**The Colin Powell Fellowship in Leadership and Public Service**

**UNDERGRADUATE STUDENT APPLICATION FORM (2015 – 2017)**

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*

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, the emergence of philanthropic and non-profit organizations, traditions of American volunteerism, the evolution of social entrepreneurship, 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

All undergraduate fellows participate in a summer internship between their first and second year. During the academic year, fellows and Center 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 fellows’ 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.

The Center 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 Powell Center 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.

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.

*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 Monday, March 2, 2015 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 Stefana Soitos, Program Coordinator, at: ssoitos@ccny.cuny.edu or 212.650.8446. For more information about the Colin Powell Fellowships, visit the School’s website: <http://www.ccny.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

|  |  |
| --- | --- |
| **APPLICATION FORM**  | **INSTRUCTIONS** |

**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: | 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 2014): | Click here to edit. | Anticipated date of graduation: | Click here to edit. |
| Current GPA (as of December 2014): | 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 Stefana Soitos, Program Coordinator, Office of Student Success, **Shepard Hall, Room 550 by 4:00PM, Monday, March 2**.

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

 CURRENT CCNY STUDENTS: <https://pegasus.ccny.cuny.edu/Admissions/loginscreen.cfm>

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.

|  |  |
| --- | --- |
|  **APPLICATION FORM**  | **Application Materials** |

**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

1. 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.

|  |  |
| --- | --- |
|  **APPLICATION FORM**  | **Personal Statement** |

**The Colin Powell Fellowship in Leadership and Public Service**

**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.

|  |  |
| --- | --- |
| Full Name: | Click here to enter text. |
| Click here to enter text. |

|  |  |
| --- | --- |
| **APPLICATION FORM**  | **Essay** |

**The Colin Powell Fellowship in Leadership and Public Service**

**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 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.

|  |  |
| --- | --- |
| Full Name: | Click here to enter text. |
| Click here to enter text. |

|  |  |
| --- | --- |
| **APPLICATION FORM**  |  **Essay** |

**The Colin Powell Program in Leadership and Public Service**

**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 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

1. 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.

|  |  |
| --- | --- |
| Full Name: | Click here to enter text. |
| Click here to enter text. |

|  |  |
| --- | --- |
| **APPLICATION FORM**  | **Letter of Rec** |

**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: | Click here to enter text. |
| Title: | Click here to enter text. |
| Email address: | Click here to enter text. |
| Relationship to applicant: | Click here to enter text. |
|  |  |
| Recommendation Letter 2 |
| Name of recommender: | Click here to enter text. |
| Title: | Click here to enter text. |
| Email address: | Click here to enter text. |
| Relationship to applicant: | Click here to enter text. |

|  |  |
| --- | --- |
| **APPLICATION FORM**  | **Letter of Rec** |

**The Colin Powell Program in Leadership and Public Service**

**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 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 **Monday, March 2, 2015 by 4:00pm**.

For further information, please contact Stefana Soitos, Program Coordinator, at: ssoitos@ccny.cuny.edu or 212.650.8446. For more information about the Colin Powell fellowship’s, visit the School’s website: <http://www.ccny.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

|  |  |
| --- | --- |
|  **APPLICATION FORM**  | **Letter of Recommendation** |

**The Colin Powell Program in Leadership and Public Service**

**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 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 **Monday, March 2, 2015 by 4:00pm**.

For further information, please contact Stefana Soitos, Program Coordinator, ssoitos@ccny.cuny.edu or 212.650.8446. For more information about the Colin Powell fellowships, visit the School’s website: <http://www.ccny.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

 **APPLICATION FORM**

|  |  |
| --- | --- |
|  **APPLICATION FORM**  | **Transcript** |

**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 Center 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 Stefana Soitos 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.*

|  |  |  |
| --- | --- | --- |
| Click here to enter text. |  | Click here to enter text. |

 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 Monday, March 2, 2015**.

 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