

Sigma Phi Epsilon New Member Education Plan Spring 2020

PURPOSE:

Sigma Phi Epsilon's New Member Education program is based on our national fraternity's mission of "Building Balanced Men," where balanced men are defined by four ideals: gentleman, athlete, leader, and scholar. We believe that by adhering to our NME plan and working as a unified, supportive brotherhood, all new members will espouse high moral character, understand the importance of living a healthy lifestyle, seek out and assume leadership roles and become better students. In addition, it is our ultimate goal that all new men of Sigma Phi Epsilon will become active and contributing members to this chapter.

EXPECTATIONS:

What are the expectations of chapter leadership, general members, and of new members?

Upon conclusion of SigEp's NME, all new members will:

- Understand why it is important to focus on continuous development
- Fully understand the Balanced Man Program and what encompasses each challenge
- Be knowledgeable of the history of both the National Fraternity and the local chapter
- Be introduced to our Cardinal Principles and begin to understand how to exhibit these principles
- Develop meaningful relationships with members of the chapter
- Further transfer into college life at Lehigh
- Complete their transfer into the fraternity

This will be accomplished by all members:

- Living according to our cardinal principles of virtue, diligence and brotherly love in order to set a good example for New Members
- Working in conjunction with New Member Educators in helping new members transition into Greek Life
- Signing and abiding by the anti-hazing policy of Lehigh University
- Adhering to University, state, and federal laws regarding alcohol usage
- Taking part in a one-on-one conversation with all new members in an effort to unite the new class with the upperclassmen
- Teaching chapter history and traditions
- Participating in the events and projects coordinated by new members
- Respecting the plans and policies outlined in this plan

To facilitate an effective NME program, executive board members and chapter leadership will:

- Ensuring active and consistent contribution by all chapter members to the NME process
- Monitor and facilitate interaction between chapter members and new members
- Holding New Member Educators and all chapter members responsible for taking responsible action to prevent any action that is not on par with SigEp or Lehigh's standards

STATEMENT ON HAZING:

We will abide by all regulations of our national headquarters regarding hazing as follows:

The GRAND CHAPTER OF SIGMA PHI EPSILON FRATERNITY and the NATIONAL BOARD OF DIRECTORS, pursuant to its responsibilities between meetings of the GRAND CHAPTER, are clearly on record as being opposed to hazing in any form or degree in SIGMA PHI EPSILON.

ARTICLE I, SECTION 4, of the Grand Chapter Bylaws states, *“Any pre-initiation activity shall be of a constructive nature in accordance with the purposes and objectives of the Fraternity, and all forms of hazing and those activities commonly associated with ‘Hell Week’ are prohibited.”*

Pursuant to a resolution adopted at the 1975 Grand Chapter Conclave, all undergraduate chapters of SIGMA PHI EPSILON FRATERNITY are required to review this Bylaw at the beginning of the academic year and to adopt a motion supporting this policy.

As dictated by the Balanced Man Program of SigEp, to which this chapter adheres, the New Member Education period (known to us as the Sigma Challenge) is the first step in a continuous education process. By nature, the program is non-hazing and encourages an atmosphere of continual member development during a member’s undergraduate years.

In addition, all members of Sigma Phi Epsilon are expected to and will follow all university, state, and federal laws governing alcohol use. In no manner whatsoever will New Members of SigEp be forced to drink alcohol. Any brother who is found to go against this policy will be disciplined accordingly and will be barred from further participation and interaction with the Sigma Challenge.

RESOURCES:

The contact information (name, phone number, email) of the following people should be provided to new members in the new member education plan:

President: Jacob Saks

- Email: jacob.saks.sigeplu@gmail.com
- Phone: 201-669-9784

Vice President of Member Development: Anthony Cusumano

- Email: anthony.cusumano.sigeplu@gmail.com
- Phone: 908-514-5794

New Member Educator: Elan Rom

- Email: elan.rom.sigeplu@gmail.com
- Phone: 973-979-7017

Risk Manager: Cormac O'day

- Email: cormac.oday.sigeplu@gmail.com
- Phone: 203-522-9558

Lehigh University Office of Fraternity and Sorority Affairs

- Email: infrasor@lehigh.edu
- Phone: 610-758-4157

Assistant Director, Office of Fraternity & Sorority Affairs: Devore McIntosh

- Email: djm319@lehigh.edu
- Phone: 610.758.4157

- Hazing Reporting Form:

https://publicdocs.maxient.com/reportingform.php?LehighUniv&layout_id=15

SigEp Penn Epsilon Chapter Counselor: Kyle Schreiner

- Email: kschreiner5@gmail.com
- Phone: 973-224-5101

SigEp Penn Epsilon Regional Director: Jordan Sykes

- Phone: +1 (804) 346-7396

Sigma Phi Epsilon Fraternity National Headquarters

- Phone: 804-353-1901
- Contact SigEp: <http://go.sigep.net//151951/2016-12-01/9w1mqc>
- SigEp Crisis Hotline: 1-800-668-4293

