Arthur J. Schmitt Leadership Fellows Program
GUIDELINES

Revised: October 15, 2015

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 Leadership Fellows Program offers fellowships to students in doctoral programs. Each fellowship carries a ten-month stipend (approximately $18,000). 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.

FELLOWSHIP PURPOSE
The academic year duration of a fellowship is meant to be a transformative year for the student. In addition to freeing the student from TA or RA obligations that may slow progress toward completing the dissertation, the year is meant to strengthen the student’s leadership experience and skills.

ELIGIBILITY REQUIREMENTS

Nomination Eligibility
To be eligible for nomination for the Arthur J. Schmitt Leadership Fellows Program, the nominee:

1. 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.

2. Must have a record of demonstrated leadership and a strong record of scholarship.

3. Must show a strong commitment to Christian or Christian-compatible ideals. Non-Christian students who display corresponding ideals may be nominated.

Nominees who have completed their course work and/or dissertation credits will hold an advantage over nominees who have not.

Award Eligibility
In addition to the eligibility requirements above, students who are named Arthur J. Schmitt Leadership Fellows:

1. 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 dean of the Graduate School.
2. Are expected to be full-time resident students (living in the Milwaukee area) during the ten-month terms of their awards.

3. Must register for fall courses or for full-time continuation courses no later than August 15th of their award year. If registration is not completed by the deadline, the fellowship could be delayed or canceled.

4. Must attend a meeting/reception at Marquette University with the directors of the Arthur J. Schmitt Foundation at a date to be announced (typically late September or early October). Fellows are invited to this annual meeting both at the start of their fellowship year and again after their fellowship year is completed.

5. Are expected to continue their leadership engagements in the community and their departments, participate in Graduate School-sponsored gatherings and leadership events, read assigned materials, and are encouraged to develop and work on value-based leadership projects aligned with the university’s mission values of Excellence, Faith, Leadership, and Service.

6. Are required to show how their leadership skills have grown from the start of their fellowship to the end of it by submitting a written reflection to the Graduate School at the end of the year.

If recipients of the fellowship believe they cannot meet all of the above conditions, they should decline the fellowship offer.

**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 Leadership Fellows Program Nomination Form**
   This brief form provides us with general information about the student and includes a checklist of nomination materials. The form is available at [http://www.marquette.edu/grad/finaid_forms.shtml](http://www.marquette.edu/grad/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 Leadership Fellowship in the past, new letters are required. If the student has already received a Schmitt Leadership 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, information on their scholarship, and leadership, career goals, 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 form is also online at [http://www.marquette.edu/grad/finaid_forms.shtml](http://www.marquette.edu/grad/finaid_forms.shtml).

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

**IMPORTANT DATES AND DEADLINES**

**Friday, November 13, 2015**

**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 3, 2015 (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, 2016**

**Award Announcements made by the Graduate School**

Questions about eligibility requirements and nomination procedures should be directed to Mr. Thomas Marek, at (414) 288-5325 or thomas.marek@marquette.edu.