

## Application Packet for the Maxwell Program in Citizenship and Civic Engagement

The Citizenship and Civic Engagement major is designed for students who are passionate about the social sciences and seek to be engaged civic leaders in their communities. Students in the program are double or dual majors, in Citizenship and Civic Engagement plus one additional concurrent major in a field related to their CCE interest.

This is a small and selective program. Unlike other majors on campus, students must apply to this program and are admitted based on academic achievement, extracurricular activities and a passion and interest to lead an engaged life post graduation. This packet provides you with the information you need to apply to the program.

### Eligibility

In order to apply, you should:

- Be a first year student or a sophomore in your fall semester at Syracuse University, or at minimum, be planning to study on campus for at least 4 more semesters.
- Have taken or be enrolled in either MAX 123 (Critical Issues in the United States) or MAX 132 (Global Community), plus one additional 100- or 200- level social science course.
- Be active on campus and in your community and have a passion and dedication to engaged citizenship and social responsibility.

### Application Information

- Applications are reviewed on a **rolling basis** until the class cohort is full. On a case-by-case basis, we will review applications for outstanding students even if the class cohort is at or nearing capacity.
- In order to ensure a timely response, please plan to submit your completed application at least 3 weeks before registration for the next semester begins - this will allow time to meet with academic advisors to discuss your plans for course selection.
- All applications must be submitted in one PDF document via email to [cceapplications@maxwell.syr.edu](mailto:cceapplications@maxwell.syr.edu).
- Please title the subject of your email and the PDF file of your application in the following format: **Last Name, First Name CCE Application**. If you have trouble with the PDF, or need any additional assistance with the application, please contact us at [citizenship@maxwell.syr.edu](mailto:citizenship@maxwell.syr.edu)

### Notification

Applicants will be notified of the selection committee's decision generally within three weeks of receipt of completed application and recommendation(s). Students accepted into CCE must schedule an advising appointment before the end of the semester with either the CCE Program Coordinator or CCE Faculty Chair to discuss required coursework and next steps.

### Questions?

Email us at [citizenship@maxwell.syr.edu](mailto:citizenship@maxwell.syr.edu)

# Syracuse University

Maxwell School of Citizenship and Public Affairs

Citizenship and Civic Engagement Program

## Application Form

Please complete the following application using Adobe Acrobat.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ SU ID#: \_\_\_\_\_  
First Middle Initial Last

SU Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street Address City State Zip Code Country

Date of Birth: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

SUEmail: \_\_\_\_\_@syr.edu Personal Email: \_\_\_\_\_

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

High school GPA: \_\_\_\_\_ High school rank (#/#): \_\_\_\_\_ ACT Score: \_\_\_\_\_ TOEFL Score: \_\_\_\_\_

SAT Reading Score: \_\_\_\_\_ SAT Math Score: \_\_\_\_\_ SAT Writing Score: \_\_\_\_\_ SAT Essay Score: \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

### SYRACUSE UNIVERSITY INFORMATION

SU Home College: \_\_\_\_\_ Academic Advisor's Name: \_\_\_\_\_

Intended Major(s): \_\_\_\_\_ Major(s) Declared: Yes No  
(in addition to CCE)

Expected Graduation Date: \_\_\_\_\_ Current GPA: \_\_\_\_\_

How many credits are you planning to complete during the next semester?: \_\_\_\_\_

Are you a transfer student? Yes No

If yes, which school(s) did you attend before SU? \_\_\_\_\_

Are you a member of the Renee Crown Honors Program? Yes No

**Please list the name and email address for the people you have asked to write you a recommendation below:**

Instructor Recommendation: \_\_\_\_\_

General Recommendation (optional): \_\_\_\_\_

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**REQUIRED ADDITIONAL ITEMS - Please read the following instructions carefully.**

The following list of items are required for your application to be considered complete. Items A, B, and C should be sent in a single PDF titled **Last Name, First Name, CCE Application** along with your application. Item D, your Recommendation Letter(s), must be sent directly via email from your recommender.

**A. Transcript(s) of Grades**

Submit a transcript of all college level work you have completed. **Unofficial transcripts** are acceptable. Syracuse University unofficial transcripts can be downloaded from your MySlice account.

**B. Personal Statement**

Submit a personal statement that addresses both questions below. Please do not exceed two single-spaced pages.

1. Discuss a recent event or news story that inspired you to take action. What did you attempt to change or achieve? Were you successful or not? What did you learn from the experience?
2. How do you anticipate the CCE major will enhance your intended major(s)? What are your future career goals? What else would you like the committee know as it considers your application?

**C. Resume**

Include a current resume that details your education, work experience, internships, honors, awards, and volunteer service. Career Services can help! Check out <https://ese.syr.edu/careerservices>

**D. Recommendation Letters (one required; one optional)**

Your first recommendation letter should be written by an instructor at Syracuse University who can speak to your academic ability. The instructor, if possible, should include information about your ability to be a leader, and to find success in your intended major(s). You should provide your instructor with the **Instructor Recommendation Form**. Many students use their MAX 123/132 section leader.

You are encouraged, but not required, to submit an additional recommendation letter from a work or community service supervisor, RA or student organization leader who can address your commitment to civic leadership. You should send them the **General Recommendation Form** to complete.

Both the **Instructor and General Recommendation Forms** can be found on the *How To Apply* page at [www.maxwell.syr.edu/citizenship](http://www.maxwell.syr.edu/citizenship). You should fill out the top portion of the form using Adobe Acrobat, and email it to your recommender(s) with ample time for them to complete it. The recommender should complete the form using Adobe Acrobat, and send it directly to [cceapplications@maxwell.syr.edu](mailto:cceapplications@maxwell.syr.edu). Note that applications cannot be considered until recommendations have been received.

**Application Check List**

**Items to be sent in one PDF to [cceapplications@maxwell.syr.edu](mailto:cceapplications@maxwell.syr.edu)**

- Completed Application Form
- Item A - Transcript(s) of Grades
- Item B - Personal Statement
- Item C - Resume

**Items to be sent by the Recommender(s) to [cceapplications@maxwell.syr.edu](mailto:cceapplications@maxwell.syr.edu)**

- Item D - Recommendation Letter(s)

**Maxwell Program in  
Citizenship and Civic Engagement**

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