To Report Hazing:

If a new member feels as though they have been hazed or have witnessed the hazing of another and wishes to report the incident, they should use the following outlets:

- **Vice President of Member Development or President:** Speak to a chapter executive and the team will work with the new member to resolve the incident. If however, there is no resolution is achieved, the new member should use the resources listed below.
- **Lehigh University Office of Student Conduct & Community Expectations:** The Office of Student Conduct & Community Expectations has a confidential online form on their website: https://publicdocs.maxient.com/reportingform.php?LehighUniv&layout_id=15 or they can be reached by phone at 610-758-4362. They also have a website designated for hazing prevention:

<http://studentaffairs.lehigh.edu/hazing-prevention>

- **Anti-Hazing Hotline:** The national anti-hazing hotline can be reached toll free at all hours at: **1-888-NOT-HAZE** (1-888-668-4293)
- **Sigma Phi Epsilon Crisis Hotline:** (1-800-767-1901)

All weekly schedules will restart on Sundays. The first week will begin on Sunday, March 1st.

All study hours will be held on Thursdays. All weekly reviews will be held on Sunday nights.

Week 1:

- 1) Orientation and Expectations Module
- 2) Weekly Review

Week 2:

- 1) Academic Module
- 2) Study Hours
- 3) Weekly Review

Week 3:

- 1) Effective Organizational Event Planning Module
- 2) Study Hours
- 3) Weekly Review

Week 4:

- 1) Professional Development Module
- 2) Study Hours
- 3) Weekly Review

Week 5:

- 1) Nutritional Health Module
- 2) Study Hours
- 3) S.M.A.R.T. Goals Module
- 4) Weekly Review

Week 6:

- 1) Sexual Health & Healthy Relationships Module
- 2) Study Hours
- 3) Sigma Conclusion/Wrap-up

The final Sigma initiation for all new members will be held on Saturday, April 18th.

Date: Week 1

Location: SigEp Chapter Room

In Attendance: New Member Class, Brother Mentors, Sigma Coordinator (s), chapter executive board

Activity: Orientation and Expectations Module

Description: This meeting will be used as an introduction to the Sigma Challenge. The requirements and goals of the challenge will be discussed and the expectations of each new member will also be outlined. Brother Mentors will introduce themselves to their mentees and describe Our Values and the Balanced Man Ideals. The Sigma Coordinator (s) will run this meeting with input from the chapter's executive board.

Why: This formal module serves as a commencement to the Sigma Challenge that will excite new members and instill the importance of the NME process to their development as balanced men of SigEp. The ceremony also introduces each new member to their Brother Mentor - a friend and source of personal support to new members throughout the Sigma Challenge. The module introduces core values and ideals that are central to the events of the Sigma Challenge and their continued membership in the fraternity. The ceremony shows new members how our chapter's ideals can play a positive role in influencing their personal values and beliefs, aligning with the "Identity Development" bLUeprint Foundation for Student Success.

Date: Week 2

Location: SigEp Chapter Room

In Attendance: New Member Class, Brother Mentors, Sigma Coordinator (s), chapter executive board

Activity: Academic Module

Description: An important first step in the academic development category, this presentation will be facilitated by the Vice President of Member Development who will demonstrate effective study skills for new members to continue to apply throughout the difficult transitional period of their first year. This module will be used to not only explain the importance of maintaining high academic standards but also laying out the resources that each new member can access in order to maintain this standard. The Vice President of Member Development will facilitate this module.

Why: SigEp seeks to foster a fraternity culture that bolsters the other aspects of undergraduate life for our members, placing academics as the highest priority. Students will have to implement new study skills and time management techniques in order to remain successful in college as they become members of a fraternity and take on other extracurricular commitments. Giving new members a chance to examine and brainstorm different study techniques that work best for them as individuals, this module employs Identity Development and Professional Growth & Success within the Five bLUeprint Foundations.

