

The Community Engagement Fellowship UNDERGRADUATE STUDENT APPLICATION FORM (2016 – 2017)

The Community Engagement Fellowship is a one-year program for City College undergraduates who wish to design and carry out a project that addresses community needs in a sustainable way. Community Engagement projects are entrepreneurial efforts carried out by some of CCNY's most ambitious and dedicated student leaders. Accepted Community Engagement Fellows implement these projects by engaging with partnering organizations, teams of students they recruit to work with, people they serve, and the broader City College community. Fellows are supported through bi-weekly non-credit bearing seminars (attended every other week), resources from the Colin Powell School, and scholarship support of \$5000.

Student-Initiated Projects

The most important responsibility for any Community Engagement Fellow over the course of the year is to the project, the partnering organization, the team of students they recruit to work with, and, of course, the people they serve. Each Community Engagement Fellow measures success in different ways. At the Office of Student Success, we focus on the long-term sustainability of the project, the ability of our fellows to exercise leadership on campus and galvanize support, and the extent to which proposed activities are carried out.

Reporting Requirements

The Fellowship has two major reporting requirements in addition to smaller assignments throughout the year. First, each Community Engagement Fellow submits a monthly action plan that describes the activities of the month ahead. Second, fellows submit major reports on the goals, process, and progress of their project which are due at the beginning, middle, and end of the year.

Office Hours

Community Engagement Fellows are required to keep two office hours per week, during which time they must be working on their project. These hours could be devoted to team meetings, report writing, or tasks related to carrying out the activities of the project. Each fellow has an assigned space, which can be used for this work, for small meetings, and for storing materials.

Bi-weekly Seminars and Orientation

Twice a month, Community Engagement Fellows meet to discuss topics to help guide respective projects. Topics include goal setting, volunteer recruitment, community organizing, assessment, and managing a team. Throughout this work, students develop skills in leadership and collaborating with various partners throughout the campus, college, and surrounding community. Sessions are collaborative in nature, and ask fellows to share their experiences with each other. Bi-weekly seminars are held on **Fridays, 2:00-3:30pm**. Fellows must reserve this time and cannot have other commitments or scheduling conflicts in this period. At the beginning of the academic year, fellows participate in a mandatory three-day orientation during the week prior to the first day of classes.

Applications and Deadlines

Completed applications must include: **an application form, a personal statement, a resume, a project plan and a transcript. Completed applications are due Tuesday, March 1, 2016 by 4:00PM.** If your application is missing any of the required materials it will be marked incomplete, and we will not be able to proceed with our review.

Applications must be submitted **BOTH** digitally and in hard copy. Pay careful attention to the instructions on the following page. Orientation will take place the week before classes begin and participation is **mandatory**.

Both citizens and noncitizens are encouraged to apply. For further information, please contact Ellen Murray, Program Director of Scholarships, at emurray@ccny.cuny.edu and 212.650.7344. For more information about the Colin Powell fellowships, please visit the School's website:

<http://www.ccnycuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

The Community Engagement Fellowship APPLICATION FORM: INSTRUCTIONS

Please fill in the fields below. Include this page with your application.

First Name:

Last Name:

Email Address:

Phone Number:

Major (or likely major, if undecided):

Total credits (as of December 2015):

Anticipated date of graduation:

Current GPA (as of December 2015):

Are you a transfer student:

Yes

No

How did you hear about the fellowship?

Student/Professor/Staff member

Class visit

Information session

Other

Programs in which you are **currently participating** (mark as many as apply):

Mellon Mays

Skadden, Arps

City College Fellowship

Sophie Davis

Macaulay Honors College

City College Honors Program

Other:

Programs to which you are **applying** (mark as many as apply):

Mellon Mays

Skadden, Arps

City College Fellowship

Other:

HOW TO SUBMIT

All applications must be submitted **BOTH** online and in hard copy. Paper applications should be submitted fellowship staff in the Office of Student Success, **Shepard Hall, Suite 550 by 4:00PM, Tuesday, March 1, 2016.**

Digital copies of the application should be uploaded **by 4:00PM, Tuesday, March 1, 2016** using the City College Scholarship Application Portal.

