



**Sigma Phi Delta Fraternity
Beta-Kappa Chapter, Lehigh University
New Member Education Plan
Spring 2024 Semester**



Sigma Phi Delta, Beta-Kappa Chapter, Lehigh University

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Statement of Purpose

This document serves as a formal record of Sigma Phi Delta (SPD) Beta-Kappa Chapter New Member (NM) activities. The goal of Sigma Phi Delta's New Member education plan is to educate our new members about the values of science, friendship, duty, and brotherhood.

The Purpose of the new member education plan is to instill the core values of the fraternity into our New Members. We want our New Members to feel a strong bond between Sigma Phi Delta's values and with every member that SPD has. We want to educate our New Members on the pillars that our chapter values which would include Professionalism, Brotherhood, Academic, and Social. We want them to understand these core principles and help them acclimate to the fraternity.

Purpose of Sigma Phi Delta Nationals Statement

We stand steadfast and firm in our belief that we serve as a necessary adjunct to our Colleges and Universities in the training of young [men]. Our Constitution states, without equivocation, that the Object of the Fraternity shall be to promote the advancement of the Professions; to foster the advancement of Education; to instill a greater spirit of cooperation among Students and Organizations; to inculcate in its members the highest ideals of virtuous manhood, good Citizenship, obedience to Law, and Brotherhood; and to encourage excellence in scholarship. These objects we endeavor to fulfill in our Laws, in our Ritual, in our conduct, and in our relations with others.



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Resources

New Member Educator: Gamaliel Aguilar

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Hazing Hotline: **1-888-668-4293**



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Hazing Policies

National Hazing Policy

Sigma Phi Delta has a strict non-hazing policy. Our founding fathers met and established Sigma Phi Delta and have no mention of hazing as part of our founding documents, thus, the hypocrisy of hazing is not tolerated by our International Organization.

Chapter Hazing Policy

- Sigma Phi Delta Beta-Kappa is against all forms of hazing. At no time will New Members ever be required to engage in illegal, unethical, or dangerous behavior.
- Active members found violating the anti-hazing policy will be warned, disciplined, or removed entirely from the New Member Education process depending on the severity of their transgression. Serious violations of the anti-hazing policy are grounds for the removal of the offending member from the organization.
- New Members are encouraged to share with any brother concerns they may have regarding Greek Life rumors, conflicts they may have with individual members or other New Members, and their overall comfort level with the New Member Education process. Any brother or New Member will address these issues and include relevant parties to ensure no violations of the anti-hazing policy are allowed to happen.
- If anyone, whether it would be a brother or a New Member, believes there is an instance of hazing they are urged to bring it to the attention of the fraternity. This may be through the New Member Educator, the Chapter President, any members of the Executive Board, the New Member Education Board, or any other brother they feel at ease with. Once that is done, Sigma Phi Delta will work with that brother to inform and navigate the appropriate channels that the fraternity and Lehigh have established in order to investigate and rectify the situation.



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- As shown in our resources, there is a hazing hotline. There is also a reporting form on OFSA at [Hazing Prevention | Student Affairs \(lehigh.edu\)](https://lehigh.edu/hazing-prevention) as well as calling LUPD as an option. All New Members will be given such information at the beginning of the process to ensure their and our safety.
- All of the same rules and obligations apply to every alumnus that may visit or join in on a Zoom session.
- We at Sigma Phi Delta Beta-Kappa urge our members and New Members alike that any form of hazing can corrupt the individual. We will take these necessary steps to ensure that this does not happen and every New Member feels at home with the fraternity.

Organizational Information

Sigma Phi Delta prides itself on being the Premier International Fraternity of Engineers. Sigma Phi Delta is a unique, social-professional fraternity that inculcates in its members the principles of virtuous manhood, good citizenship, obedience to law, and excellence in scholarship. While membership in Sigma Phi Delta was originally reserved for students of engineering disciplines; the organization has since opened admission to welcome members from all different academic disciplines.

The Supreme Council of Sigma Phi Delta is the governing body for the international fraternity. The Beta-Kappa Chapter is lucky to enjoy a close working relationship with the members of the Supreme Council, who serve as advisors for fraternity affairs.

