

## **The Colin Powell Program in Leadership and Public Service GRADUATE STUDENT APPLICATION FORM (2016 - 2017)**

Each year, the Office of Student Success at the Colin Powell School for Civic and Global Leadership selects up to five graduate students to participate in the Colin Powell Program in Leadership and Public Service for a one-year period. Graduate students are encouraged to explore ways in which their developing academic expertise can be used to address urgent public problems in underserved communities. Fellows work with a faculty or community sponsor to develop a thoughtful project that is of public consequence. In addition, fellows attend seminars that meet regularly throughout the year, attend special events, and have opportunities to hear from distinguished public figures.

### ***Sponsorship***

Prior to applying for the fellowship, students must secure a sponsor, identify a specific project topic, and work in conjunction with their sponsor to create a realistic and thoughtful work plan for the year. Sponsors may be a faculty member at City College, a faculty member at The CUNY Graduate Center, or a professional in a leadership role at a community organization. If the project is already underway, a clear description of the roles and responsibilities to be carried out by the applicant should be included. In addition, sponsors should work in conjunction with the candidate to demonstrate that their project is in compliance with Institutional Review Board (IRB) protocol and procedures.

Sponsors must be willing to supervise the graduate fellow's work throughout the year and provide guidance and suggest relevant resources or skill building tools as necessary. Sponsors may not offer support for more than one applicant per academic year.

### ***Project***

Fellows may decide, in conjunction with their sponsor, to pursue a project of their own creation, or assist their sponsor in an ongoing, established research project. Students can choose to design and execute an independent study of a particular social phenomenon, serve in a research associate capacity for a community-based organization, or carry out predetermined responsibilities for a faculty-sponsored project already underway. All projects must address an urgent public problem impacting an underserved community.

### ***Eligibility***

- Applicants must be students in good standing who are enrolled in one of the seven social science graduate programs offered through the Colin Powell School for Civic and Global Leadership at City College. (Masters programs in Economics, International Relations, General Psychology, Mental Health Counseling, Public Service Management, Sociology, and the PhD in Psychology at City College offered through the CUNY Graduate Center)
- Applicants must have a minimum of one full academic year left in their graduate studies at the beginning of the fellowship term and must enroll in a minimum of six credits per semester during the length of the fellowship.

### ***Selection Criteria***

The fellowship selection committee will rank and select graduate fellows based on the following criteria:

- The nature of the project and the feasibility of its completion by the applicant within the term of the one-year fellowship
- Demonstrated need of the project, or the project's demonstrated need of the specific responsibilities to be carried out by the applicant
- The potential impact of the project on underserved communities
- The commitment and ability of the community and faculty sponsor to supervise the applicant's work
- The project follows IRB protocol and compliance, and actions have been taken to secure approval and/or exemption for the project.

### ***Seminars***

This year-long, monthly seminar is designed as a series of workshops and discussions to provide graduate fellows with the time and space to engage in independent, purposeful, and meaningful study of a topic that ultimately pushes them towards a long-term post-graduation goal. Over the course of the academic year, students will be asked to think deeply about the kinds of issues, questions, skills or areas of knowledge that are important to their work, and to simultaneously develop a systematic process for learning about that issue, question, skill or area of knowledge. At the end of the year, graduate fellows will be asked to produce a final paper and deliver a formal, in-depth presentation that outlines their yearlong sponsored project, what they've learned, and the ways in which the experience might contribute to a public issue impacting underserved communities. To that end, graduate fellows spend the year developing an expertise that they can ultimately share with others. Seminar times and dates will be determined by the group at the beginning of the fall semester.

### ***Funding***

Fellows receive a \$15,000 scholarship for the one-year period to support their efforts and participation in the program.

### ***Applications and Deadlines***

Completed applications must include: **an application form, one essay, one letter of support from a faculty or community sponsor, one letter of recommendation, a resume and a transcript.** **Completed applications are due Friday, April 1<sup>st</sup>, 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 of your application.

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 Michael Busch, Associate Director of the Office of Student Success, at [michaelbusch@gmail.com](mailto:michaelbusch@gmail.com) or 212-650-5239. For more information about Colin Powell Fellowships, visit the school's website: <http://www.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

## The Colin Powell Program 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:

Department

Total credits (as of December 2015):

Anticipated date of graduation:

Current GPA (as of December 2015):

### HOW TO SUBMIT

All applications must be submitted **BOTH** online and in hard copy. Paper applications should be submitted to the Office of Student Success, **Shepard Hall, RM 550 by 4:00PM, Friday, April 1, 2016**

Digital copies of the application should be uploaded by **4:00PM, Friday, April 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://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.