CURRENT CCNY STUDENTS: https://ccny.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpld=521

TRANSFER STUDENTS: <https://cunyccny.askadmissions.net/Vip/Default.aspx>

Once you have logged in, you will be taken to the **“Applicant Home”** page. Click **“Start Application”** in the **“Current Details”** box.

Follow the instructions on the **“Application Information”** page. You **must complete page 2 AND page 12.**

Once you submit you will be unable to apply for any additional scholarships. Applicants will receive notification regarding their application by the end of March.

The Community Engagement Fellowship APPLICATION FORM: RESUME AND PERSONAL STATEMENT

You are required to submit **your resume**, **one** personal statement and **a project plan**, responding to the questions below and on the next page. Your essays should be typed, single-spaced in Times New Roman (or similar) font. Type your name at the top of each essay page. Please use the included pages to type your essays.

Resume (should not exceed one page):

Please submit your most recent resume.

Personal Statement (250 words or less):

Please state your scholarly interests and experiences at CCNY and any career goals as they relate to public service and the issue of your Community Engagement Project.

Full Name:	

The Community Engagement Fellowship APPLICATION FORM: PROJECT PLAN

Project Title: [Click here to enter text.](#)

Community Partner Organization Name: [Click here to enter text.](#)

Community Partner Contact Name: [Click here to enter text.](#)

Community Partner Contact Email: [Click here to enter text.](#)

Community Partner Contact Phone: [Click here to enter text.](#)

Project Essay

Please submit a four- to five-page (single-spaced) statement in the space provided that explains the proposed project and includes the following areas. Please format your project plan with appropriate headings and subheadings.

- a) **Project Focus:** Describe the external community that the project will serve (e.g. low income families, the elderly, the homeless, etc.) and the problem that the project will address (e.g. illiteracy, hunger, the environment, etc.).
- b) **Past Experience and Reason for Focus:** Please explain why this community or problem is important to you and list any past work you've done in this area. Additionally, explain how this issue or population connects to your studies or future career plans.
- c) **Partnerships:** Discuss the partnership(s) you will create with community organizations, campus groups, and the City College community. *You must plan to partner with at least one community-based organization or community leader.
- d) **Goals & Activities** (dedicate one to two pages to section (d.)) Community Engagement Fellowship projects must include both education and action components. Education includes educating and raising awareness about the issue you are addressing. Action includes the direct services you might undertake to address the issue. Describe your goals and activities in each area.

Education and Awareness-Raising

- I. By the end of the year, what do you hope to teach the CCNY community?
- II. What resources/sources of information will you use to inform yourself and others about your issue?
- III. What activities will you undertake to inform the CCNY community about the issue(s) your project addresses? Discuss education and examples of activities you will conduct to raise awareness on campus and/or in the local community.

Action and Direct Service

- I. By the end of the year, what will your actions have accomplished at City College or in the surrounding New York City community as a result of your project?
- II. What direct service work will you and others do through your project? Your activities should address the root causes and/or symptoms of the issue you are focused on. These activities should respond to needs identified by your community partner.
- III. How will you recruit other students or groups to get involved?

Plan to Sustain Your Project in the Future

- I. What might your efforts look like one and five years from now?
- II. What will you do to ensure that the partnership with your community organization will continue?
- III. How will you recruit, mentor and support community members and/or CCNY students to take over the project so that it continues to operate in the future?
- IV. What are the challenges you foresee in making this project sustainable?

- e) **Timeline:** Please include a specific timeline for your for service, activities, events, and action you will take throughout the year. Activities should encompass both education/awareness raising aspects as well as action and direct service.
- f) **Personal Strengths:** What personal strengths and qualities will assist you in making this project successful this year and in the future?