Founding

The Beta-Kappa Chapter of Sigma Phi Delta was founded at Lehigh University in the Fall of 2012. The organization was chartered through the P.C. Rossin College of Engineering & Applied Science and the Office of Student Engagement. As of Fall 2020, the organization was voted into IFC as an associate member and hence is recognized and supervised under Lehigh University's OFSA.



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Objectives of New Member Education

1) To learn the history of our organization and of our chapter.

- a) It is essential to understand where we have come from and how we have developed over the years. This will not only include our history, but also the philanthropic organizations that we support, both nationally and locally. Sigma Phi Delta Beta-Kappa is rich in history, though a short time span, and we plan to have our New Members learn about our history to show the significance of our brotherhood.

2) To develop scholarship and to pursue academics

- a) Sigma Phi Delta will ensure that every New Member maintains a good GPA and if they fall below a 3.0 that our Academic chair will reach out and ask if they need assistance. We will ensure that members who have taken classes are paired up with New Members respectively and tutored for optimal support if needed. We do not have a GPA requirement, as per our national organization, but we believe that there may be underlying factors for a drastic decrease in one's GPA.

3) To promote professionalism

- a) We will encourage new members to seek career-building actions to help promote themselves. This includes but is not limited to helping and creating a resume, a cover letter, a LinkedIn, a website or personal platform, going to career services, organizing a Handshake profile platform, and lastly putting oneself out there and applying to an internship and testing their interview capabilities. We at Sigma Phi Delta feel that having a jump start into the professional aspect of college is crucial for overwhelming success in junior and senior year.

4) Assimilation into the brotherhood

- a) This will be the most important and the hardest task as many New Members may have preconceived or naive notions. Every member of



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Sigma Phi Delta wants every New Member to feel completely included in the brotherhood and equal to every other member too. We want our new members to reach out to us when they are in need and vice versa. It is necessary to bring the brotherhood together in these troubling times, safely, in order to make our current members and our new members at ease and supported by one another.



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New Member Education Timeline

The entirety of the New Member Education process occurs between Sunday, February 4th, and Sunday, March 24th. Although this timeline is 7 weeks in total, one week is set aside for a planned spring break, as shown in Lehigh University's academic calendar, in which the New Member education process will halt for that week. Following their initiation on Sunday, March 24th, New Members become full, active members of Sigma Phi Delta with all the same rights, responsibilities, and expectations as other members. Most events will be held at our new chapter house in an effort to connect New Members with Members as much as possible.

Regularly Scheduled Events:

1) Study Hours: Monday 8-10 PM

- a) Location: SPD Chapter House
- b) Study hours will be completely optional for new members and members alike. Attendance will be highly encouraged so new members can meet with brothers about certain classes and subjects they might need assistance with. It serves to increase not only scholarship within the organization but also personal relationships between members and new members. This event will be held weekly.

2) Review of History for national quizzes: Wednesday 7-9 PM

- a) Location: SPD Chapter House
- b) This will be a weekly review of the section of history that is due for the week. This will culminate in a cumulative exam at the end of week 6. The history lessons and necessary learning of our organization will teach the new members about the foundations and trials SPD has gone through. It shows the depth of friendship and duty that SPD has and will require from every member. These teachings will be reviewed in the timeline that our nationals have set for us.

3) Weekly national quizzes: -



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- a) To be completed on an individual basis
- b) These are the quizzes that our national organization requires all New Members to complete during their education process. There will be one quiz to be completed every week covering the various topics of our history.

4) Attendance to Sigma Phi Delta Chapter: Sunday 6:30 PM

- a) Location: SPD Chapter House
- b) New Members will observe how the fraternity conducts business. It is necessary for New Members to see how it functions and how each position brings value to the chapter. It will inform members that there are many different variables the fraternity deals with throughout time.