Date: Week 3

Location: SigEp Dining Room

In Attendance: New Member Class, Executive Board, Philanthropy Chair, Sigma Coordinator (s)

Activity: Effective Organizational Event Planning Module

Description: Lehigh SigEp prides itself in efficient use of time and resources to plan campus-wide philanthropic and community service events. In the past, we have seen events like ECR (Election for Cancer Research) fail after being a staple for many years. We seek to maintain a high level of success for such events. In the Fall 2016 semester, the Give Back to Bethlehem Color Run had great success. We wish to expand and continue that event, and events similar to it. New members will be provided with the proper tools and guidelines that will allow them to plan a successful event for any on campus organization.

Why: New members quickly assume leadership positions within the chapter after completing the Sigma Challenge and become responsible for making sure philanthropy functions, alumni and family events, and other programmed events are organized ahead of time and run smoothly. This module gives new members a chance to learn about some of the important events hosted by our chapter, particularly from a philanthropy standpoint, and gain understanding of the legwork required to make these events successful. This module creates an opportunity for new members to consider the leadership positions that may interest them, and work closely with brothers in the house who have experience in these roles. This module develops new members through the Inclusive Leadership Foundation for Student Success.

Date: Week 4

Location: SigEp Library

In Attendance: Career Services, New Member Class, interested active brothers

Activity: Professional Development Module

Description: This module helps new members understand many of the steps that college students should take to become prepared to enter the professional world. It also shows the professional support system that SigEp provides, both through the example of Epsilon brothers and the chapter's alumni network. A model resume and cover letter will be shown an overview of its parts will be explained. This module will also show how to create an account on Handshake and demonstrate how to use it.

Why: Professional skills are not taught within any one class at Lehigh, but are crucial to ensuring the success of an undergraduate student in building a career after graduation. The module teaches students to become more comfortable working alongside the career services center, and teaches skills that young men may not learn without seeking them out. Lehigh SigEps find this module is crucial to furthering the bLUeprint foundation of Professional Growth & Success.

Date: Week 5

Location: SigEp Living Room

In Attendance: Lehigh Dining Services, New Member Class, interested active members

Activity: Nutritional Health Module

Description: This module will demonstrate to new and active members how to use diet to complement a healthy lifestyle. The presentation will give examples of tools that can be used to track dietary and fitness goals. It will show how to read a nutrition label and set daily caloric intake goals. The presentation will also bust common myths and misconceptions about diet and fitness.

Why: Part of the Balanced Man Program is “Sound Body; Sound Mind.” The nutritional health module is geared toward the sound body aspect of the Sigma Challenge. The purpose is to have new members learn more about how their diet affects their health. Often times people don’t pay attention to the food they eat and this module is designed to help change that.

Date: Week 6

Location: SigEp Living Room

In Attendance: Greek Allies, New Member Class, interested active brothers

Activity: Sexual Health & Healthy Relationships Module

Description: This is a presentation facilitated by members of the universities Greek allies including brothers involved in the organization. The module provides information about sexual health, how to create healthy relationships, and how to spot red flags of dangerous situations of gender violence.

Why: Programs between SigEp, and Greek Allies have been co-hosted in an effort to create a dialogue about problems of gender violence, misogyny, and sexual harassment. These problems have plagued fraternities for years and created a negative public stigma about greek life. By hosting these programs and opening discussion that recognizes the validity of these problems, we hope to continue to fight these negative stereotypes and create positive cultural change within the Lehigh greek system. In past years, these programs have been well received as a part of our new member education, and we hope to continue this positive trend.

Date: Week 6

Location: SigEp Chapter Room

In Attendance: New Member Class, SigEp V.P. of Member Development, Sigma Coordinator

Activity: S.M.A.R.T. Goals Module

Description: The purpose of this module is to introduce S.M.A.R.T. goals and teach how to set these goals. Under the S.M.A.R.T. Method coined by Professor Robert S. Rubin of Saint Louis University, these goals should be Specific (simple, sensible, significant), Measurable (meaningful, motivating), Achievable (agreed, attainable), Relevant (reasonable, realistic, resourced, results-based), and Time-bound (time-based, time/cost limited, time-sensitive). The new members will be taught about the benefits of setting these types of goals and how to use them in a normal life style. The module will be administered by the chapter Vice President of Member Development with the help of the Sigma Coordinator (s).

