

Arthur J. Schmitt Foundation  
ARTHUR J. SCHMITT FELLOWSHIP GUIDELINES

Revised: October 13, 2008

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I. BACKGROUND

Arthur J. Schmitt was an industrial executive who expressed his commitment to education, and the development of responsible leadership through Christian principles and ideals. He founded the Arthur J. Schmitt Foundation in 1941, dedicating its resources toward fashioning a better and more humane world. The Arthur J. Schmitt Fellowships are available to students in doctoral programs who intend to pursue careers in college teaching. Up to ten fellowships are made each year. Each fellowship carries a ten-month stipend (approximately \$16,500, although but the actual amount will depend on the earnings of the endowment and the funds that available at the time of the award, and will be determined by the fellowship review committee and the Graduate School.). The fellowship does not offer tuition scholarship credits to pay for courses or dissertation credits, but it will provide \$100 per semester to pay for continuation course fees if needed.

II. ELIGIBILITY REQUIREMENTS

To be eligible for nomination for the Arthur J. Schmitt Fellowship, the student:

- Must be admitted to a doctoral program at the time of nomination. Students who have passed their qualifying exams at the time of nomination will be particularly advantaged.
- Must show a commitment to a career in college teaching (documented through the nomination papers).
- Must show leadership ability.
- Must show a strong commitment to Christian or Christian-compatible ideals. Non-Christian students may be nominated, who in the judgment of their departments, display corresponding ideals.

In addition to the eligibility requirements above, all recipients of the Arthur J. Schmitt Fellowships:

- Must be actively engaged in their graduate programs leading to the doctorate, and will NOT be allowed to accept employment (including teaching or research assistantships) without written permission of the Vice Provost for Research and Dean of the Graduate School.
- Are expected to be full-time resident students (living in the Milwaukee area) during the ten-month terms of their awards.
- Must register for fall courses or for full-time continuation courses no later than August 15<sup>th</sup> of their award year. If registration is not completed by the close of fall semester late registration, the fellowship could be delayed or canceled.
- Must attend a meeting/reception at Marquette University with the directors of the Arthur J. Schmitt Foundation at a date to be announced (typically mid-September). Fellows are invited to the meeting at the start of their fellowship year and to the meeting after their fellowship year is completed.

Applicants who have completed their course work and/or dissertation credits will hold an advantage over applicants who have not. If recipients of the fellowship believe they cannot meet all of the above conditions, they should decline the fellowship offer.

### III. NOMINATION PROCEDURES

Departments may submit a maximum of two nominations to the Graduate School. For each nominee the following must be submitted:

1. **A completed Arthur J. Schmitt Fellowship Nomination Form**  
This brief form provides us with general information about the student and includes a checklist of nomination materials. The Graduate School can provide a copy of the form on disk or as a Word file attachment by e-mail. The form is available online at <http://www.grad.mu.edu/finaid/forms.shtml>.
2. **Student's curriculum vitae**
3. **Three letters of recommendation**  
One of the letters should be from the student's adviser. The writers of these recommendations might refer to the instructions for the student's written statement to recall some of the points their letters should address. If a student has been nominated for a Schmitt Fellowship in the past, new letters **are** required. If the student has already received a Schmitt Fellowship, at least one of the letters of recommendation should clearly detail the academic progress made to date under the first fellowship. An evaluation of the quality of the applicant's work is particularly important.
4. **A written statement by the student.**  
This information will be shared with the directors of the Schmitt Foundation. The statement should provide biographical information, a description of the student's background in teaching, scholarship, and leadership, and address their commitment to Christian values. Complete instructions are on the nomination form. The written statement should be no longer than two pages. Second year applicants **must** indicate the progress made during the first fellowship year. The statement should be written in no smaller than 12 point font.
5. **A Department Nomination Summary form**  
The Department Nomination Summary form is the transmittal document for the unit. The department chair should rank order the department's nominees and sign the summary. The Graduate School can provide a copy of the form on disk or as an attached file by e-mail. The form is also online at *www.grad.mu.edu/forms*.

**The department should submit one original and 3 photocopies of the nomination materials to the Graduate School by the deadline.**

#### IV. IMPORTANT DATES AND DEADLINES

**Friday, November 15, 2008: Students Request Nomination Consideration from their Departments**

Students interested in the fellowships must meet all of the eligibility criteria above and should communicate their interest in the fellowship to their departments by this date. Departments use their own selection criteria to decide which student(s) they will nominate.

**Thursday, December 4, 2008 (4:00 p.m.): Deadline for Departments to Submit Nominations to the Graduate School**

All nomination materials must be received in the Graduate School at this time. Submissions are made up of one original and 3 photocopies of all nomination materials

**February 15, 2009: Award Announcements**

Fellowships are announced by the fall term financial aid application deadline in time for departments to make their assistantship assignments.

Questions about eligibility requirements and nomination procedures should be directed to the Mr. Thomas Marek, at 288-5325, [thomas.marek@marquette.edu](mailto:thomas.marek@marquette.edu).