The Community Engagement Fellowship
APPLICATION FORM: PROJECT PLAN

Full Name:	

The Community Engagement Fellowship
APPLICATION FORM: PROJECT PLAN (CONTINUED)

Full Name:	

The Community Engagement Fellowship
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Full Name:	

The Community Engagement Fellowship
APPLICATION FORM: PROJECT PLAN (CONTINUED)

Full Name:	

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APPLICATION FORM: PROJECT PLAN (CONTINUED)

Full Name:	

The Community Engagement Fellowship
APPLICATION FORM: PROJECT PLAN (CONTINUED)

Full Name:	

The Community Engagement Fellowship APPLICATION FORM: LETTERS OF RECOMMENDATION

You are required to submit **two** letters of recommendation. At least one letter should come from a professor who knows you well. The second letter can be written by another member of the faculty or someone who knows you in a different capacity (e.g. a work or volunteer supervisor, high school guidance counselor or teacher, etc.). **Letters should be submitted in sealed envelopes with your application, and the recommender should sign across the seal of the recommendation envelope.** You do **NOT** need to upload the letters online.

You should provide your recommendation writers with a recommendation form (pages 6 and 7 of this application). We strongly suggest that you provide each recommender with the first page of this application, a copy of each of the essays you are submitting, and a copy of your resume. This will ensure that your recommender is well informed about the nature of the program, as well as your interests, accomplishments, and goals.

Recommendation Letter 1

Name of recommender:

Title:

Email address:

Relationship to applicant:

Recommendation Letter 2

Name of recommender:

Title:

Email address:

Relationship to applicant:

The Community Engagement Fellowship APPLICATION FORM: RECOMMENDATION FORM

Name of Applicant:

Email Address of Applicant:

I waive my right to view this letter:

Applicant's Signature

Dear Colleague:

The abovementioned student is an applicant for the Community Engagement Fellowship at the City College of New York (CCNY). The Community Engagement Fellowship is an intensive program for CCNY undergraduate and graduate students from all academic majors and programs. Through the fellowship, students are asked to design and carry out a project that addresses community needs in a sustainable way. Community Engagement projects are entrepreneurial efforts carried out by some of CCNY's most ambitious and dedicated student leaders.

In making decisions among applicants, the selection committee carefully considers each candidate's intellectual promise, leadership potential and commitment to public service. Your candid assessment of this student is an important part of our evaluation process.

On a separate page, please comment on the candidate in light of these criteria. **Submit your letter to the candidate in a signed, sealed envelope.** Completed applications are due **Tuesday, March 1, 2016 by 4:00pm.**

For further information, please contact Ellen Murray, Program Director of Scholarships at emurray@ccny.cuny.edu or 212.650.7344. For more information about the Colin Powell fellowships, visit the School's website: <http://www.ccnycuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

The Community Engagement Fellowship APPLICATION FORM: RECOMMENDATION FORM

Name of Applicant:

Email Address of Applicant:

I waive my right to view this letter:

Applicant's Signature

Dear Colleague:

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The Community Engagement Fellowship APPLICATION FORM: TRANSCRIPT AND CHECKLIST

Your current transcript is an important part of your completed application. Your signature on this form authorizes the Colin Powell School's Office of Student Success to access your CCNY transcript for our review. If you do not sign this form, your application will be marked incomplete, and we will not be able to proceed with our review of your application.

If you are a transfer student, please submit a transcript(s) from all other undergraduate institutions at which you have studied. Transcripts must be submitted in hard copy to fellowship staff in the Office of Student Success located in Shepard Hall, Suite 550.

I authorize the fellowship staff to access and review my current CCNY transcript for the purposes of evaluating my candidacy for the Colin Powell Fellowship in Leadership and Public Service.

Student Signature

Date

APPLICATION CHECKLIST

You are responsible for submitting your completed application to the Office of Student Success offices in Shepard Hall, Suite 550, no later than **4:00pm on Tuesday, March 1, 2016**. Please be sure that all materials you submit are **single-sided**. **Do NOT staple any parts of your application. Please submit your application in a manila envelope labeled with the fellowship you are applying to.**

Remember – you must submit your application both online and in hard copy. A completed application includes the following items:

PAPER:

- Completed *Instructions* page
- One personal statement and one complete project plan, *no staples*
- Resume
- Two letters of recommendation, in signed, sealed envelopes
- Transcript form signature (or transcripts for transfer students)

DIGITAL:

- Completed *Instructions* page
- One personal statement and one complete project plan
- Transcript form signature