

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 (Page 4 of the PFA Application) 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 travel arrangements, the deadline is April 1st which leaves us very little time to book your airline tickets. Please provide us your preferred dates of travel and point of embarkation so we can work on them as soon as we can once your application is approved.

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. Contact pnsbinternship@gmail.com if you need help.

3. Letter of Reference.

Preferably from your field of study 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.



Palau Fellowship Award

PO Box 1608, Koror, Republic of Palau 96940

Ph. (680) 488-3608; Fax. (680) 488-3602

EMAIL: scholarship680@gmail.com; WEB address: www.pnsb.org

Created by RPPL 8-43 and amended by RPPL 9-43, the Republic of Palau and the Palau National Scholarship Board sponsor internship programs throughout the year in the Republic of Palau. Internship applications are accepted twice a year depending on when you wish to complete your internship. Deadline dates: April 1st or November 1st of each year. Internships are available on a full-time basis.

All interns must submit a completed application package which includes:

- Υ A completed application form (includes Pg. 3-6)
- Υ 1 recent passport size photo
- Υ Official transcript
- Υ Copy of a valid Palau passport
- Υ Certified copy of a birth certificate if first time PNSB applicant
- Υ A copy of the applicant's degree audit or graduation audit that shows estimated graduation date
- Υ An approved internship plan signed by the employer (Pg. 4) or on other paper but in similar format
- Υ A brief letter of reference from your academic field advisor
- Υ A 1-2 page writing sample (Pg. 5) or you may use your own paper

Acceptance to the program will be based on

- Quality of proposed internship plan
- Qualified Employer or sponsor of internship
- Demonstrated interest in the field of study
- Excellence in school coursework
- Writing ability
- Timeliness of application
- Availability of funds

Palau Fellowship Award

Criteria & Conditions

Created by RPPL 8-43 (May 18, 2012) & amended by RPPL 9-43 (2/18/2015) and Pursuant to 22PNC§ 230, this internship program shall be known as the ***Fellowship Award*** to encourage Palauan students who study abroad to return to Palau and serve as leaders in our community or for other related purposes.

Criteria for Selection of Recipients

1. Priority of internship will focus on priority fields as identified in RPPL 9-37 which includes MEDICINE, LAW, ENGINEERING, EDUCATION & SPECIAL EDUCATION, AQUACULTURE, AGRICULTURE or other fields subject to availability of funding.
2. Provide official transcript. *(In order to be eligible for the scholarship, any student applying for the Fellowship Award must either have (A) maintained a cumulative GPA of not less than 3.0 or (B) have maintained a cumulative GPA of not less 2.5 and demonstrated high potential to be a future leader in the community, at the discretion of the Board).*
3. Must provide a completed Fellowship Award application form (Pages 3-6).
4. Provide an Employer Approved Internship Plan (Page4).
5. Provide Agency/Employer.
6. Agree to submit a final written report (at least 2 pages) at the end of the internship program.
7. Must have completed at least his/her junior standing in college. If a recent college graduate, internship must be awarded within 6 months of graduation.

Criteria for Employer

1. Offer internship related to field of study.
2. Provide a supervisor to directly monitor/oversee intern.
3. Provide an opportunity for intern to learn hands-on experience.
4. Hours of work required: 8 hours per day (Mon thru Fri)
5. Length of program required: minimum 8 weeks
6. Provide an opportunity for intern to be able to observe professionals in their particular career field in order to gain an understanding of the type of work the occupation involves.
7. Encourage interns to participate in staff meetings, attend presentations, and sit in on meetings with clients.
8. ROP Government or legitimate/licensed business or agency subject to approval by the Board.
9. Complete an assessment/evaluation of the intern.

Criteria for Plan

1. Plan must be related to field of study.
2. Must clearly identify goals/objectives and learning targets of internship program.
3. Include written tentative plan for future career employment.
4. Stipend will be paid at a flat rate of **\$400.00 biweekly**.

DEADLINE DATE: All forms and supporting documents must be submitted on or before **APRIL 1st** of each year immediately preceding the summer that the internship will be taken up OR **NOVEMBER 1st** for internships outside the summer months.

