussion
- Class participants will include both Associates and Young Architects
- Competitively selected group of 12 emerging professionals based on both their past experience and their probability of future involvement in professional and community service
- Seven individual sessions once each month
- Project work-time incorporated into each session and into dedicated workdays
- Highly relevant topics and well-qualified speakers
- Effective, year-long format to develop understanding of principles from sessions
- Interaction with clients, contractors, developers, bankers, lawyers, and other professionals
- Exposure and first-hand knowledge of firms practicing all over the state
- Nimble responsiveness to current community and professional needs.
- Focuses on core skills not part of an emerging professional's typical work day
- Engages cooperative efforts of architecture firms within the component
- Promotes a legacy of leadership and activism

**AIA CONTINUING EDUCATION:**

It is intended that this program will have AIA CE credit available for its participants.

**CURRICULUM:**

The curriculum will focus on core skills such as marketing and business development, office and firm management, presentation and public speaking, professional ethics and the law, philanthropy and board involvement, community service, industry trends, and the future of the practice. A full list of courses is described below.

Each individual session will be planned by members of the program and the program will be kicked off by a “Boot Camp” session to introduce the participants and design the curriculum for the year. Each member will be responsible to lead the planning of at least one session. Sessions will be held monthly from 10:00am – 4:00pm, October through April.

**PROGRAM & SCHEDULE:**

July 30 -	Applications period opens
August 26 -	Applications due
September 15 -	Class Announced
October 11 -	Professional & Community Service
November 18 -	AIA Leadership Institute Regional Charleston, SC
December 20 -	Office & Firm Management
January 24 -	Marketing & Business Development
February 28 -	Professional Ethics & The Law
March 30-31 -	Leadership & Personal Development (Retreat, Thursday afternoon & Friday)
April 25 -	Industry Trends and the Future of the Practice

**TYPICAL DAILY AGENDA:**

10:00 am - 10:15 am	Welcome & Introductions
10:15 am - 11:15 am	Session A
11:30 am - 12:30 pm	Session B
12:30 pm - 1:15 pm	Lunch
1:15 pm - 2:15pm	Session C
2:30 pm - 3:30 pm	Session D
3:30 pm - 4:00 pm	Wrap Up, Closing, & Homework Assignments

**GENERAL INFORMATION:**

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	First Name:	Middle Initial:	Last Name:	First Name for Nametag:
Home Address:			Length of Residence in South Carolina:	
City:	State:	Zip:	Home Phone:	Cell Phone:
E-mail:		Office Phone:	Office Fax:	
Date of Birth:	<input type="checkbox"/> Male <input type="checkbox"/> Female		Person with Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No	
			Preferred Mailing Address: <input type="checkbox"/> Business <input type="checkbox"/> Home	

**EMPLOYMENT:**

Present Employer:	AIA SC Member: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Associate		
Title or Responsibility:	Length of Time with Employer:		
Business Address:	City:	State: SC	Zip:
Number of Employees: <input type="checkbox"/> More than 25 employees <input type="checkbox"/> 5 – 20 employees <input type="checkbox"/> Less than 5 employees			
Are you licensed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Testing / Plan to begin If currently testing, how many exams have you passed? _____		LEED Accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Planning to test	

**EDUCATIONAL BACKGROUND:**

School/University:	City, State:	Dates (from-to):	Degree:	Major:

**PROFESSIONAL & OCCUPATIONAL ACTIVITIES:**

1. Organization:	Dates of Participation:	Position:
Responsibility:		
2. Organization:	Dates of Participation:	Position:
Responsibility:		

**VOLUNTARY COMMUNITY ACTIVITIES:**

List the key non-professional activities (charity, religious, school involvement, task forces or commissions) in which you have been an active participant in Dallas or other cities in which you have lived.

1. Organization: Responsibility:	Dates of Participation:	Position:
2. Organization: Responsibility:	Dates of Participation:	Position:
3. Organization: Responsibility:	Dates of Participation:	Position:
4. Organization: Responsibility:	Dates of Participation:	Position:
5. Organization: Responsibility:	Dates of Participation:	Position:

In an average month, approximately how many hours are spent on voluntary community activities?

**SPECIAL HONORS/AWARDS:**

**GENERAL:**

Please answer in the space provided. No attachments please.

I. Briefly describe the personal characteristics you possess which will help you as a leader in the architectural profession. How are you currently using these traits within your company and/or community?

II. What do you consider the most significant architectural issue today? Describe what action(s) you believe should be taken and how you as an individual can become a player in the solution to the problem.

III. What do you hope to gain from participation in the AIA South Carolina Leadership Development Academy? List and briefly explain several expectations that you have for the program.

**TUITION:**

If admitted to the class, a tuition fee of \$475 shall be paid no later than the date of the program orientation. Tuition is non-refundable one week after the orientation. Late payment of the tuition forfeits your candidacy which will be offered to the first qualified alternate.

**COMMITMENT:**

The AIA South Carolina Leadership Development Academy requires a significant commitment of time and effort. Participation involves a one-day session per month for seven months beginning in October 2016, preliminary assignments for each of the sessions. Applicants must be able to fulfill program attendance requirements in order to graduate.

- The date for the Orientation Event is **Tuesday, October 11, 2016, at the AIA SC offices in Columbia, SC**. Full participation at the orientation is mandatory. If selected, can you commit to this day?  
 Yes  No
- Program sessions will be held one Tuesday per month to include the following dates, which are subject to change: **October 11, November 18, December 20, January 24, February 28, March 30-31 (Retreat), April 25**. If selected, can you commit to the nine one-day sessions?  Yes  No  
If no, please state the date(s) that would present a conflict:
- The Program will feature a team building retreat **March 30-31, 2017**, can you commit to this 1-½ day session?  
 Yes  No

**No more than 2 classes may be missed without dismissal from the program. No Exceptions.**

Nominees for the AIA South Carolina Leadership Development Academy must have the support of their sponsoring firm. **The sponsor or employer must sign this form to indicate their support of the nominee's participation in the program.**

I understand the goals and commitment of the AIA South Carolina Leadership Development Academy and the attendance requirements. If selected, I will fulfill all obligations outlined in this application and will pay my tuition upon acceptance. I acknowledge that I have completed the foregoing application and that all the information contained herein is true and correct. I hereby give the AIA South Carolina Leadership Development Academy Committee the right to make inquiries regarding the information provided on this application form.

Employer/Sponsor's Signature:	Title:	Date:
Sponsor/Company Name:		
Applicant's Signature:	Date:	

**DELIVERY INSTRUCTIONS & DEADLINE:** Please submit your completed application **no later than 5:00 pm on Friday, August 26, 2016**. You may e-mail your application in PDF format to Adrienne Montare AIA, AIA SC Executive Director at [adrienne@aiasc.org](mailto:adrienne@aiasc.org) or mail to:

**AIA South Carolina  
Leadership Development Academy  
THE SOUTH CAROLINA CHAPTER OF THE  
AMERICAN INSTITUTE OF ARCHITECTS  
1530 Main Street – Suite C  
Columbia SC 29201**

Questions? Contact: **Adrienne Montare AIA; AIA SC Executive Director**  
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