The Graduate School uses a student-initiated application process for the Schmitt Fellowship. 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 will be considered.**

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 E are to be submitted by the student to their department. The department will complete section F Department Evaluation and submit parts A through F to the Graduate School. Letters (Part G) come directly from the relevant letter writers submitted via email to gradschool@luc.edu. Please ensure that all application emails are submitted to gradschool@luc.edu and titled “STUDENT LAST NAME Schmitt Application” to avoid confusion or lost materials.

A. **Applicant Information Sheet.** Please note that the Schmitt Fellowship requires that you have advanced to doctoral candidacy prior to July 1 of the year in which the fellowship is in effect. As such you must have successfully completed all required coursework, fulfilled all research tool requirements, successfully completed all comprehensive examinations, and a final dissertation proposal approved by your committee and GPD by the application deadline of Friday, January 15, 2021. If your project requires IRB approval, it **must** be approved by June 1, 2021, 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 simple format and include the numbered subheadings. Do not attach a CV or resume.

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, as well as the dates received.

3. **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.

4. **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 in progress or under review (i.e., not yet accepted for publication).

5. **Conference Papers/Posters.** List all papers/posters presented or accepted for presentation at a scholarly meeting. Give full bibliographical reference.

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.

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. You may wish to make special note of how your work is evidence of your leadership in your field. 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 from your own, so **please use language accessible to non-specialists.**

Please note that this statement should demonstrate the importance of your project in the field from which it derives and potential for larger impact.
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 they hope to develop their leadership potential while holding a Schmitt Fellowship. 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 you develop leadership potential while supported by the Schmitt Fellowship?

F. **Department Evaluations**: Applicants are to submit a copy of items A, B, C, D, and E to the department chair and GPD so that it is received by Friday, January 1, 2021. 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 Friday, January 15, 2021.

G. **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, and you should discuss it with them so that they may provide a thorough recommendation to the Committee. Letters should be submitted directly to the gradschool@luc.edu. The email should be titled “STUDENT NAME Schmitt Letter of Recommendation”

**Instructions for Submitting the Application**

Students must submit portions A through E to their department by **Friday, January 1, 2021.** Applications (portions A through F) must be submitted by the department to gradschool@luc.edu by midnight, **Friday, January 15, 2021.**

Questions regarding the application process or other matters concerning dissertation fellowships may be directed to Heather Sevener, Assistant Dean for Student Services, at hsevene@luc.edu. The Graduate Fellowships Committee will make its award decisions by late February.

**Decision Criteria**

The following criteria will be used to evaluate all applications:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description/Criteria Evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Academic Record</td>
<td>• Student’s academic record&lt;br&gt;• Student’s progress toward and likelihood of dissertation completion in the coming year&lt;br&gt;• Conference presentations, publications, research productivity</td>
</tr>
</tbody>
</table>
| Intellectual Strength of Proposal | • Scientific and intellectual merit of the proposal  
|                                 | • Proposal feasibility  
|                                 | • Proposal clarity  
|                                 | • Potential for broader impact of the research |
| Students’ Leadership Potential in their discipline and overall | • Record of service/community outreach and/or mentoring  
|                                                               | • Past, current, and future career plans  
|                                                               | • Future leadership potential in academic discipline and community  
|                                                               | • Potential to fulfill Arthur J Schmitt’s goal of “leadership predicated on ability, knowledge and a sense of moral values” |
A: Applicant Information Sheet

Name: ____________________________________________________________

First   Middle   Last

ID#: _____________________

Current Mailing Address:

___________________________________________________________________

Street        Apt

___________________________________________________________________

City      State    Zip Code

E-mail Address: _____________________@luc.edu

Telephone Number (Day/Mobile): (____) ______________________

Department: ________________________________________________________

Program: ____________________________________________________________

Dissertation Working Title: ____________________________________________

Date of Dissertation Proposal: __________________________________________

Dissertation Director: ________________________________________________
**Arthur J. Schmitt Dissertation Fellowship In Leadership & Service 2021-2022**

F: Department Evaluation Form

**Instructions for the Applicant**

1. Complete only the first page of this form (Part I).
2. Submit Items A, B, C, D, and E of your application materials with Part I completed (all but letters of recommendation) to the department so that it is received by **Friday, January 1, 2021**. We recommend discussing your application with the Graduate Program Director prior to this submission.

