

CityStudioSTL 2022 Summer Undergraduate Fellowship

The CityStudioSTL Fellowship provides funded opportunities for students to work with a local firm to address socially engaged challenges in St. Louis.

For summer 2022, the Undergraduate Fellowship seeks one undergraduate student to work with Ittner Architects for the 12-week project, the fellow will be paid a \$6,000 in two \$3,000 installments.

Position Details

Undergraduate Fellowship: Ittner Cordogan Clark

Ittner Cordogan Clark listens carefully to each client, discovering those nuances on which great design work hinges. Learning these nuances allows us to inspire our clients with a realm of possibilities that our vast experience has taught us. We then transform thinking, spaces and organizations which take on new dimension and focus. Our focus is aimed at optimizing performance and experience through informed design. As a result, our designs provide environments for all ages that are tailored to achieving superior results for all.

We've completed over 5,000 projects resulting in successful learning environments for education, working, performing arts, sports and recreation, healthcare, and living spaces. Schools have been the epicenter of our 120-year history, but our future is about providing solutions across all markets based on our integrated expertise and design thinking. We have created an innovative service model that provides clients with a network of over 100 professionals.

This is our first year participating in the CityStudioSTL Fellowship. We are excited to use this fellowship to further integrate ourselves with St. Louis and look forward to the opportunities it presents.

Ittner Cordogan Clark is committed to the health and well-being of both our staff and clients. We are currently working primarily in the office while following CDC and St Louis City COVID guidelines. Interns will work in person at our downtown office and participate in site visits locally.

Applicants should be collaborative, research savvy, and detail oriented. They should have some knowledge of Revit, SketchUp, and strong communication and presentation skills.

Eligibility

Current Sam Fox School architecture undergraduate students or recent graduates (December 2021 or May 2022, US citizens or green card holders) are eligible to apply.

The Fellow must be located in the US for the duration of the Fellowship and must confirm

location requirements with the firm. All applicants must be in good standing with the University. Applicants must be pursuing a master's degree.

Timeline

February 28, 5p — Preferential due date for early applications

March 21, 5p — Applications due

June 6* — Fellowship begins

Late June — Midpoint check-in

Mid July — Final check-in

August 12* — Fellowship ends

September — Concluding event or feedback provided

*Dates may vary and are established between the firm and fellow

Program Expectations

Interview applicants will be expected to:

- **Coordinate and schedule** an interview with the firm
- **Respond in a timely manner** to communications to and from the firm
- **Disclose other possible conflicting summer opportunities**

Fellowship recipients will be expected to:

- Complete a 12-week civic or social change project in St. Louis at the host firm, working actively with firm staff to complete assigned project(s).
 - Work average 40 hours/week in the host firm office.
 - Participate in host firm social and professional development activities.
 - Attend at most 3 lunches/meetings with Office for Socially Engaged Practice representatives during the summer to discuss experiences and opportunities.
 - Share Fellowship experiences with other students in fall 2022 and spring 2023.
 - Provide feedback on the Fellowship program.
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Payment Information

The CityStudioSTL Undergraduate Fellow will receive two \$3,000 stipends for the completion of their project work, totaling \$6,000. The first stipend will be available in May, and the second will be available in early July, pending successful participation in the program to that point. To receive these payments, the recipient may need to submit materials to the Sam Fox School Business Office.

Payments provided for the purpose of assisting the recipient in the pursuit of study or research may be treated for tax purposes as a grant. If the recipient is a US citizen or considered a resident alien for US tax purposes, then the transaction is taxable and reportable in the US and will be reported on a stipend letter.

If the recipient is to a nonresident alien for tax purposes for activities in the US, then the transaction is subject to withholding and is reported on Form 1042-S. The withholding amount for taxable payments to nonresident aliens is 30% by statute; however, taxable grants provided to nonresident aliens in J or F visa statuses are afforded the reduced rate of 14%.

Application

Candidates will be evaluated based on their capacity to participate in a professional context, relevant skills to the projects proposed, interest in socially engaged work, and engagement with St. Louis. Top applicants will be interviewed by the sponsoring firm, which will select the Fellow.

Please submit all application materials (digital only, PDFs preferred) to **Emily Coffman**, Curriculum and Outreach Coordinator, Office for Socially Engaged Practice (**ecoffman@wustl.edu**).

Application Materials

Please include the following materials as a PDF:

- + Fact sheet that lists the following information:
 - Name
 - Expected graduation date
 - Major/degree program
 - Home address
 - Student ID number
 - Email address
 - Phone number
 - How did you hear about the CityStudioSTL Fellowship? List all that apply: social media, e-news, email, flyer, recommendation from friend, recommendation from faculty, other (please specify).
- + Resume
- + Cover letter (***cover letters to be directed to Steve Raskin at sraskin@ittnerarchitects.com***)
- + Portfolio (link to an online portfolio is acceptable)

Deadline

Applications and supporting materials must be submitted to **Emily Coffman** at **ecoffman@wustl.edu** by 5p **Monday, February 28** or 5p **March 21**.