Notable Programs:

Week 1: Sunday, February 4th - Saturday, February 10th

1) Formal Introduction Ceremony: Sunday, February 4th, 6:30 PM

- a) Location: SPD Chapter House
- b) This will occur at our chapter meeting. Candidates who accepted their bid to Sigma Phi Delta Beta-Kappa, will be introduced to everyone in the fraternity and sign up on our national website. They will provide our nationals with their email, phone number, major, and full name. This event will be attended by all active members, alumni, and every Potential New Member. This event will formally transition them from Potential New Members into New Members and will introduce them to the New Member Educator.

2) Introduction to the Exec Board: Sunday, February 4th

- a) Location: SPD Chapter House
- b) Introductions will follow the completion of Ritual and chapter meeting. This will familiarize New Members with the Chief Engineer, Vice Chief Engineer, Business Manager, Secretary, and Chaplain. They will learn what



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Exec's roles entail and how the Exec Board can help them throughout the process. This will also be an introduction to how the fraternity interacts with the school and other organizations.

3) Introduction to New Member Education Board: Monday, February 5th, 8 PM

- a) Location: SPD Chapter House
- b) This will happen at the start of their first study hours. The introduction will familiarize New Members with the brothers who will be the most active in their lives. This will include the New Member Educator, and the Guide as the quintessential roles. They will also be introduced to the brothers on the New Member Education Board.

4) Introduction to Sigma Phi Delta's History: Friday, February 9th, 6 PM

- a) Location: SPD Chapter House
- b) This will be the time when we inform our New Members about some of the history regarding Sigma Phi Delta nationally, including details about founding fathers, emblems, and mottos. New Members will also be invited to listen to the three board heads of Sigma Phi Delta which include; Reputation, Brotherhood, and Professional. This will allow the New Members to become better acquainted with the smaller boards of the fraternity.

5) Resume Workshop/Cover Letter Writing: Saturday, February 10th, 10 AM

- a) Location: SPD Chapter House
- b) New Members are encouraged to create and bring a resume to this workshop. From there, our Professional Chair, Professional Board, and New Member Educator will examine and critique their resumes for improvements. This is to have New Members start thinking about professional opportunities and their futures.

Week 2: Sunday, February 11th - Saturday, February 17th



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1) Introduction to Risk Management: Monday, February 12th, 7 PM

- a) Location: SPD Chapter House
- b) New Members will be taught about SPD's specific risk management policies as well as Lehigh's policies. This will be paired with the importance of not just personal responsibility, but a responsibility for every other member of the brotherhood and the Lehigh Community. Policies that will be reviewed are what ensure the safety of our members and future guests alike. It is imperative that safety is taken seriously for the betterment of the individual and the community.

2) Career Expo Preparation: Tuesday, February 13th, 8 PM

- a) Location: SPD Chapter House
- b) We plan on teaching the New Members effective preparation strategies for the career fair by equipping them with the tools to create a lasting positive impression on potential employers. Our approach involves providing clear guidelines that highlight distinctive qualities to make them stand out amidst competition. These crucial insights not only foster good connections but also pave the way for new and promising career opportunities for our New Members.

3) Introduction to Code of Ethics: Saturday, February 17th, 10 AM

- a) Location: SPD Chapter House
- b) The New Members will be taught about the Sigma Phi Delta Code of Ethics. New Members will be then encouraged to speak about their interpretation as well as how they see their lives reflecting these principles. The code of ethics reflects how every member is mandated to be selfless and consider the welfare of others. The Code of Ethics is our most important document and lays the foundation for each member of Sigma Phi Delta.

Week 3: Sunday, February 18th - Saturday, February 24th

1) Mock Interviews: Tuesday, February 20nd, 7 PM

- a) Location: SPD Chapter House
- b) Building on the initial Resume Workshop in week one, this event is intended to help them improve their elevator pitches, interview tactics, and on-your-feet problem-solving. We try to simulate real interviews as best we



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can to give them the most practical experience possible. This will involve our Professional Chair and members of the professional board.

2) Organizational Structure Overview: Thursday, February 22rd, 8 PM

- a) Location: SPD Chapter House
- b) Our organization as a chapter and nationally are complex in how they are laid out. This event will involve the New Member Education board teaching the New Members how our organization is structured as well as how our national organization is structured. Knowing how Sigma Phi Delta is structured will enable them to be high-functioning members of the fraternity.

