The Partners for Change Fellowship
UNDERGRADUATE APPLICATION FORM (2018 – 2019)

The Partners for Change Fellowship is designed for high achieving CCNY students, of any discipline or major, who have a specific interest in learning directly from a professional in the field about current trends and issues, and implement public policy at a grassroots level. 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. Past topics have included immigrant and refugee rights, criminal justice reform, economic justice, health justice as well as college access and success.

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. This breaks down to roughly 10-12 hours per week from September through December.

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. Fellows can expect to spend 2-4 hours per week completing assignments in preparation for their research projects.

Seminars
Partners for Change Fellows participate in a weekly seminar that serves as a space to collaborate on research projects, receive feedback from seminar instructors, and reflect on experiences at their service sites in monthly joint seminars. Seminar readings and assignments will require roughly 3 hours of prep time per week. **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 Friday, March 2, 2018 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 Akasha Solis, Program Director, at asolis@ccny.cuny.edu or 212.650.5293. For more information about the Colin Powell School's fellowships, please visit the school’s website: [http://www.ccny.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm](http://www.ccny.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.

First Name: Click here to edit.  Last Name: Click here to edit.

Email Address: Click here to edit.  Phone Number: Click here to edit.

Major (or likely major, if undecided): Click here to edit.

Total credits (as of December 2017): Click here to edit.  Anticipated date of graduation: Click here to edit.

Current GPA (as of December 2017): Click here to edit.  Are you a transfer student: ☐ Yes ☐ No

How did you hear about the fellowship?
☐ Student/Professor/Staff member ☐ Class visit ☐ Information session
☐ Other  Click here to edit.

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: Click here to edit.

Programs to which you are applying (mark as many as apply):
☐ Mellon Mays  ☐ Skadden, Arps  ☐ City College Fellowship
☐ Other:  Click here to edit.

HOW TO SUBMIT
All applications must be submitted BOTH online and in hard copy. Paper applications should be submitted to Akasha Solis, Program Director, Office of Fellowships, Shepard Hall, Suite 550 by 4:00PM, Friday, March 2, 2018.

Digital copies of the application should be uploaded by 4:00PM, Friday, March 2, 2018 using the City College Scholarship Application Portal.

CURRENT CCNY STUDENTS: https://ccny.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpId=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 14. 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.
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 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 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 social issue or problem. Write a short essay 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

Please type your answer in the box provided. The box will expand as you type.

**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.

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The Partners for Change Fellowship
APPLICATION FORM: ESSAY 1

Please type your answer in the box provided. The box will expand as you type.

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.
The Partners for Change Fellowship
APPLICATION FORM: ESSAY 2

Please type your answer in the box provided. The box will expand as you type.

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.

Full Name:  
Click here to enter text.

Click here to enter text.
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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 the below recommendation form. 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:  

Office of Fellowships, Colin Powell School for Civic and Global Leadership | 6
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 Monday, March 6, 2017 by 4:00pm.

For further information, please contact Akasha Solis, Program Director: aiscott@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:  Click here to enter text.

Email Address of Applicant:  Click here to enter text.

I waive my right to view this letter:  Click here to enter text.

Applicant's Signature

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 social justice issues. Through the fellowship, students commit to a 150 hour internship supporting a local nonprofit organization, conduct community-based research, and participate in a weekly seminar to discuss issues in the focus areas and reflect on their ongoing internship experiences.

In making decisions among applicants, the selection committee carefully considers each candidate’s commitment to service, 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 **Friday, March 2, 2018 by 4:00pm.**

For further information, please contact Akasha Solis, Program Coordinator: asolis@ccny.cuny.edu or 212.650.5293. For more information about the fellowships, visit the school’s website: http://www.ccny.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm
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APPLICATION FORM: TRANSCRIPT AND CHECKLIST

Your current transcript is an important part of your completed application. Your signature on this form authorizes the fellowship staff 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 Akasha Solis 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 Partners for Change Fellowship.*

APPLICATION CHECKLIST

You are responsible for submitting your completed application to the Office of Fellowships office in Shepard Hall, Suite 550, no later than **4:00pm on Friday, March 2, 2018.**

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 to which you are applying.

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