



PALAU PROTECTED AREAS NETWORK CAPACITY BUILDING SCHOLARSHIP APPLICATION PACKAGE



I. **The Palau Protected Areas Network Capacity Building Scholarship**

The Palau Protected Areas Network Fund welcomes citizens of the Republic of Palau to apply for the Protected Areas Network Capacity Building Scholarship Program. The objective of this scholarship program is to support individuals, who are interested or who are already involved in conservation efforts in Palau, achieve their career in conservation. There are two components to this scholarship program. Component A (Internship Scholarship) is aimed at supporting individuals integrate knowledge gained through their classroom learning into a professional work setting. Component B (Training Scholarship) is aimed at supporting individuals supplement the cost of their attendance to related capacity building or professional development trainings. Successful applicants are expected to contribute to Palau's efforts to effectively conserve 30% of near-shore marine and 20% of forest resources across Palau by 2020 and beyond.

II. **In order to apply for the Internship component, applicant must:**

1. Be a citizen of the Republic of Palau
2. Be a full-time student
3. Must have a grade point average of at least 2.5
4. Currently enrolled as a junior or senior in an accredited college or university.
5. Major in environmental/marine sciences; business administration; information technology is an advantage.
6. Must apply to work at PAN Office, PAN Fund, PCS, PICRC or any agency involved in conservation.

Step 1: Submit a complete Palau Fellowship Award Application/Contract form to the Palau National Scholarship Office including the following

- An official school transcripts(s).
- Copy of a valid Palau passports
- Certified copy of birth certification.
- A copy of the applicant's degree audit or graduation audit that shows estimated graduation date.
- An approved internship plan signed by the employer (P.4) or on other paper but in similar format.
- A brief letter of reference from you academic field advisor.
- A 1-2 page writing sample (Pg. 5) or you may use your own paper.

Deadline: April 01 or November 01 of each year.

Step 2: Screening of all application and selection criteria of successful applicants.

- Priority of this internship program is on agencies involved in conservation work.

- Acceptance to the program will be based on: quality of proposed internship plan; qualified employer or sponsor internship; demonstrated interest in the field of study, excellence in school coursework, writing ability, timeliness of application and availability of funds.
- Palau National Scholarship Office to initiate screening of all applications and make recommendations to the Palau Protected Areas Network Fund Board for final decision.

Step 3: Awarding of Scholarship

- Upon the approval of the Board of Directors and agreement stipend based on a flat rate of \$400.00 biweekly shall be paid directly to student intern. Stipend amount may increase subject to Board approval. However, airfare will be paid directly to selected airline following the travel policies and procedures for PAN Fund.

Step 4: Exit Report

- At the end of the internship program applicant shall submit a final written report (at least 2 pages) to share his/her experiences, challenges and continuing education plans.

III. In order to apply for the Training Scholarship component, applicant must:

1. Be a citizen of the Republic of Palau.
2. Be an employee of the Palau Protected Areas Network (PAN State, PAN Office, or PAN Fund)

Step 1: Submit a complete scholarship application form to PAN Fund that includes the following.

- Scholarship Application Form
- Certified copy of birth certification, passport, etc.
- Employment Verification
- Relevant information on the training
- Letter of verification from employer allowing for applicant's participation.

Note: There is no deadline to apply for training scholarship however, all application form must be received at least two-months before the actual training dates. This will allow ample for review and approval process.

Step 2: Screening of all application and selection of successful applicants.

- PAN Fund in collaboration with PAN Office will screen all applications and make recommendations to the PAN Fund Board of Directors for approval.

- If further follow up or documents are needed, the applicant must agree to cooperate and meeting all the deadline of submitting the requested documents to PAN Fund.
- If the applicant fails to submit requested documents within the specified time her/his application will be removed from the screening selection.

Step 3: Awarding of Training Scholarship

- Training scholarships will be awarded on a case by case basis. Maximum amount will not exceed \$5,000. Parts or all funds may be disbursed directly to organization providing the training.

IV. Forms & Contact Information

The application forms to be completed for both internship and training scholarships can be found on the following pages of this package. Please make sure to select the right type of scholarship you wish to apply for and associated of application form.

For the Palau Fellowship Award send application to:

Palau National Scholarship Office
P.O. Box 1608
Email: pnsb@palaunet.com

For the Training Scholarship send application to:

Regis Emesiochel
General Manager
Protected Areas Network Fund
Email: remesiochel@palaupanfund.org



Palau Fellowship Award

PO Box 1608, Koror, Republic of Palau 96940
Ph. (680) 488-3608; Fax. (680) 488-3602
EMAIL: pnsb@palaunet.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:

- A completed application form (includes Pg. 3-6)
- Official transcript
- Copy of a valid Palau passport
- Certified copy of a birth certificate if first time PNSB applicant
- A copy of the applicant's degree audit or graduation audit that shows estimated graduation date
- An approved internship plan signed by the employer (Pg. 4) or on other paper but in similar format
- A brief letter of reference from your academic field advisor
- 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: pnsb@palaunet.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: _____ Email: _____ Phone: _____

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: _____

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: _____

Training Scholarship Application Form
 Please complete all parts of this form.

Name of Applicant:	
Date of Birth:	Gender:
Citizenship:	Employer: (name of state)
Position Title:	Address of Applicant:
Phone:	Email:
Provide Title of Training:	
Please state why you wish to be considered for the PAN Training Scholarship Program?	
Describe how your attendance to this training will help you and your program?	
Please initial box below:	<i>Certification</i>
<input type="text"/>	<i>I certify that the information provided are true and accurate.</i>
Your signature:	Date: