

The Colin Powell Fellowship in Leadership and Public Service UNDERGRADUATE STUDENT APPLICATION FORM (2016 – 2018)

The Colin Powell Fellowship in Leadership and Public Service is an intensive, multifaceted program for undergraduate students. The experience is designed to prepare fellows for lives in public service and active citizenship and to enable them to apply their skills to issues of public concern. Students accepted into the fellowship acquire a broad knowledge of political institutions and the policy-making process and learn about public service careers and opportunities. Fellows also explore leadership development and methods for creating social change.

Support

The fellowship provides substantial scholarship support (between **\$10,000 and \$12,000** annually) for two years (assuming students remain in good standing). The fellowship also provides a stipend to support students who participate in a public service-related summer internship.

Program

Seminar

Undergraduate Powell Fellows participate in a weekly seminar for two full academic years. The seminar serves as a broad introduction to the program's key themes: leadership, public service, and teamwork. Through the seminar, students explore the concept of public service, foundations of the policymaking process, the emergence of philanthropic and non-profit organizations, traditions of American volunteerism, and the possibilities for future careers in public service. Students also identify, in themselves and in others, the markers of successful leadership and teamwork. **Seminars are held on Tuesdays from 5:30pm to 7:00pm and participation is mandatory.** Students earn **three academic credits** per year and should expect to commit between eight and ten hours per week on seminars, research, service, and additional programming.

Summer Internship

All undergraduate fellows participate in a summer internship between their first and second year. During the academic year, fellows and Office of Student Success staff share in the responsibility of finding appropriate internships in the fellow's field of interest. Ideally, the internship serves as a bridge between each fellow's academic interests, career interests, and the learning goals of the Powell Fellowship. Fellows who participate in full-time, unpaid internships in a non-profit or government agency, for a period of 8-12 weeks, receive funding for their summer work.

Professional Development

The Office of Student Success provides substantial resources for professional development for all fellows. All first year fellows will participate in a rigorous process that supports the summer internship. This process includes workshops on resume writing, interviewing and job searches; one-on-one advisement with fellowship staff; and mid-summer reviews during the internship. These and other services are provided for current fellows in all programs, as well as program alumni.

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. Pay careful attention to the instructions on the following pages. 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, at: emurray@ccny.cuny.edu or 212.650.7344. For more information about the Colin Powell Fellowships, visit the School's website: <http://www.ccny.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

The Colin Powell Fellowship in Leadership and Public Service 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://cunycny.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 Colin Powell Fellowship in Leadership and Public Service APPLICATION FORM: RESUME, PERSONAL STATEMENT AND ESSAYS

You are required to submit **your resume**, **one** personal statement and **two** essays, responding to the questions below. Your essays should be typed, double-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 policy and/or public service.

Essay 1 (750 words or less):

Describe a successful leader you know and admire (e.g. 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 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 facing the world about which you feel passionately. 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 Colin Powell Fellowship in Leadership and Public Service
APPLICATION FORM: PERSONAL STATEMENT

Full Name:	

The Colin Powell Fellowship in Leadership and Public Service
APPLICATION FORM: ESSAY 1

Full Name:

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The Colin Powell Program in Leadership and Public Service
APPLICATION FORM: ESSAY 2

Full Name:

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The Colin Powell Fellowship in Leadership and Public Service 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 Colin Powell Program in Leadership and Public Service 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 Colin Powell Fellowship in Leadership and Public Service at the City College of New York (CCNY). The Powell Fellowship is an intensive program for CCNY undergraduate and graduate students from all academic majors and programs. Through the fellowship, students are encouraged to explore the ways in which their academic interests are relevant to public efforts that aim to address society's most urgent challenges. Students accepted into the program acquire a broad knowledge of political institutions and the policy-making process and learn about public service careers and opportunities. Fellows also explore leadership development and alternative models and methods for creating political and social change.

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 at emurray@ccny.cuny.edu or 212.650.7344. For more information about the Colin Powell fellowship's, visit the School's website: <http://www.ccnycuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

The Colin Powell Program in Leadership and Public Service 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 Colin Powell Program in Leadership and Public Service at the City College of New York (CCNY). The Powell Fellowship is an intensive program for CCNY undergraduate and graduate students from all academic majors and programs. Through the fellowship, students are encouraged to explore the ways in which their academic interests are relevant to public efforts that aim to address society's most urgent challenges. Students accepted into the program acquire a broad knowledge of political institutions and the policy-making process and learn about public service careers and opportunities. Fellows also explore leadership development and alternative models and methods for creating political and social change.

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The Colin Powell Fellowship in Leadership and Public Service 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