**Part I.**

Applicant’s Name: ____________________________________________

Department: ________________________ Program:_________________________

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course work</td>
<td>_____________</td>
</tr>
<tr>
<td>Research Tool</td>
<td>_____________</td>
</tr>
<tr>
<td>Doctoral Comprehensive Exam</td>
<td>_____________</td>
</tr>
<tr>
<td>Dissertation Proposal</td>
<td>_____________</td>
</tr>
<tr>
<td>(approved by committee)</td>
<td></td>
</tr>
<tr>
<td>Candidacy</td>
<td>_____________</td>
</tr>
<tr>
<td>Loyola Graduate School GPA</td>
<td>_____________</td>
</tr>
</tbody>
</table>
Instructions for the Department

No more than two applicants per department, which should be ranked, will be accepted for review by the committee.

The Graduate Fellowship Committee requests the creation of a small (3-5 person) awards committee within the department to complete the remaining parts of this form (Parts II - VI) and submit them to the Department Chair and Graduate Program Director for final submission. It is hoped that this will avoid potential conflicts of interest within the department. If this is not possible, the Department chair and Graduate Program Director may serve as evaluators. Please type rather than hand-write responses. Because of the importance of the departmental evaluation, please provide complete information. Please note that the quality of a departmental evaluation (not the rankings, but the effort, can make or break an applicant in the final selection process.

On a scale of 1 (lowest) to 7 (highest), rate each applicant’s overall potential 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 (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 recent history.
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. This may include leadership in their academic discipline and leadership in their community.
Part IV. Assessment of applicant’s dissertation proposal.

A. Please rate the applicant’s dissertation project description (Item D) in relation to applicants from your department holding dissertation fellowships this year.
Rating: _____

B. Please discuss the strengths or weaknesses of the project 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?
Part V. Overall Evaluation.

You have rated the applicant’s academic performance and dissertation proposal. Now you are asked to rank both applicants from your department. 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.

Signatures

Department Chair: ______________________________ Date: _________

Graduate Program Director: ______________________ Date: _________

Instructions for Submitting the Department Evaluation Form
The department is to submit a PDF of each applicant’s completed file to gradschool@luc.edu by Friday, January 15, 2021.

We ask that you submit parts A, B, C, D, E, and F (all but the letters of recommendation) in one file and use the naming convention STUDENT NAME Schmitt Application.pdf.

Any questions should be directed to Heather Sevener, Assistant Dean of Student Services, at hsevene@luc.edu.
G: Request for a Letter of Recommendation

Applicant’s Name: ________________________________________________________

Department: _____________________ Program: ___________________________

Dear Faculty Member:

Using departmental letterhead, please write an evaluation of the Schmitt Fellowship applicant named above. 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 potential significance of the project to the discipline;
• a realistic time estimate for the completion of the dissertation (from dissertation director only)

Please limit the length of your letter to two pages. The letters are to be submitted in PDF format to gradschool@luc.edu by Friday, January 15, 2021. 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. Thank you!
Arthur J. Schmitt Dissertation Fellowship In Leadership & Service

2021-2022

Applicant, please use this form to request a letter of recommendation from two faculty members (one of whom must be your dissertation director). Please provide a copy of the dissertation project description. The applicant should discuss the project and Schmitt Fellowship with the faculty member so that they may provide a thorough recommendation to the Graduate Fellowships Committee.

G: Request for a Letter of Recommendation

Applicant’s Name: ________________________________________________________

Department: _______________________Program: ________________________

Dear Faculty Member:

Using departmental letterhead, please write an evaluation of the Schmitt Fellowship applicant named above. 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;
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