

PiPN (Pathways into Professional Needlearts) 2010 Host Company Application

**Please read, then complete the following information and return to Sherry Mulne
no later than November 7, 2009.**

By completing the application, host company agrees to abide by the PiPN guidelines and requirements.

Mail: 1337 Brookwood Place
Columbus, Ohio 43209

Fax: 614-237-2606

Email: bdirect@columbus.rr.com

Indicate the type of applicant you will accept:

- #1 PiPN Scholar only #2 Student Intern only #3 Apprentice
 #4 Either Scholar or student intern #5 Any

Please note: PiPN 2010 student opportunities and requirements have been modified. The program has been divided into three "Routes" — each offering a different pathway into our industry.

#1 PiPN Scholar: These students, who come from colleges all over the country, are enrolled in a PiPN Summer Scholar Program currently being offered at the University of Akron. As in the past, this program includes two segments, both held only in the summer. The first part is a 3 credit hour, hands on course in all the needlearts techniques, history and industry. The second is a separate 3 credit hour course consisting of the 8 weeklong, on-site internship with a host company. The first class is a pre-requisite for the internship at the University of Akron*.

Students participating in this program, receive a well-rounded view of the industry and a good working knowledge of the different needlearts techniques.

*We are currently exploring initiating the scholar program at other universities.

#2 Student Intern: Students from any college may now apply to be PiPN interns without being required to attend a hands-on course at any given college. These interns receive credits from and must follow the requirements as stated by their own colleges.

Students may or may not have knowledge of any or all the needlearts. These students may be available during other terms throughout the year.

#3 Apprentice: These applicants are not enrolled in a college or university. They may not currently have a professional needlearts business, but must be interested in acquiring the skills necessary to enter the industry as a professional.

These people are not responsible for answering to any college or university. They may also be available throughout the year.

Process:

- Host information will be posted on TNNA.org and distributed to interested parties.
- All interested persons will submit PiPN applications, resumes and statements of intent to PiPN Coordinator for review.
- Host companies will be contacted regarding appropriate candidates.
- Information will be forwarded as requested.
- The University of Akron professors, the student and the host company will make final decisions as to placement for the PiPN Summer Scholar Program.
- The applicant and host company will make final decisions as to other placements.
- Host may interview applicant(s).
- Final decisions will be submitted to PiPN Coordinator.
- PiPN Coordinator will notify applicants of acceptance.

Company information

Name _____ Company _____

Address _____ Phone _____

_____ Fax _____

Email _____ 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 or apprentice
 - Ensuring a complete experience
 - Developing any required intern “contract”*
 - 2 short evaluations at designated times during the internship*
 - Work schedules to be developed by intern and supervisor, with emphasis on flexibility
- * If you are accepting a PiPN Scholar, or an intern from another college, you may receive an internship package including an intern contract, as well as information pertaining to student projects and requirements.

• Brief description of company’s products and services:

Please **include pictures, press kits or other marketing materials.**

• Time and duration of placement:

Summer only Winter term Fall only Other _____

• Housing available? Yes No

If 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.)

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.

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

Summer stipend amount \$ _____

Weekly amount \$ _____

Hourly wage \$ _____ (____ hours/week)

• Is parking available near intern's housing? Yes No

If yes, is there a fee? Yes No

If yes, what is the fee? _____

• Is 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:

Intern/apprentice requirements

• Brief description of intern's/apprentice's roles, responsibilities and activities:

• Special preferences as to classes or experience in the following areas:

Accounting

Fashion Design

Business

Graphic Design

Internet

Marketing

Web site design

Merchandising

Web site maintenance

Textiles

Social media

Other _____

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