**Student Internships – SMACNA and AIAS – The Process for Applying and Accepting**

**Who:**

* Any SMACNA member company interested in partnering with SMACNA and the AIAS in providing architectural metals and related experience for architecture students.

**Process:**

- Companies may submit interest in hiring an architectural student by submitting an interest form on the [AIAS website](https://docs.google.com/forms/d/e/1FAIpQLSfyxVfQL05MjkXEvdu8i2bJS0i3a_-27oZi2A07_2mgcCpKaw/viewform).

- AIAS will promote the internships as a whole, with the application process opening in the spring with a submission date in May or June (depending on initial companies and what schedule works best).

Ideal internships would start between June 1-15 and run until Aug 1-15. There is flexibility in schedule.

- AIAS will work with the companies to supply them with the resumes and whatever other application material requested (portfolios?).

- Companies have approximately 2 weeks to review applicants and select (if they would like) a student for their summer internship.

- AIAS coordinates efforts to connect students and companies.

- AIAS offers the option to organize an introductory call for the student and company for any Q&A either party may have.

- AIAS conducts outreach to students mid-summer and at the end of the internship to gather data as to how things are going, where they are with their progress, and any materials/data the AIAS will be collecting for the purposes of revising and tweaking the current internship program.

* The *Architectural Student Internship Guide for SMACNA Members* provides detailed information on the internship program.
* A sample *Memorandum of Agreement* between the SMART Union local and the SMACNA member company is available for use if needed.
* SMACNA Chapters are encouraged to coordinate efforts with local AIAS Chapters, where available.

*Note: AIAS website link*

<https://docs.google.com/forms/d/e/1FAIpQLSfyxVfQL05MjkXEvdu8i2bJS0i3a_-27oZi2A07_2mgcCpKaw/viewform>