

**PiPN (Pathways into Professional Needlearts) — Summer 2009 Internship
Host Company Application**

Please complete the following information and return to Sherry Mulne no later than September 10, 2008.

Mail: 1337 Brookwood Place
Columbus, Ohio 43209

Fax: 614-237-2606

Email: bdirect@columbus.rr.com

Name _____ Company _____
address _____ phone _____
email _____ fax _____
web site _____

Person responsible for the intern (supervisor/mentor), title: _____

Contact information (if different than above): _____

Each company will designate a supervisor/mentor responsible for

- Direct supervision of the intern
- Ensuring a complete experience
- Developing the initial intern "contract"*
- 2 short evaluations at designated times during the internship*
- Work schedules to be developed by intern and supervisor, with emphasis on flexibility

* A complete internship package including this information, as well as additional student projects and requirements will be supplied to both the intern and the supervisor.

- Brief description of company's products and services: **Please include pictures, press kits or other marketing materials.**

- Brief description of intern's roles, responsibilities and activities:

- Housing available? yes no (If you are providing housing, a private room and bath must be available.)

If providing housing,

please indicate any special housing considerations. (e.g. Do you have pets, etc.)

Are you also offering a stipend/honorarium, wage or hourly pay?

Summer stipend amount \$ _____

Weekly amount \$ _____

Hourly wage \$ _____ (____ hours/week)

If not providing housing, financial consideration in the form of a stipend/honorarium, wage or hourly pay to help defray the intern's housing costs is strongly encouraged.

Summer stipend amount \$ _____

Weekly amount \$ _____

Hourly wage \$ _____ (____ hours/week)

Is there parking available near intern's housing?

Yes No

If yes, is there a fee?

Yes No

If yes, what is the fee? _____

Is there transportation available from housing to work?

Yes No

If yes, what type of transportation?

Bus

subway

walking distance

your car

other _____

Brief description of your city and any features or attractions that might be of interest:

Do you have special preferences . . . skills, talents, experience? (Although we do our best to match interns with appropriate companies, we cannot guarantee interns will fulfill all preferences.)
