

**Graduate School
Loyola University Chicago**

**PRE-DOCTORAL TEACHING SCHOLARS PROGRAM
2006-2007**

Application Instructions

The Graduate School uses a student-managed application process for Pre-Doctoral Teaching Scholars Awards. Applicants are to follow exactly the directions below. All required material is to be placed in a large sealed envelope addressed to the Graduate Fellowships Committee. The material must be received in the Graduate School's office (Granada Centre 400, LSC) by **Thursday, January 5, 2006 at 5:00 p.m.** It is recommended that you hand-deliver this envelope. If any part of the material you are required to provide is not included in your envelope, or is not presented as described below, your application may be considered incomplete by the Graduate Fellowships Committee and not acted upon. Be sure your name is on every document you submit.

In order to be considered complete, your application file must include all of the following items.

- A. **Applicant Information Sheet.** Complete the enclosed form and place it in the folder with the original documents described in items B, C, D, and E below.

You must provide one original and seven copies of items B, C, and D; all copies must be collated in the order in which they appear below. Each set of collated materials (B, C, and D) must be placed in a manila folder with your name and department on the tab.

- B. **Current Official Transcript.** A current official Loyola University Chicago transcript from the Office of Registration and Records office is required (see <http://www.luc.edu/regrec/> for detailed information on ordering transcripts). Applicants are advised to review for accuracy a copy of the transcript well in advance of completing the application. Applicants should request the official transcript so as to ensure its receipt prior to Wednesday, December 14, 2005.

Note: If there are any courses for which you have an outstanding grade of *Incomplete* (I), you must attach an explanation of the grade and a plan for completing the work that has been approved by the instructor.

- C. **Brief Résumé.** *On no more than two (2) single-spaced pages, using 12-point type, provide a brief résumé including the following information numbered in the order of the items below. Please follow this format and include the numbered subheadings. Do not attach an additional *curriculum vitae* or résumé.*

1. **Education.** List in reverse chronological order all education above the secondary-school level, including training and professional courses. Indicate institutions' names, locations, dates attended, degrees awarded, and field of study.
2. **Teaching Experience.** List all teaching experience at Loyola University Chicago and any other college/university.

3. **Professional/Occupational Experience.** List in reverse chronological order all major jobs held, including military service. Indicate job titles or descriptions, employing organization, locations, and dates.
4. **Other Experience.** Describe any major experiences not covered above (*e.g.*, academic study, travel, avocations, *etc.*) that are especially pertinent in qualifying you to teach at the university level.
5. **Honors.** Indicate any fellowships, grants, and professional honors or awards, with dates received.
6. **Publications.** List all publications in print or accepted for publication. Give full bibliographical citation. Do not list written work that is under review (*i.e.*, not accepted for publication).
7. **Conference Papers.** List all papers presented (or accepted for presentation) at a scholarly meeting. Give full bibliographical reference.
8. **References.** List the name, position, mail address, telephone number, and e-mail address of each person who is writing a letter of recommendation (see item E below).

D. Course Syllabus, Other Representative Teaching Materials, and Statement of Goals and/or Teaching Philosophy.

1. *On no more than ten (10) double-spaced pages, using 12-point font*, provide the syllabus of a course for which you have served (or are serving) as a teacher of record. If you do not have experience as a teacher of record, prepare a syllabus for either: (a) a course for which you have served as a teaching assistant that reflects how you would design the course if assigned to teach it (briefly note differences from the original course and explain why you made the changes); or (b) a course you would like to teach.
2. *Occupying no more than ten (10) pages*, submit copies of other representative teaching materials from the course for which you have served (or are serving) as a teacher of record. Such materials may include assignments, quizzes, exams, handouts, study guides, exercises, class readings, or graded papers.
3. *In a statement not to exceed three (3) double-spaced pages, using 12-point font*, discuss your goals as a scholar and teacher and/or your teaching philosophy. This statement may draw on your previous teaching experience and the materials in the portfolio to illustrate various points. This statement should be written in non-technical language for educated persons outside of your field.

Item E is to be placed in the folder with the original documents described in items A through D above.

- E. **Two Letters of Recommendation.** The letters of recommendation from faculty members who know you well are an important source of information for the Graduate Fellowships Committee. One of the letters must be from the applicant's teaching mentor. Use the enclosed forms to request the letters, and be sure to do so in a timely fashion. The letter writers should receive a copy of your course syllabus, other representative teaching materials, and statement of goals and/or teaching philosophy (item D above), and you should discuss these materials with them so that they may provide a thorough recommendation to the Committee. The letters are to be returned to you in a sealed envelope with the faculty member's signature across the flap, for they are to be included in the packet of material you submit to the Graduate School (faculty members should not send letters directly to the Graduate School).

