**2017 Architect Intern**

**Facilities Management/Architecture & Engineering**

**Objectives**

The intern will gain exposure to Pre-Design, Design and Project Management through support to active projects working with and under the direct supervision of Registered Architects. The internship provides experience required for professional licensure in accordance with the National Council of Architectural Registration Boards (NCARB) Internship Development Program.

**Deliverables**

* Pre-Design Phase: Assist (Facilities Management) FM Architecture staff with project initiation and planning tasks including, but not limited to design studies, programming analysis, and conceptual 3D modeling. 3D modeling would be done in SketchUp.
* Project Analysis: Assist with tasks related to building cost analysis, code research, product research, standard specifications
* Construction Documents: Assist with construction document generation, and consultant document review and coordination. Construction documents (drawings) would be done in AutoCAD 2015.
* Record Documents: Assist with record drawing filing and management. Assist with architectural as-built drawing updates for projects recently completed. Drawing updates would be done in AutoCAD 2015.

**Projects/Programs**

The intern will support active projects and programs.

Project Management Experience:

* Attend design and construction progress meetings and TOPS Observations with FM Architecture staff to gain a better understanding of TVA FM project processes and TVA Safety Culture.
* Assist with meeting notes, observation reports, addressing action items, etc. that arise from meetings and construction site observations.

Practice Management Experience:

* Assist Architecture staff with implementation of ongoing process improvement initiatives, including but not limited to, FM standards development and updates, project folder structure organization, and building and life safety code database updates.
* Assist FM Architecture staff and Space Management staff with consolidating and re-organizing our shared sample and resource libraries.