

The Joan and Bill Hank Center for the Catholic Intellectual Heritage

Course Development Funding

Application Information

Loyola University Chicago's *Joan and Bill Hank Center for the Catholic Intellectual Heritage* (CCIH) encourages the development of undergraduate and graduate courses concerned with or connected to Catholic thought. It does this by offering full-time Loyola faculty a stipend to those **who develop their courses during the summer.**

A call for applications goes out each **September 1** with a due date for submission on **October 31**. Applications are reviewed and evaluated by the CCIH Advisory Board. Applications are judged on the merit of the proposed course in relation to its pedagogy and its attention to topics of Catholic intellectual concern. A decision will be made in early January.

Faculty members in all disciplines are encouraged to apply for funding. In awarding course development funding, attention is given to distributing these funds equitably to faculty across all departments.

Applications for undergraduate courses are additionally considered in relation to the proposed course's curricular contribution to the university's interdisciplinary minor in Catholic Studies.

Application Guidelines

Applications for course development funding must include the following:

- A. Applicant Cover Sheet**
- B. Course Development Proposal**
As an attachment to the application cover sheet, a 2-3 page description of the proposed course must be provided. This description should succinctly indicate the level (100, 200, etc.) and purpose of the course, method of instruction, textbooks and materials to be used, course requirements, and evaluation method.
- C. Instructor Background**
Applications must include a paragraph on the instructor's background in the topic and material proposed for the new course, that is, what previous research, teaching, or experience will directly contribute to the instructor's ability to develop the course?
- D. Current Curriculum Vitae**
As an attachment to the application cover sheet, the current curriculum vitae of the applicant must be provided.
- E. Signature of Applicant and Department Chair**
All applications must include the signatures of the applicant and the applicant's department chair.
- F. Signature of the Director of the Catholic Studies Minor**
The signature of the Director of the Catholic Studies Minor is required on all undergraduate course development applications.

Submit hardcopy applications to:

Michael Schuck, Ph.D., Director
or, Katie O'Donnell, Manager
The Joan and Bill Hank Center for the Catholic Intellectual Heritage (CCIH)
Loyola University Chicago
1032 W. Sheridan Rd.
Crown Center 116
Chicago, IL 60660

Applications may also be submitted electronically to: catheritage@luc.edu

Questions? Please contact CCIH @ 773-508-3820.

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Application Cover Sheet

Proposed Course Title: _____

Applicant Name: _____

Department: _____

University / Department Address: _____

University Phone: _____

Home Phone: _____

University E-mail: _____

Date of Application Submission: _____

Applicant's signature Date

Department Chair's signature Date

Catholic Studies Minor Director's signature Date