

## The Partners for Change Fellowship UNDERGRADUATE APPLICATION FORM (2016 – 2017)

The Partners for Change Fellowship is designed for high achieving CCNY students, of any discipline or major, who have a specific interest in the fellowship's focus areas (**college access and success, health justice, and human rights**). Partners for Change Fellows work to build the capacity of community partners tackling some of New York's most pressing challenges. The program provides CCNY students with hands-on learning opportunities and the chance to work closely with advocates and service providers to execute high-impact service projects, conduct research, and raise awareness about these critical issues.

### *Leaders-in-Residence*

Leaders-in-Residence are experienced, mid-career professionals in their respective fields and are exemplary public and non-profit sector leaders. They were selected for their abilities to provide unique and hands-on learning experiences through the development and implementation of research projects that support the work of organizations in the field. One leader-in-residence is selected for each focus area. You will work closely with the leader-in-residence, both in and out of seminar, as s/he guides you through an applied research project in your focus area.

### *Internship Requirements*

In the first weeks of the program, fellows are matched to internship sites in their focus areas. Organizations that host Partners for Change Fellows are carefully selected by fellowship staff to ensure that they are willing and able to provide adequate supervision, mentoring, and a meaningful, professional experience. They are committed and excited about working with Partners for Change Fellows, and they share our enthusiasm for the important roles that college students play in organizational life. The internship requirement allows fellows to experience up front how community organizations respond to and deal with persistent public challenges. Fellows are required to complete, at a minimum, 150 hours of service at their assigned internship sites over the course of the fall semester.

### *Research Projects*

Together as a team, Partners for Change Fellows work with their assigned Leaders-in-Residence on research projects over the course of the year. The nature of the project varies from year to year, but all of the projects have similar aims: to address a specific community challenge in collaboration with a local organization in the field.

### *Seminars*

Partners for Change Fellows participate in a weekly seminar that serves as a space to collaborate on research projects and receive feedback from Leaders-in-Residence, and reflect on experiences at their service sites in monthly joint seminars. **Seminars are held on Wednesdays from 6:00 - 7:30pm. Attendance is mandatory.**

### *Applications and Deadlines*

Completed applications must include: **an application form, a personal statement, two essays, two letters of recommendation, a resume, 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 to Shepard Hall, Suite 550. Pay careful attention to the instructions on the following page. Orientation will take place the week before fall semester classes begin and participation is **mandatory**.

**Both citizens and noncitizens are encouraged to apply.** For further information, please contact Ellen Murray, Program Director, at [emurray@ccny.cuny.edu](mailto:emurray@ccny.cuny.edu) or 212.650.7344. For more information about the Colin Powell School's fellowships, please visit the school's website:

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

## The Partners for Change Fellowship APPLICATION FORM: INSTRUCTIONS

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

Applying to become:  College Access and Success Fellow  Health Justice Fellow  Human Rights Fellow

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](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 Partners for Change Fellowship

### APPLICATION FORM: RESUME, PERSONAL STATEMENT, AND ESSAYS

You are required to submit **your resume** (should not exceed one page), **one** personal statement, and **two** essays responding to the questions below. Your essays should be typed 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 policy and/or public service.

#### Essay 1 (750 words or less):

Describe a successful leader in the field for which you are applying (**college access and success, health justice, or human rights**) that you know and admire (i.e. a person in your own community, your family, or a well-known public figure). Discuss the characteristics and qualities that make him or her an effective leader. Talk about how he or she has applied these characteristics in addressing a specific leadership challenge.

#### Essay 2 (750 words or less):

Address **ONE** of the following:

1. Describe a service or volunteer project (in **college access and success, health justice, or human rights**) in which you have participated. Include details about the organization for which you worked and/or the service you provided to the community. In your view, what were the root causes of the problem that you were trying to address (i.e. why was there a need for your service in the community)? What recommendations would you provide to the organization, the community, or to public officials to address the problem?

OR

2. Describe an issue or problem in the field for which you are applying (**college access and success, health justice, or human rights**). Talk about why you think the problem exists and what kinds of solutions you might recommend to policy makers or service providers to address the problem.

The Partners for Change Fellowship  
APPLICATION FORM: PERSONAL STATEMENT

Full Name:

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The Partners for Change Fellowship  
APPLICATION FORM: ESSAY 1

Full Name:

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The Partners for Change Fellowship  
APPLICATION FORM: ESSAY 2

Full Name:

Full Name:	

## The Partners for Change 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 below. 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 Partners for Change Fellowship  
APPLICATION FORM: RECOMMENDATION FORM

Name of Applicant:

Email Address of Applicant:

I waive my right to view this letter:

Applicant's Signature

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Dear Colleague:

The abovementioned student is an applicant for the Partners for Change Fellowship at the City College of New York (CCNY). The Partners for Change Fellowship is an intensive one-year program for City College of New York undergraduate students who are interested in issues of **college access and success, health justice, or human rights**. Through the fellowship, students commit to a 150 hour internship supporting a local non-profit organization, conduct research relevant to the field, and participate in a weekly seminar to discuss issues in the focus areas and reflect on their ongoing internship experiences.

In making decisions about applicants, the selection committee carefully considers each candidate's commitment to service in **college access and success, health justice, or human rights**, intellectual promise, leadership potential, and ability to work on a team. 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: [emurray@ccny.cuny.edu](mailto:emurray@ccny.cuny.edu) or 212.650.7344. For more information about the fellowships, visit the school's website: <http://www.ccny.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>



## The Partners for Change Fellowship APPLICATION FORM: RECOMMENDATION FORM

Name of Applicant:

Email Address of Applicant:

I waive my right to view this letter:

Applicant's Signature

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Dear Colleague:

The abovementioned student is an applicant for the Partners for Change Fellowship at the City College of New York (CCNY). The Partners for Change Fellowship is an intensive one-year program for City College of New York undergraduate students who are interested in issues of **college access and success, health justice, or human rights**. Through the fellowship, students commit to a 150 hour internship supporting a local nonprofit organization, conduct research relevant to the field, and participate in a weekly seminar to discuss issues in the focus areas and reflect on their ongoing internship experiences.

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## The Partners for Change 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.**

- 1) Please be sure that all materials you submit are single-sided.
- 2) Do NOT staple any parts of your application.
- 3) 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 two essays, single-sided, *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 two essays
- Transcript form signature