PWC MENTORSHIP PROGRAM GUIDELINES

**Generally:**

1. The Mentor should share at least one meal with the Mentee to “break bread” to get to know the Mentee as a person and vice versa.

2. As the mentee’s schedule permits, attempt to meet with the Mentee every other week and be available to guide the Mentee through the construction process.

3. Mentors should review the Mentees resumes and encourage them to participate in internships and professional social media, such as LinkedIn.

4. Mentors should discuss with the students the importance of communication skills (both written and verbal) in the industry, as well as networking, and offer suggestions of how to be effective at each.

**Architects and Interior Designers:**

1. Practice Management -
   
a. Review proposal request for service in response to client requirements (Request for Proposal "RFP") and an Owner-Architect Agreement or Architect-Consultant Agreement.

   b. Review a project schedule.

   c. Arrange to have the Mentee sit in on a progress team meeting with the design team.

2. Programming, Planning, and Design (Pre-Design & Schematic Design Phases)
   
a. Review site drawings for existing site conditions and zoning.

   b. Review space program and spatial planning diagrams.
c. Review building code analysis and sustainability principles.

d. Arrange to have the mentee sit in on a design meeting where different design options are presented.

3. Project Development and Documentation (Construction Documents)

a. Review a finish schedule, product list, and a Furniture, Fixtures, and Equipment “FF&E” package.

b. Review mechanical, electrical, plumbing (“MEP”) drawings for coordination purposes.

Architects and Contractors:

1. Construction and Evaluation – Construction Phase Services - from either a design or construction perspective.

a. Review the drawings and specs for the project.

b. Review field reports, purpose and process.

c. Review contractor Requests for Information (“RFI”).

d. Review shop drawings and the submittal process from spec book through submittal approval, or for conformance with design intent.

e. Review a Pay Application and Certificates for Payment; explain the billing and approval process and the different roles of the architect and contractor.

f. Review the change order process using actual changes from beginning through approvals.

g. Arrange to have the Mentee sit in on a scheduling meeting, project management meeting, and foreman meeting within the semester to understand the communication process.

h. Arrange to have the Mentee visit the job site for 2 field tours per semester.