



The Graduate School

# Arthur J. Schmitt Dissertation Fellowship In Leadership & Service

## 2019-2020

The Graduate School uses a student-managed application process for fellowships. Applicants are to follow the directions below exactly. If any of the application materials are missing or not presented as described below, the application will be considered incomplete by the Graduate Fellowships Committee and will not be acted upon. **No more than two applications per department can be submitted.**

In order to be considered complete, your final application file must include all of the following items in the order listed below. You must clearly indicate the component parts (A, B, etc.) of your application, and all components must be in the order in which they appear below. Items A through F are to be submitted directly to the Graduate School by the student. Items G and H are to come directly from the relevant letter writers and academic departments, respectively.

- A. **Applicant Information Sheet.** Please note that the Schmitt Fellowship requires that you: 1) successfully complete all specifically required coursework; 2) fulfill all research tool requirements; 3) successfully complete all comprehensive examinations; 4) final dissertation proposal approval by committee and GPD in GSPS; by the application deadline of Wednesday, January 16, 2019. If your project requires IRB approval, it *must* be approved by June 1, 2019, or the Graduate School will not award an offered Schmitt Fellowship.
- B. **Applicant's Background.** On no more than **four double-spaced pages, using 12-point font**, provide the following information numbered in the order of the items given below. You may need to be selective in what you present in terms of publications and presentation in order to remain within the required page limit. Please follow this format and include the numbered subheadings. **Do not** attach a *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. **Honors.** Indicate any fellowships, grants, and professional honors or awards. Note the dates received.
  3. **Publications.** List all publications in print or accepted for publication. Give full bibliographical citation. Identify any *peer-reviewed* publications. Do not list written work that is under review (*i.e.*, not accepted for publication).
  4. **Conference Papers/Posters.** List all papers/posters presented or accepted for presentation at a scholarly meeting. Give full bibliographical reference.
  5. **Professional/Occupational Experience.** List in reverse chronological order all major jobs held, including military service. Include job titles or descriptions, employing organization, locations, and dates.
  6. **Teaching Experience.** List courses for which you have served (a) as an instructor of record and (b) as a teaching assistant. Indicate the institution, department, course number, and course title.
  7. **Other Experience.** Describe any major educational, professional, or personal experiences not covered above (*e.g.*, academic study, service-related work, *etc.*) that are especially **pertinent** in qualifying you to undertake your dissertation. Explain how these experiences prepare you for doing this work.
  8. **Career Plans.** Describe your career plans and how dissertation fellowship support will contribute to them.
  9. **References.** List the name, position, telephone number, and e-mail address of each person who is writing a letter of recommendation (see item G below).
- C. **Dissertation Project Abstract.** Include an abstract of the project, **not to exceed 250 words**, written in clear and concise language. Make sure it is appropriate for those outside your discipline. Note at the top of the document your name, academic program, dissertation title, and dissertation director.

- D. **Dissertation Project Description.** On no more than **six double-spaced pages, using 12-point font**, describe the work you will do if you are selected as a dissertation fellow. The questions that follow must be numbered and addressed in your statement. **Do not submit the dissertation proposal you submitted to your dissertation committee.** In drafting your project description, keep in mind that your application will be judged by faculty members whose specialties will likely be quite different than your own, so **please use language accessible to non-specialists.** Accordingly, you must demonstrate: (1) the importance of your project in the field from which it derives and (2) familiarity with academic literature relevant to your topic.
1. **Subject and Significance:** What is the basic problem or question on which your dissertation focuses? Why is the topic important? What is its significance beyond the immediate focus of the dissertation and field of study? Explain the originality of this project and the ways in which it will contribute to knowledge.
  2. **Methods and Design:** What theories, hypotheses, concepts, perspectives, and research methods will be used? What body of materials, data, evidence, or other resources will you draw on, and how will you obtain them? Do you plan to do any field work? If so, explain.
  3. **Results:** Do you plan to publish the results of your dissertation? If so, in what form (e.g., a book, articles)?
  4. **Work Plan and Schedule of Completion:** Describe the steps that you already have taken toward finishing your dissertation and those that remain (e.g., data gathering, data analysis, writing of draft chapters, draft revisions, final approval, etc.). What tasks and procedures are required for completing these steps? Provide a realistic timetable indicating when each of the steps and tasks will be completed.
- E. **Essay.** The Arthur J. Schmitt Foundation supports leadership development programs that ignite talented, intelligent, passionate and purposeful students to challenge themselves to “figure out a place for yourself in the world, and then do something about it.” Thus, it is appropriate for applicants to reflect upon factors underlying their research choices and to address the impact their research has on others, particularly those who are underserved. In addition, applicants should highlight how the Schmitt Fellowship will develop their leadership potential. On **no more than three double-spaced pages, using 12-point font**, write an essay in response to the following questions:
1. How will you and your research contribute to diversity and leadership?
  2. How will this experience develop you as a person to become a leader for social justice and to create a more just society?
  3. How will the Schmitt Fellowship experience develop your leadership potential?
- F. **Two Letters of Recommendation.** 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 your dissertation director. Use the enclosed forms to request the letters. Be sure to do so in a timely fashion. The letter writers should receive a copy of your dissertation project description (item D above), and you should discuss it with them so that they may provide a thorough recommendation to the Committee. **The letters are to be submitted in PDF format directly to the Graduate School.**
- G. **Department Evaluations:** Applicants are to submit a copy of items B, C, and E to the department chair and GPD so that it is received by Wednesday, January 2, 2019. It is the applicant’s responsibility to meet this deadline so that the department chair and GPD have sufficient time to complete the Department Evaluation Form and submit it to the Graduate School office by the final deadline date of Wednesday, January 16, 2019.

