

The Fellowship Award PNSB

The Process:

- You should contact the company to find out your chances of doing an internship with them.
- If they agree, they must be willing to identify who will be your mentor (must be qualified to assess your internship, guide you through the program, teach you and evaluate your progress)
- Together you identify your internship position and responsibilities.*
- Work out your learning outcomes.*
- List activities you will engage in.*
- Expected number of hours to work.*

*Above four items should be clearly stated on a separate document and should be approved by having the document signed by the appropriate official of the prospective employer/employment.

Once both you and the employer have agreed on the above then you sign your application and ask the employer to sign as well before it comes to the PNSB for approval.

You can inform the employer that PNSB will be responsible for your stipend so they don't worry about compensating you financially.

In the meantime, you need to submit all the required documents. As far as traveling arrangements, we set the deadline for February 15th so that the Board has the time to review, approve and book airline tickets in time for the internship to begin in the summer.

Descriptions:

1. **What is a writing sample?**

Tell us about yourself, your major, why you have chosen the major, what you plan to do with it and how is it good for you and Palau.

2. **Who makes the arrangements with the company where the internship will take place?**

The student selects, contacts the company that he/she is interested in doing his/her internship at. The company and internship must be related to your field of study. There must be someone at the company who can directly monitor the intern.

3. **Letter of Reference.**

Preferably from your advisor stating that you would be a good candidate for an internship in the field you are in, etc.

4. **What is a graduation audit?**

Check with the Registrar's Office for the degree audit. A degree audit is something that the college does to audit your courses and determine how you are completing your graduation requirements? How close are you to fulfilling your grad requirements in your chosen field? IT MUST CONTAIN YOUR ESTIMATED GRADUATION DATE.

5. **How the audit differs from the transcript?** The transcript only shows what you have completed and your grades, etc. but does not identify exactly what is yet to be completed in order to actually obtain your degree.