



**Sigma Phi Delta Fraternity
Beta-Kappa Chapter, Lehigh University
New Member Education Plan
Fall 2023 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: Joel Santiago

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President: Richie Seipel

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Lehigh OFSA Advisor: Sara Runyon

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Fraternity's Province Director: Joshua Rys

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National Headquarter: Eric J. Pew

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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.

Objectives of New Member Education



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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 Sigma Phi Delta wants every New Member to feel completely included in the brotherhood and equal to every other member too. We



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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.

New Member Education Timeline



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The entirety of the New Member Education process occurs between Sunday, September 17th, 2023, and Sunday, October 29th, 2023. This meets the maximum restriction for a six-week New Member Education plan. Following their initiation on Sunday, October 29th, 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 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: Drown Hall* (Location subject to change)
- b) Study hours will be completely optional for new members and members alike. Attendance is highly encouraged in a way that 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 is recurring on a weekly-basis.

2) Review of History for National Quizzes: Wednesday 7-9 PM

- a) Location: Sigma Phi Delta 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: Delivered virtually

- 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



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one quiz to be completed every week covering the various topics of the fraternity's history and values standing.

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. This chapter meeting is held on a recurring, weekly-basis.

Notable Programs:

Week 1: Sunday, September 17th- Saturday, September 23rd

1) Formal Introduction Ceremony: Sunday, September 17th, 6:30 PM

- a) Location: Sigma Phi Delta 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, September 17th, 6:45 PM

- a) Location: Sigma Phi Delta 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 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



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the school and other organizations.

3) Introduction to New Member Education Board: Monday, September 18th, 8PM

- a) Location: Sigma Phi Delta 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, September 22th, 6 PM

- a) Location: Sigma Phi Delta 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, September 23rd, 10 AM

- a) Location: Sigma Phi Delta 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, September 24th - Saturday, September 30th

1) Introduction to Risk Management: Tuesday, September 26th, 8 PM



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- a) Location: Sigma Phi Delta 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) Introduction to Code of Ethics: Saturday, September 30th, 10 AM

- a) Location: Sigma Phi Delta 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, October 1st - Saturday, October 7th

1) Mock Interviews: Tuesday, October 3rd, 7 PM

- a) Location: Sigma Phi Delta 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 simulate real interviews as best we 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, October 5th, 8 PM

- a) Location: Sigma Phi Delta 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



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and its organizational behavior.

Week 4: Sunday, October 8th - Saturday, October 14th*

1) Diversity, Equity, and Inclusion Workshop : Wednesday, October 11th, 6:30 PM

- a) Location: Sigma Phi Delta Chapter House
- b) Sigma Phi Delta is proud to host a Diversity, Equity, and Inclusion event that exemplifies our core values of inclusivity. This event underscores our commitment to fostering an environment where diversity is celebrated and every member feels valued and heard. By embracing different perspectives and backgrounds, we strengthen the bonds of brotherhood while promoting unity and understanding within our Greek community. Through this initiative, Sigma Phi Delta commits to its dedication in creating a more inclusive future – one that welcomes and empowers all individuals, no matter their background or identity.

** Aware that Pacing Break is set from October 14th - October 16th. Sigma Phi Delta will not be conducting any form of New Member Education during this timeframe. This falls in line with respecting Lehigh University sanctioned commitments.*

Week 5: Sunday, October 15th- Saturday, October 21st

1) Career/Professional Development Seminar: Wednesday, October 18th, 7 PM

- a) Location: Sigma Phi Delta Chapter House
- b) This presentation will educate the New Members on how to use Handshake and the 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.

Week 6: Sunday, October 22nd - Sunday, October 29th



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1) Proctored Nationals Test: Saturday, October 28th, 11 AM

- a) Location: Sigma Phi Delta 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.

2) Formal Initiation: Sunday, October 29th, 6:30 PM

- a) Location: Sigma Phi Delta 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.

Final Word

The Beta-Kappa Chapter of Sigma Phi Delta aims for this New Member Education Plan to provide clarity regarding the New Member Education process, catering to the understanding of both internal and external organizational behaviors. Additionally, we anticipate that this document will serve as a valuable reference point, paving the way for continuous growth and excellence. Our primary goal is to facilitate the smooth integration of New Members into our fraternity, ensuring they acquire comprehensive knowledge about our history, develop respect for their peers and future initiates, and evolve into responsible, upstanding brothers: leading initiatives upholding Sigma Phi Delta's values and bettering the surrounding community.