#### **Instructions for Submitting the Application**

**Applications that exceed the page limit for each section will not be reviewed.** Applications must be submitted as a **single PDF** to Michelle Cerullo, Awards Coordinator in the Graduate School, at [mcerullo@luc.edu](mailto:mcerullo@luc.edu) by **midnight, Wednesday, January 16, 2019.** Paper submissions will not be accepted.

Please note that if you are awarded a fellowship, the Graduate School may request certain portions of the application (e.g., the abstract, essay) in MS Word format for inclusion in reports for the Schmitt Foundation.

Questions regarding the application process or other matters concerning dissertation fellowships may be directed to Michelle Cerullo, Awards Coordinator in the Graduate School, at [mcerullo@luc.edu](mailto:mcerullo@luc.edu). The Graduate Fellowships Committee will make its award decisions by late February.

### Decision Criteria

The following rubric will be used to evaluate all applications:

<u>Criteria</u>	<u>Description/Criteria Evaluated</u>	<u>Evaluation Weight</u>	<u>Rating Scale</u> <u>1-5</u> <u>1 =poor</u> <u>2= mild/below average</u> <u>3=moderate/average</u> <u>4= strong</u> <u>5=exceptional</u>
Student's Academic Record	<ul style="list-style-type: none"> <li>• Student's GPA</li> <li>• Student's progress toward and likelihood of dissertation completion</li> <li>• Conference presentations</li> <li>• Publications/Research productivity</li> <li>• Recommenders' evaluation of academic performance within and outside of classroom</li> <li>• Department academic evaluation</li> </ul>	35%	
Intellectual Strength of Proposal	<ul style="list-style-type: none"> <li>• Scientific and intellectual merit of the proposal</li> <li>• Proposal feasibility</li> <li>• Proposal clarity</li> <li>• Potential for broader impact of the research to community/service/leadership</li> <li>• Recommenders' evaluation of the proposal</li> </ul>	35%	
Students' Leadership Potential	<ul style="list-style-type: none"> <li>• Record of service/community outreach and/or mentoring</li> <li>• Past leadership experience</li> <li>• Future career plans/future leadership potential particularly for diverse/underrepresented populations</li> <li>• Recommenders' evaluation that candidate demonstrates leadership qualities and potential growth as a future leader.</li> </ul>	30%	



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## Applicant Information Sheet

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

Current Address: \_\_\_\_\_  
Street Apt

\_\_\_\_\_ City State Zip Code

E-mail Address: \_\_\_\_\_@luc.edu Telephone Number (Day): (\_\_\_\_) \_\_\_\_\_

Department: \_\_\_\_\_

Program: \_\_\_\_\_

Date Advanced to Candidacy: \_\_\_\_\_

Dissertation Director: \_\_\_\_\_



The Graduate School

# Arthur J. Schmitt Dissertation Fellowship In Leadership & Service 2019-2020

## Request for a Letter of Recommendation

Applicant's Name: \_\_\_\_\_

Department: \_\_\_\_\_ Program: \_\_\_\_\_

The applicant is to request a letter of recommendation by giving this form to the faculty member, as well as a copy of the dissertation project description (item E in the application instructions). The applicant should discuss the project with the faculty member so that s/he may provide a thorough recommendation to the Graduate Fellowships Committee.

\*\*\*\*\*

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;
- demonstrates leadership qualities and the potential for growth as a future leader;
- the originality or innovation evident in the dissertation topic and/or its methodology;
- the significant contribution of the project to the discipline; and
- a realistic time estimate for the completion of the dissertation.

Please limit the length of your letter to two pages. The letters are to be submitted in **PDF format** to Michelle Cerullo, Awards Coordinator in the Graduate School, at [mcerullo@luc.edu](mailto:mcerullo@luc.edu) by **Wednesday, January 19, 2019**.

Paper submissions will not be accepted. You do not need to return this form or your copy of the dissertation project description 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.