Week 4: Sunday, February 25th - Saturday, March 2nd

1) Sexual Harassment Seminar: Sunday, February 25th, 6:30 PM

- a) Location: SPD Chapter House
- b) This is a quintessential presentation as we do not condone sexual harassment in any form. New Members and brothers will be taught not only what may be sexual harassment, but how to look out for it and correct it. This will be a seminar based on how to de-escalate and handle situations that New Members may encounter with future guests. We do not want any individual to feel they don't have the power to say something. Knowing when to step in and act is essential for effective mediation of potentially dangerous situations. Equipping our members with those skills is imperative for the safety of all our members and guests.

2) Professional Networking Seminar: Wednesday, February 28th, 7 PM

- a) Location: SPD Chapter House
- b) This presentation will educate the New Members on how to effectively use Handshake, LinkedIn, and other opportunities that are available through the Career Office. In addition, New Members will learn about the different career fair opportunities, internship application timelines, and postgraduate opportunities for Lehigh students.



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Week 5: Sunday, March 3rd - Saturday, March 9th

1) Gender & Sexuality Seminar: Sunday, March 3rd, 6:30 PM

- a) Location: SPD Chapter House
- b) The seminar will be held at our chapter meeting involving the whole brotherhood. The seminar will be conducted by the Pride Center. In SPD we take inclusivity very seriously and do not tolerate discrimination in any form. We also want to inform them of the resources that the Pride center has to offer. Passing this culture of inclusivity on to our New Members is necessary for us to perpetuate the community we have built.

2) Alumni Q&A: Thursday, March 7th, 7 PM

- a) Location: SPD Chapter House
- b) Through these shared experiences, alumni aim to provide practical career advice that offers guidance on navigating professional paths. Furthermore, this gathering becomes a way for alumni to create meaningful connections with the New Members by showcasing potential internship and career opportunities and fostering a collaborative environment that bridges the gap between academic knowledge and real-world application.

*Week of March 10th is set aside for spring break

Week 6: Sunday, March 17th - Sunday, March 24th

1) Discrimination/Racism/Microaggression Prevention Seminar: Sunday, March 17th, 6:30 PM

- a) Location: SPD Chapter House
- b) During this seminar, New Members and current brothers will learn about the various forms of discrimination, how to recognize racism, and what microaggressions are. In addition, they will learn about how to prevent this from occurring at chapter events as well as on campus and in the greater community. Finally, they will learn about the various resources for Lehigh Students regarding these topics. This is an essential seminar for all members since Sigma Phi Delta and Lehigh have a zero-tolerance policy towards



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racism and discrimination.

2) Meet your Major: Tuesday, March 19th, 7:00 PM

- 1) Location: SPD Chapter House/Virtual
- 2) This unique workshop has been meticulously designed to facilitate meaningful interactions between New Members and fraternity brothers from specific majors. The objective is to provide an invaluable opportunity for the New Members to discern the alignment of their strengths with prospective career paths, presenting an early opportunity for them to consider switching to a major that better suits their interests and aptitudes.

3) Proctored Nationals Test: Saturday, March 23th, 11 AM

- a) Location: SPD Chapter House
- b) This will be a proctored test as our nationals require a passing score on their test to attain membership into our fraternity. At this event, they will be tested on the history previously mentioned about Sigma Phi Delta. The person who will be proctoring the exam will be the New Member Educator.

4) Formal Initiation: Sunday, March 24th, 6:30 PM

- a) Location: SPD Chapter House
- b) The New Member Educator will notify the New Members about their national exam scores. Once that is through, the Sigma Phi Delta formal initiation process will occur. After this, the New Members will become fully initiated and will become full members.



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Final Word

The Beta-Kappa Chapter of Sigma Phi Delta hopes that this New Member Education Plan sheds some light on the New Member Education process for both internal and external entities. In addition, the Beta-Kappa Chapter hopes to reference this document as a stepping stone for continued growth and excellence. The entire goal for our process is to integrate our New Members into the fraternity as easily as possible. We ultimately want them to be knowledgeable about our history, respect each other and future New Members, and become good citizens.