

TRADEWELL FELLOWSHIP FAQ:

General Questions:

1. What is the duration of the Tradewell Fellowship?
The duration of each Tradewell Fellowship is 12 consecutive months.
2. When does the Fellowship year begin?
Generally, the Tradewell Fellowship follows a June to June cycle. For May graduates, flexibility is provided on a case-by-case basis for those who need to begin their Fellowship year in May or July.
3. Does the Fellowship include full-time employment?
The Tradewell Fellowship includes one year of full-time employment at EYP in Houston, TX.
4. Is it a paid position? Does it include benefits?
The Tradewell Fellowship is a salaried position and includes benefits that will be discussed with the Fellow by Human Resources. Additional benefits include: the firm's sponsorship of the Fellow's attendance to a conference of his/her choosing, professional licensing support, eligibility to accrue paid time off, paid holidays, matching 401k contributions and the opportunity to participate in the firm's creative activities.
5. Is the Tradewell Fellowship based out of a certain office, or can I choose a location?
The Tradewell Fellowship is based out of the Houston office. Depending on project and studio assignments, the Fellow may have opportunities to collaborate with staff from other offices.
6. Is the Tradewell Fellowship open only to recent graduates? What if I'm a mid-career professional?
Applicants range from recent graduates to career change candidates. The selection committee's main goal is to identify and select candidates who demonstrate devotion and potential to advance the field of healthcare design.
7. Is the Tradewell Fellowship open to current EYP employees?
Yes, current employees can apply for the Tradewell Fellowship. Active EYP employees will be required to submit the same application materials as external applicants. Active EYP employees are required to provide 3 reference letters from sources outside of EYP. See the application for application requirements.
8. Can I visit the office? Does this give me or anyone else an advantage in applying?
Applicants may set up an appointment to visit the EYP Houston office through the Curator or current Fellow. The committee also reserves the right to request any local or long-distance applicant to hold a video Skype conference interview during the evaluation process.

Applying for the Tradewell Fellowship:

9. What are the application requirements and where can I find them?

The Tradewell Fellowship application is made available at www.eypae.com by October of each year. Only complete application packages delivered/received by the deadline will be reviewed by the selection committee. A complete application consists of:

- Application form
- One-page resume
- Portfolio consisting of maximum five 11"x17" sheets (double-sided acceptable and maximum file size of 10MB for each file)
- One essay (see application for topic specific questions)
- Three reference letters sent directly from the reference source to the address or email address listed on the application

Application packages must be provided in both hardcopy and digital form (CD, DVD, or USB drive). Items will not be returned, so please do not send originals.

10. What is the required file formatting for the CD?

PDF

11. What type of degree do I need to have to apply? Is there a specific level of education that is required for eligibility?

At a minimum, by the commencement of the applicant's Fellowship year, the applicant must hold a NAAB, CACB or NAAB substantially equivalent, accredited, first professional degree in Architecture.

12. What if I'm in school at the time of application?

Candidates may apply while enrolled in school if they meet the educational requirements stated above and hold the degree required at the commencement of the Fellowship year.

13. Is prior healthcare practice experience required? Do I need research experience to apply?

Prior experience in healthcare or research is not required; however, if candidates have had such experience, please include in the application. In the past, applicants have ranged from recent graduates to licensed professionals with 20+ years of healthcare experience.

14. Are international applicants eligible?

International applicants are eligible provided they satisfy the educational requirements listed above. Eligible candidates must have authorization to work in the US as mandated by the US Citizenship & Immigration Services for the contiguous 12-month period. Due to the defined timeframe of the Fellowship program, EYP does not offer H-1B visa sponsorship for the Fellowship.

15. If I am selected as the Tradewell Fellow, am I considered for permanent employment opportunities beyond the one year Fellowship?

During the Tradewell Fellow's year, the firm will evaluate the opportunity for permanent employment possibilities with EYP beyond the Tradewell Fellowship period. Permanent employment opportunities vary by year and will be discussed with the Tradewell Fellow towards the end of his/her Fellowship year.

Several past Tradewell Fellows have been offered and accepted permanent employment with the firm and others have relocated to continue employment in other EYP offices after the completion of their Fellowship year.

16. Will the committee accept applications postmarked on the deadline?

The committee asks for all digital and hard copy application material to be delivered/received by the deadline.

17. When will I hear back from the selection committee?

The selection committee strives to complete the selection process within approximately one month of the application deadline. If additional material or video conferences are requested, the Curator will contact candidates in advance.

The Tradewell Fellowship Experience and Requirements:

18. What is a typical Tradewell Fellowship year?

No two Fellowship years have been alike; however, all have had the following core experiences in common:

- Mentorship
- Opportunities in front-end phases such as master planning, pre-design and schematic design.
- Opportunities to contribute to evidence based design, authoring research, and presentation activities.
- Creation of a body of work suitable for publishing (the Tradewell Project).

19. What is the criteria for the Tradewell Project?

The Tradewell Project must be self-defined, self-produced, suitable for publishing and completed by the end of one's Fellowship year.