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## 2019-2020

### Department Evaluation Form

#### Instructions for the Applicant

1. Complete only Part I of this form.
2. Submit the following material to the department so that it is received by **Wednesday, January 2, 2019**:
  - One copy of this form;
  - A copy of your background information (see item B in the application instructions); and
  - A copy of your dissertation project description (see item D in the application instructions).
  - **No more than two application per department, which should be ranked, will be accepted for review by the committee.**

Part I. Applicant's Name: \_\_\_\_\_

Department: \_\_\_\_\_ Program: \_\_\_\_\_

#### Degree Requirements

#### Date Completed

- |   |       |
|---|-------|
| 1. Course work                                      | _____ |
| 2. Research Tool                                    | _____ |
| 3. Ph.D. Comprehensive Exam                         | _____ |
| 4. Dissertation Proposal<br>(approved by committee) | _____ |
| 5. Candidacy  | _____ |
| 6. Other Requirements<br>(if applicable)            | _____ |

Grade point average (for Loyola courses applicable toward the Ph.D.): \_\_\_\_\_

#### Instructions for the Department

The Department Chair and the Graduate Program Director are to work together to complete the remaining parts of this form (Parts II - VI). Please **type** rather than hand-write responses. Because of the importance of the departmental evaluation, please provide complete information.

On a scale of 1 (lowest) to 7 (highest), rate each applicant's overall potential for dissertation research and the quality of each applicant's dissertation project in the appropriate places on this form. You **may not** use gradations of tenths within the 1 to 7 scale (*e.g.*, 3.7). If decimals are used, they will be rounded down in the tabulation.

**Please do not award each proposal a straight 7.** The Graduate Fellowships Committee seeks helpful advice via this rating system and requests that you reflect differences among the applicants in your department by differences among the numbers of points you award to all the applicants from your department. If you do not provide a rating of this proposal, the Graduate School will assign it a score of 4.

**To avoid rating inflation, consider a score of 4 as normative, with scores above that only for the most outstanding proposals. This normative scoring should be related to the evaluation of the historical cohort of your applicants to the Dissertation Fellows Program over the past five years.** If you think that two proposals are of exact equal quality, you may, of course, give them both the same number of points. However, if your overall ratings do not differentiate between the candidates from your department, the ratings may be discounted by the Committee.

Part II. **Assessment of applicant's performance in graduate school.** Please rate the applicant's performance (excluding the dissertation proposal) in relation to other applicants from your department for the dissertation fellowships this year:

- A. Overall performance in graduate school Rating: \_\_\_\_\_
- B. Research productivity (in terms of both quantity and quality) Rating: \_\_\_\_\_
- C. If the applicant has either published or presented jointly authored papers, what role did he/she play in their preparation? What is the quantity and quality of those papers and presentations? How typical is it for graduate students in your field to publish papers and/or present papers at professional meetings?
- D. Please make any additional specific comments regarding the performance of the applicant in your graduate program, comparing the performance with other students in your department in terms of progress toward the degree, grade point average, etc.

Part III. **Assessment of applicant's leadership skills and potential.** Please rate the applicant's skills and potential in relation to other applicants from your department for the dissertation fellowships this year:

- A. Overall leadership ability Rating: \_\_\_\_\_
- B. Please discuss the applicant's record of service/community outreach and/or mentoring
- C. Please discuss the applicant's past leadership experience, as well as their future career plans/future leadership potential. Special attention will be given to the potential for future leadership potential for diverse/underrepresented populations.

Part IV. **Assessment of applicant's dissertation proposal.**

- A. Please rate the applicant's dissertation project description (Item E) in relation to applicants from your department holding dissertation fellowships this year. Rating: \_\_\_\_\_
- B. Please discuss the strengths or weaknesses of the project (Item E), giving consideration to the following questions: Is it theoretically well conceived? Is it methodologically well constructed? Is the approach innovative? Does it have real significance for the discipline? How does it compare with other proposals from your department?

V. **Overall Evaluation.**

You have **rated** each applicant's academic performance and dissertation proposal. Now you are asked to **rank** both applicants. **No decimal points** should be used in the ranking space. The rankings must differentiate between the candidates from your department (*i.e.*, do not assign the same rank to your candidates). If only one applicant applies from your department, you may include a statement comparing this applicant's abilities to a larger cohort of current or former students (*e.g.* top 5% or in top 20 of 100 students in the last five years).

This applicant **ranks** \_\_\_\_\_ out of \_\_\_\_\_ applicants from our department this year. **No more than two applicants per department will be accepted.**

VI. **Signatures**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions for Submitting the Department Evaluation Form**

The department is to submit an **individual PDF** of each applicant's Department Evaluation Form to Michelle Cerullo, Awards Coordinator in the Graduate School, at [mcerullo@luc.edu](mailto:mcerullo@luc.edu) by **Wednesday, January 16, 2019**. Paper submissions will not be accepted.

Please do not send any other material the applicant gave to the department with this form. The Graduate School and the Graduate Fellowships Committee appreciates greatly your assistance in the application process.