



AIA LOUISIANA TRAVELING FELLOWSHIP PROGRAM PARTICIPATION GUIDELINES 2012

GOAL OF THE FELLOWSHIP

The AIA Louisiana Traveling Fellowship has been established in recognition of the need to assist students in broadening their architectural education to include independent travel studies. Additionally, through a mix of portfolio submission and written intentions for travel, the Fellowship seeks to establish a dialogue between practicing architects and students. The Fellowship is targeted for travel during the students' academic study years, thereby playing a role in influencing the completion of their studies.

ELIGIBILITY

The competition is open to registered undergraduates majoring in architecture and currently undertaking their 3rd or 4th year studies. Students may be in a program which leads to an undergraduate degree or a graduate degree. Students must be attending one of the following five Louisiana Schools of Architecture:

Louisiana State University
Louisiana Tech University
Southern University
Tulane University
University of Louisiana at Lafayette

SUBMISSION REQUIREMENTS

Submissions must conform to the following requirements and shall be received no later than 4:00 pm Central Standard Time Thursday, February 9, 2012. Submissions shall be sent to:

AIA Louisiana Traveling Fellowship
c/o AIA Louisiana
521 America Street
Baton Rouge, Louisiana 70802

The following information is required from all applicants by the submission due date. It is critical that no identification of student name or school affiliation appears on any submission materials (other than as required on identification sheet). Failure to conform to these requirements shall be grounds for rejection of submission.

In addition to the hard-copy submission, a digital PDF submission of all elements must be included on a CD as described below.

- A. **Statement of Intent:** Applicant shall write a concise statement outlining his or her plans for the tenure of travel and study outside the United States. Statement shall be a maximum of 500 words on one 8 ½ inch by 11 inch page. The statement should describe the area of architectural interest the student intends to explore and the goals the student hopes to achieve through obtaining this award.
- B. **Travel Itinerary:** Applicant shall include a proposed itinerary (one 8 ½ inch by 11 inch page max) identifying the specific sites of study and duration of stay. Itinerary will be reviewed in conjunction with the written statement of intent.
- C. **Student Portfolio:** Applicant shall include a portfolio of work of no more than twelve single-sided pages. Page size shall not exceed 11 inches by 17 inches. Transparent or vellum overlays shall count as pages. Format and content of the portfolio shall be up to each applicant but should contain a minimum of one project from each year of design studio. Simplicity and clarity of presentation is preferred over complicated or extravagant portfolio assemblies.
- D. **Cover Letter from Faculty Advisor:** The student is required to have a faculty advisor review his or her submission in a timely manner. It is recommended that the faculty advisor provide guidance to the student in developing his or her submission. A cover letter with the advisor's statement and signature shall be provided as verification of review. Any faculty member in the school of architecture at the university where the student is enrolled may act as an advisor.
- E. **Identification Sheet:** Applicant shall provide a one-page identification sheet (8 ½ inch by 11 inch) containing the following information:
 - 1. Name of applicant
 - 2. Mailing address
 - 3. Phone number
 - 4. E-mail address
 - 5. School affiliation
 - 6. Degree program and expected date of graduation

The jury will not review this information until after the selection of award(s).

The portfolio material and the Statement of Intent shall carry equal weight in the selection of a Fellowship recipient.

Include the Statement of Intent and Travel Itinerary (and school sponsored travel program information if applicable) in an unsealed 9 inch by 12 inch envelope and include in the submission package with the portfolio. Place the Cover Letter and Identification Sheet in a sealed letter sized (4 ½ inch by 9 inch) envelope and tape to the outside of the 9 inch by 12 inch envelope. Include all items in the submission on a CD in individual PDFs. The digital file names shall not contain the applicants name or school identity. The CD shall be labeled "AIALA Traveling Fellowship Application 2012".

School Sponsored Travel Programs: AIA Louisiana enthusiastically supports school sponsored travel overseas study programs but also intends this Fellowship to be only for independent travel studies. Therefore it is not acceptable for the student to propose to use this Fellowship award to help cover the costs of a school sponsored program. But this does not limit a student from participating in a school sponsored travel program and then extending his or her overseas studies past the time frame of the school sponsored travel program through the use of the Fellowship award.

If the student desires to extend his or her school sponsored overseas travel study, meeting the requirements listed below, then this must be clearly stated in the Statement of Intent and the Travel Itinerary.

1. The extended stay must be for independent travel study and not simply an extension of the focus of study of the school sponsored program.
2. The applicant must provide details and exact dates of the school sponsored travel program so that it is clear to the jury that the applicant's proposed independent travel study is separate and distinct from the school sponsored program.
3. The applicant must provide the exact dates of his or her travel itinerary of the independent study so it is clear to the jury that the time frame does not overlap with the school sponsored program.
4. All the above information may be incorporated into the one page Statement of Intent and one page Travel Itinerary, or may be submitted on a separate one 8.5 x 11 inch page.

JURY

The Traveling Fellowship Jury will be composed of AIA member architects representing a broad cross-section of the state membership, which consists of the current AIA Louisiana President, Academic Liaison Chair, Celebrate Architecture Chair, and 2 At-Large members.

AWARDS

One five thousand dollar (\$5,000.00) Fellowship will be awarded annually for travel abroad. Additional non-monetary awards may be made at the discretion of the jury.

AWARD GUIDELINES

The applicant who is awarded the AIA Louisiana Traveling Fellowship must complete the proposed travel within six (6) months of receiving notification of the award. Failure to complete the travel within this time frame will require the recipient to forfeit all money back to AIA Louisiana.

Prior to actually undertaking the travel, the recipient is required to submit a detailed itinerary to AIA Louisiana. Additionally, the recipient will be required to sign a statement releasing AIA Louisiana from any liability for loss or damage resulting, directly or indirectly from the travel undertaken by the recipient.

After completing the travel, the recipient shall make a power point presentation at the following year's "Celebrate Architecture" event in Baton Rouge, documenting his or her experience through sketches, photographs or slides and personal narrative. This presentation shall be

further documented by means of a written or graphic report, to be retained by AIA Louisiana. It is required that the recipient make a similar presentation to his or her School of Architecture. Additionally, copies of the power point presentation and a written narrative to accompany the presentation shall be given to AIA Louisiana for use in promoting future years' programs in the Schools of Architecture.

OWNERSHIP OF SUBMISSIONS

All entries shall become the property of the AIA Louisiana and will not be returned. AIA Louisiana reserves full publication rights to all entries and will give appropriate credit upon publication to the author(s).

SCHEDULE

November 1 – February 9. Entrants may work on the submission during this time frame.

February 9, 2012 (4:00pm CST). Entries are due at AIA Louisiana, 521 America Street, Baton Rouge, Louisiana 70802.

Mid-February. Jury convenes to review submissions and select winner.

March 8, 2012. Recipient of Traveling Fellowship will be announced at AIA Louisiana's "Celebrate Architecture" event in Baton Rouge. It is mandatory that recipient be present to accept the award, or award may be forfeited.

May 2012 through October 2012 Fellowship travel.

March/April **2013**. Traveling Fellowship recipient to make a presentation at the annual "Celebrate Architecture" event in Baton Rouge.