Applicants are to submit the materials noted in item F below to the department chair so that it is received by Wednesday, December 14, 2005. It is the applicant's responsibility to meet this deadline so that the department chair has sufficient time to complete the Department Evaluation Form and return it directly to the Graduate School office by Thursday, January 5, 2006.

- F. **Department Evaluation Form.** Complete only part I of the enclosed Department Evaluation Form. Submit the form and one copy each of your transcript, brief résumé, course syllabus, other representative teaching materials, and statement of goals and/or teaching philosophy (items B, C, and D above) to the department chair so that the material is received by Wednesday, December 14, 2005.

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You may confirm that all application material has reached the Graduate School's Lake Shore Office by contacting Elijah Hurnes, the Graduate School's awards coordinator (773-508-3404 or ehurnes@luc.edu). The Graduate Fellowships Committee will make its award recommendations by early February, 2006. Questions regarding the application process or other matters concerning the Pre-Doctoral Teaching Scholars Program may be directed to Konstantin Läufer, Associate Dean of the Graduate School (773-508-8949 or klauffer@luc.edu).

**The Graduate School
Loyola University Chicago**

**PRE-DOCTORAL TEACHING SCHOLARS PROGRAM
2006-2007**

Applicant Information Sheet

Name _____

ID# or SS# _____

Current Address _____

E-mail Address _____

Check here if you would like to be notified via e-mail of
the results of the fellowship competition (The Graduate
School will notify all applicants by U.S. mail as well).

Phone Number (Day) _____

Department _____

Program _____

**The Graduate School
Loyola University Chicago**

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2006-2007**

Request for a Letter of Recommendation

Applicant's Name _____

Department _____ Program _____

The applicant is to request a letter of recommendation by giving to the faculty member this form and a copy of the course syllabus, other representative teaching materials, and statement of goals and/or teaching philosophy (item D in the application instructions). The applicant should discuss the materials with the faculty member so the faculty member may provide a thorough recommendation to the Graduate Fellowships Committee.

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Dear Faculty Member:

Using departmental letterhead, please write an evaluation of the applicant. In your evaluation, please comment on the following:

- your professional relationship to the applicant,
- the applicant's goals as a Teaching Scholar,
- the quality of the applicant's performance in teaching, and
- the applicant's potential as a scholar.

Please include the signed letter in a sealed envelope with your signature across the flap and give the envelope directly to the applicant, who will include it in the application packet (please do not send you letter directly to the Graduate School). You do not need to return this form or your copy of the materials with the letter.

Your cooperation in providing your letter to the applicant in a timely manner is an essential part of the application process. The Graduate Fellowships Committee places great importance on your recommendation, and thanks you for your assistance.

**The Graduate School
Loyola University Chicago**

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Department _____ Program _____

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2006-2007

Department Evaluation Form

Instructions for the Applicant

1. Complete only part I of this form.
2. Submit the following material to the department chair so that it is received by Thursday, January 5, 2006:
 - a. One copy of this form;
 - b. A copy of your Loyola University Chicago transcript and (if necessary) material regarding any outstanding grades of *Incomplete* (see item B in the application instructions);
 - c. A copy of your background information (see item C in the application instructions);
 - d. A copy of your course syllabus, other representative teaching materials, and statement of goals and/or teaching philosophy (see item D in the application instructions).

Part I. Applicant's Name _____

Department _____ Program _____

Date Master's Degree Awarded/Expected _____

Ph.D. Requirements Date Completed/Expected

1. Course work _____

2. Research Tool _____

3. Ph.D. Comprehensive Exam _____

4. Dissertation Proposal
(approved by committee) _____

5. Other Requirements
(if applicable) _____

Grade point average (for Loyola courses applicable toward the Ph.D.) _____

Instructions for the Department Chair

The department chair is to complete the remaining parts of this form (parts II, III, and IV). Please type rather than hand-write responses. Because of the importance of the departmental evaluation, please provide complete and specific information.

Part II. Evaluation of the applicant's teaching experience and academic performance.

- A. Applicants for the Pre-Doctoral Teaching Scholars Program are expected to have experience as a teacher of record for a course at Loyola University Chicago or another college/university, or as a teaching assistant at Loyola University Chicago. Please offer an overall evaluation of the applicant's teaching performance. Be sure to include a statement of the sources of information on which your evaluation is based (*e.g.*, class visits by the applicant's mentor or by other faculty members, student evaluations).
- B. Please comment on the academic performance of the applicant in your graduate program, comparing it to the performance of other students in your department in terms of time to degree and grade point average. Also, please comment on the level of the applicant's publications and presentations in your discipline.

