

**ROBERT L. OUTLAND WOMEN AND MINORITY SCHOLARSHIP AWARD + SUMMER INTERNSHIP
MOA ARCHITECTURE**

SUMMER 2019 APPLICATION FORM

Name of Applicant: _____ E-mail Address: _____

Address: _____ Telephone: _____

_____ Planned Graduation Mo/Yr: _____

School Name: _____ Degree(s) Obtained / Pursuing: _____

Indicate Year / Level in school as of fall 2019 term (5th year –or- graduate level): _____

INFORMATION AND REQUIREMENTS

The Robert L. Outland Scholarship is a \$3,000 cash award payable to the Bursar of your school. In addition, the summer internship position will be paid hourly. The winner will also be reimbursed for air or surface transportation in an amount not-to-exceed the cost of one round trip economy class airfare. The winner is responsible for housing and other expenses, however living expense assistance will be provided in the form of an expense reimbursement up to \$1,000.

Eligibility Requirements to Apply

1. Full time women and minority students only in good standing at an NAAB accredited professional architectural program located in the Continental United States; and
2. Entering fifth year or graduate level beginning fall 2019 term (2019-2020) academic year); and
3. Minimum cumulative GPA of 3.0; and
4. Authorized to work in the U.S.

Submission Requirements (to be made in two separate PDF documents):

PDF One Content (combine the following separate documents into a single PDF)

1. Completed Scholarship + Internship Application Form (page one and two of this document)
2. Letter of Interest communicating your personal goals, accomplishments, and your motivation / interest in architecture.
3. Letter stating that you are authorized to work in the United States (no documentation required at time of this submittal). The selected winner will be asked to provide documentation prior to the start of the paid summer internship.
4. Minimum two letters of reference.
5. Evidence of full time attendance in good standing, class level, and minimum cumulative GPA of 3.0 in an NAAB accredited school of architecture located in the Continental United States (e.g. transcript through most recent completed term).

PDF Two Content (combine the following into a single PDF)

1. Design portfolio with minimum four examples of architectural design projects for which you were primarily responsible. Provide written description of the design problem, and the design solution presented with each example. Remove all references to student name and school (including photos of the individual) from ALL pages of this PDF Two document.

PDF Naming Protocol

Name PDF One as follows: student last name.first name.school name.1
Example: smith.mary.ucla.1

Name PDF Two as follows: student last name.first name.school name.2
Example: smith.mary.ucla.2

Please note, MOA will change the document name of PDF Two to maintain anonymity in the selection process.

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INFORMATION AND REQUIREMENTS (cont.)

How to Submit:

Upload both PDF documents to the following Dropbox site:

<https://www.dropbox.com/request/YTg86AHuYmYzwo1GM3OD>

Submittal Schedule:

Submissions will be accepted from January 1, 2019 to midnight (Mtn Standard Time) January 31, 2019. Submittals prior to or after the stated dates and times will not be accepted.

Selection / Notification / Acceptance:

A selection committee consisting of individuals named at the discretion of MOA ARCHITECTURE will make the scholarship + internship recipient selection based on all of the submittal requirements noted above, but weighted toward design ability. All decisions are final. MOA reserves the right to waive or revise any or all of the submittal requirements of the award. The scholarship selection process will be completed, and the successful candidate will be notified by February 15, 2019. MOA must receive notice of the acceptance of the Scholarship + Internship offer no later than February 28, 2019. If selected, Proof of Authorization to work in the U.S. must be provided no later than March 29, 2019. The summer internship position will start as soon as after spring classes as practical (but no later than June 3, 2019) and will continue through August 9, 2019 (unless otherwise agreed due to university schedule). Students who apply must be available for at least 10 weeks for the internship position.

QUESTIONS?

Please see page 3 for Frequently Asked Questions.

For additional questions, please e-mail your questions to contactus@moaarch.com

I have read and understand the requirements of this Scholarship + Internship opportunity. If selected, and as a condition to acceptance of the Robert L. Outland Scholarship, I agree to a paid summer internship position at MOA ARCHITECTURE – Denver office (summer 2019).

Signature: _____

Date: _____

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FREQUENTLY ASKED QUESTIONS

I am in the last year of school, am I eligible to apply?

No, only students returning to school in the fall of 2019 are eligible to apply

I am a part-time student and work part-time. Am I eligible to apply?

No, only full-time students are eligible to apply.

Is the summer internship in your Denver, Colorado or Casper, Wyoming or Laramie, Wyoming office?

Denver, Colorado office

Are international students eligible to apply?

Any full-time student in good standing at an NAAB accredited professional architecture program located in the continental United States, who will be returning to school in the fall of 2019, AND who are authorized to work in the U.S. is eligible to apply.

What is the proper documentation I need to show proof of authorization to work in the U.S.?

U.S. social security card (unless it states not valid for employment); birth certificate; Certification of Birth Abroad issued by the Department of State; Native American Tribal Document; U.S. Citizen ID card; unexpired employment authorization document issued by the INS (F-1 VISA with CPT or OPT authorization).

What is the hourly rate paid for the summer internship?

For the summer 2019 internship, the rate will be \$20.00 per hour. The Student will be a “temporary seasonal” non-exempt employee of MOA. MOA will comply with the wage and hour requirements of the Fair Labor Standards Act (FLSA). The student is responsible for the employee’s portion of local, state, and/or federal taxes as required by law. MOA is responsible to pay for the employer portion of local, state, and/or federal taxes as required by law. MOA will not pay for or provide any insurance or benefits arising out of or in connection with this temporary seasonal summer internship.

How / When am I paid for the internship and how/when does the scholarship get paid.

The student will be paid on the 16th day and the last day of each month, and the last day of employment, less applicable employment taxes. The reimbursement for air or surface transportation will be paid upon presentation of receipts for those expenses. The living expense reimbursement will be paid upon presentation of receipts for those expenses (up to a max \$1,000). The scholarship will be paid directly to the Bursar of the school in your name after completion of the internship and prior to the start of your fall 2019 academic year.

How will I find housing for the summer?

Housing is solely the responsibility of the student however MOA may be able to assist in finding housing options for the summer. The decision of which housing option to accept, the rent and any other terms or conditions of the housing provider is solely between the student and the housing provider.

I have scheduled a vacation; can I take time away from the internship for vacation time?

The internship requires a minimum 10 weeks commitment. Unpaid vacation time may be taken if your time with us during the summer exceeds 10 weeks.

I have an individual who prefers to mail the letter of reference directly to you, is that acceptable?

Although not our first preference, we understand that some individuals prefer this method. Please have them clearly communicate your name and school on the mailed correspondence. MOA is not responsible for an incomplete submission should the mail delivery get delayed.

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FREQUENTLY ASKED QUESTIONS (cont.)

My school requires that they send transcripts of the academic record directly to MOA, is that acceptable?

Although not our first preference, we understand that some institutions have this requirement. MOA is not responsible for an incomplete submission should the mail delivery get delayed.

Is the transcript from the school required to be an “official” transcript issued by the school, or is an unofficial copy of a transcript acceptable?

An unofficial copy of the transcript of the most recent completed term is acceptable as long as it clearly shows the institution name, student name, evidence of full time attendance, class level, and cumulative GPA of 3.0 or higher.