**Palau Fellowship Award
Application/Contract**

Palau National Scholarship Board

PO Box 1608, Koror, Republic of Palau 96940

Ph. (680) 488-3608; Fax. (680) 488-3602; EMAIL: scholarship680@gmail.com; WEB address: www.pnsb.org

NOTE: COMPLETE ALL SECTIONS LEGIBLY TO BE CONSIDERED (WHITE-OUTS MAY NOT BE ACCEPTED)

Student Name: _____ Social Security No.: _____

Address/Contact Info: _____ Phone: _____

Email: _____

Class Level/Status: ☐ Junior ☐ Senior ☐ Other _____

Are you on educational leave (for those employed in Palau)? ☐ Yes: Name agency/office _____ ☐ No

Major: _____ Minor: _____

College Name & Address: _____ Academic Advisor: _____

Airport to Embark From: _____ Preferred Dates for Travel: _____

Attach
1x1
Recent Headshot
Photo

Name of Organization where Internship will be: _____

Address/Phone of Organization: _____ (680) _____
PO Box Hamlet City State Zip Phone

Title of the Internship position you will be holding: _____

What is the nature of the internship? _____

Year of Internship for: _____ (Year) Dates of Internship (8wks required): from _____ to _____

No. of Internship hrs. per week (40hrs required): _____ TOTAL Internship hrs. for the whole prog.: _____

REQUIRED: Complete the following: Internship Plan (Pg.4), Writing Sample (Pg.5) & Contract (Pg.6)

Student Signature

Date: _____

Employer Signature

Date: _____

PNSB Chairperson Signature

Date: _____

INTERNSHIP PLAN

1. Internship Title & Description

Internship position & nature or description of internship

2. Learning Outcomes

List the specific learning outcomes for what you will learn as a result of this experience. (If you need additional paper, you may attach)

- 1.
- 2.
- 3.
- 4.
- 5.

3. Activities/Relationship

List internship program activities and describe how they will help you achieve your learning outcomes. (If you need additional paper, you may attach)

- 1.
- 2.
- 3.
- 4.
- 5.

4. Approval

Approval/Signatures:

Intern/Employee (Name & Signature)

Date

Employer (Name & Signature)

Title

Date

Writing Sample (1-2 pages)

Tell us about yourself. For instance, talk about your major, reason for choosing particular major, what you plan to do with it and how is it good for you and Palau. Also include your reason for choosing your internship site. (You may use additional paper if necessary)

INTERNSHIP CONTRACT SUPPLEMENT
(To be attached to and submitted with the Fellowship Award Application/Contract)

- 1) Briefly describe the internship position and what roles and responsibilities it will involve (see Pg 4).
- 2) List the specific **learning outcomes** for what you will learn as a result of this experience (see Pg 4).
- 3) List the **activities** that you will engage in during your internship that will help you achieve your learning outcomes. Include the expected number of hours or percentage of time spent for each type of activity (see Pg 4).
- 4) Describe the **relationship** of the internship activities to your learning outcomes. How will participating in those activities lead to your achieving your learning outcomes? (see Pg 4)
- 5) Agree to present at a student symposium hosted by PNSB.
- 6) Agree to complete **evaluation tasks**.
 - a) Your evaluation of yourself (*Self-Assessment of Professional Growth*).
 - b) Your evaluation of the internship experience (*First Month Activity Log for Internship; Second Month Activity Log for Internship; Final Evaluation of Internship Experience by Intern*)
 - c) Your on-site supervisor's evaluation of you and your work (*Evaluation of intern by on-site supervisor*).
- 7) Agree to submit a **FINAL REPORT** at the end of the internship program.
 - a) Minimum 2-page report with some photos of internship activities.
 - b) At least cover your learning outcomes and how the internship helped or failed to help you achieve your learning outcomes.
 - c) At least describe the activities you engaged in and its effects on you and your field of choice.
 - d) Overall summary/report on the whole internship experience for you as a young Palauan college student.
- 8) I understand that if this fellowship award program should be interrupted or discontinued for any reason, I may forfeit the remaining stipend and lose my return airline ticket. Furthermore, I may be liable to payback or reimburse the Palau National Scholarship Board for benefits I have received.

I agree to complete and submit these evaluation forms along with the written final report to receive the last payment of my internship stipend.

Signed: _____

Print & Sign

Date: _____