**Please be aware, the application online will be titled “The New York Life Endowment for Emerging African American Leaders Fellowship”.**

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

### RESUME

Please include a copy of your most recent resume with your paper application. Resumes should not exceed **one-page**.

## The Colin Powell Graduate Program in Leadership and Public Service APPLICATION FORM: PROJECT PROPOSAL

Please type your answer in the box provided. Should you need more space, please refer to pages 5-6 and in the application to fit your project proposal.

### **Project Proposal (1000 - 1500 words):**

Please describe the project you hope to complete during the course of the fellowship. In the proposal, please be sure to:

- Indicate whether your sponsor is a faculty member or a community organization
- Indicate whether the project is part of established, ongoing research or newly created.
- Provide a clearly argued rationale for why you have chosen to pursue the project, and how it might serve to further the conversation on a pressing public issue and/or impact an underserved community.
- Provide a draft outline of your proposed work plan, including discussion of deliverables and outcomes.

Full Name:	

The Colin Powell Graduate Program in Leadership and Public Service  
APPLICATION FORM: PROJECT PROPOSAL  
Continued

Full Name:	

The Colin Powell Graduate Program in Leadership and Public Service  
APPLICATION FORM: PROJECT PROPOSAL  
Continued

Full Name:	

## The Colin Powell Graduate Program in Leadership and Public Service APPLICATION FORM: SPONSORSHIP LETTER OF SUPPORT

You are required to submit **one** letter of support from a sponsor. Sponsors may be a faculty member at City College, a faculty member at the CUNY Graduate Center, or a professional in a leadership role at a community organization. Sponsors must be willing to supervise your work throughout the year and provide guidance as needed.

Prior to applying for the fellowship, students must create a realistic and thoughtful work plan for their project, detailing goals and outcomes for their project and review it with their sponsor. You should provide your sponsor with the sponsor form (page 8 of this application).

The letter of support should be submitted with your hard copy application. You do **NOT** need to upload the letter of support online.

Name of sponsor:

Title/Affiliation/Organization:

Email address:

Relationship to applicant:

## The Colin Powell Graduate Program in Leadership and Public Service APPLICATION FORM: RECOMMENDATION LETTER

You are required to submit **one** recommendation letter. The letter should come from a professor or community leader who knows you well. **However, this letter of recommendation CANNOT come from the same person writing the sponsorship letter of support. The letter should be submitted in a sealed envelope 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 recommender with the recommender form (page 9 of this application). We strongly suggest that you provide your recommender with the first and second page of this application, a copy of your project proposal, 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.

Name of recommender:

Title:

Email address:

Relationship to applicant:

## The Colin Powell Graduate Program in Leadership and Public Service APPLICATION FORM: SPONSOR 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 Graduate Powell Fellowship is an intensive program for CCNY graduate students from all academic majors and programs. Fellows in the program will complete a project over the course of the year that addresses a pressing issue of public concern or impacts an underserved community.

In order for a student to be accepted into the program, they must secure sponsorship for their projects. Sponsors may be a faculty member at City College, a faculty member at the CUNY Graduate Center, or a professional in a leadership role at a community organization.

As a sponsor for a Colin Powell Graduate fellow, you commit to supervising the work of the graduate student and assessing their progress over the course of the academic year. Sponsors will commit to providing guidance as necessary.

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 **Friday, April 1, 2016 by 4:00pm.**

For further information, please contact Michael Busch, Associate Director of the Office of Student Success, at [michaelkbusch@gmail.com](mailto:michaelkbusch@gmail.com) or 212-650-5239. 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 Graduate 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.

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 **Friday, April 1, 2016 by 4:00pm.**

For further information, please contact Michael Busch, Associate Director of the Office of Student Success, at [michaelkbusch@gmail.com](mailto:michaelkbusch@gmail.com) or 212-650-5239. 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 Graduate Program 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 Office of Student Success of the Colin Powell School for Civic and Global Leadership 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 coming from another undergraduate institution, please submit a transcript(s) from all other undergraduate institutions at which you have studied. Transcripts must be submitted in hard copy to the Office of Student Success, Shepard Hall RM 550.

*I authorize staff at the Office of Student Success at the Colin Powell School for Civic and Global Leadership to access and review my current CCNY transcript for the purposes of evaluating my candidacy for the Colin Powell Program 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 Friday, April 1, 2016.**

- 1) Please be sure that all materials you submit are single-sided.
- 2) Do NOT staple any parts of your application.
- 3) 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
- Project, single-sided, *no staples*
- Resume
- Sponsor Letter of Support
- Recommendation Letter
- Transcript form signature (or transcripts for students from other institutions)

#### DIGITAL:

- Completed *Instructions* page
- Project Proposal
- Transcript form signature