Why: By using the overarching structure of the S.M.A.R.T. goals method, we hope to help new members determine their own concrete, personal goals and how SigEp can serve as a support system in achieving these goals. Many new members do not fully realize the resources that being in a fraternity such as SigEp provides. The S.M.A.R.T. goals module ultimately helps new members to gain an understanding of how SigEp aids in academic and professional success, personal development, and general well-being. The module aligns with the Creative Curiosity, Identity Development, and Professional Growth & Success bLUeprint Foundations.

Date: Week 6

Location: SigEp Library

In Attendance: Sigma Coordinator, Vice President of Member Development, New Member Class, Any interested active members

Activity: Sigma Conclusion/Wrap-up

Description: At the conclusion of the Sigma Challenge, new members will come together with active brothers in order to discuss what the Sigma Challenge meant and what the purpose of it was.

Why: At the conclusion of the Sigma Challenge, new members should have a greater understanding of what it means to be a brother in Sigma Phi Epsilon, what it means to be a member of the academic community and the greater community. The Sigma Challenge is just the beginning of the growth that all new members will experience as a result of being a brother in SigEp and the final wrap up gives them a chance to discuss their thoughts on the process they went through.

Date: Every Thursday of the New Member Education period

Location: SigEp Living Room

In Attendance: New Member Class, Vice President of Member Development, Sigma Coordinator (s), Active Members

Activity: Study Hours

Description: Throughout the Sigma Challenge, two-hour long quiet study periods are held at least one evening a week in the chapter house library or a reserved classroom on campus. Study hours are highly encouraged and have been well utilized as a time for new members to stay ahead of their schoolwork during the busy NME period. While attendance at every session is not mandatory, new members must tally a minimum of ten total hours of study within the program's scheduled study sessions.

Why: Holding study hours for our new members places an emphasis on the importance of consistently budgeting time for focused studying. The study periods also help new members feel comfortable working in a shared environment, studying together for the same courses, and pushing each other to excel academically. SigEp should further, not deter, its members' academic pursuits. The scheduling of Study Hours as well as the Sound Mind Development program reinforces this belief. Study Hours further our new members' Profession Growth & Success as well as Collaborative Connections between fraternity brothers under bLUeprint's Five Foundations for Student Success.

Date: Every Sunday of the New Member Education period, 6:30-7:30 PM

Location: SigEp Library

In Attendance: New Member Class, Sigma Coordinator (s)

Activity: Weekly Review

Description: Each Sunday after our chapter meeting the new members will meet with the Sigma Coordinators in order to review their progress of the challenge. Along with getting input on their progress from the coordinators, this meeting will also allow the coordinators to announce any events for the upcoming week that may take planning.

Why: The Weekly Review gives new members prior notice about the weekly events of the Sigma Challenge, allowing them to be proactive in scheduling their other obligations and planning around the events. In this way the reviews encourage a sense of personal responsibility. They also give new members an opportunity to collaborate in planning of certain events and become more involved in their new member education program. Giving new members the chance to take charge in proactively influencing the direction of their Sigma program encourages Inclusive Leadership under the Five bLUeprint Foundations for Student Success.

Sigma Phi Epsilon New Member Mentor Program

New Member Mentor

The new member mentor is assigned the first week a member joins SigEp. This mentor plays a vital role in their mentee's transition to SigEp and college. He is responsible for building a strong, positive foundation for his mentee's fraternity experience and should be a living example of SigEp's values. New member mentors should meet these minimum standards:

- Have at least a 3.0 cumulative GPA.
- Be in good standing as it pertains to behavior, finances and grades.
- Finished the Phi Challenge.
- Be involved within the chapter (attendance at meetings and events, holds leadership positions, etc.).

Proper guidance from a mentor ensures new members are starting their SigEp experience off on the right foot.

Below is an outline of discussion topics for your weekly meeting with your mentee. These items need to be discussed with them; however, do not limit your meetings to these topics. Build a relationship with your mentee in order to gain their trust and assure them they have someone they can approach when they need help. Your mentee is required to meet with you weekly, so by becoming a mentor you are making a promise to meet with them.

Week 1

1. Introduce yourself to your mentee finding out information about them (major, interests, classes, etc.)
2. At the previous meeting they should have introduced to our values. Ask them if they have questions on any of the following:
 - a. Our Values
 - b. Balanced Man Ideals
3. They would have just had their Ritual, and should be studying for the Sigma Challenge. Tell them what this meant to you and discuss why it is important.
4. Introduce the idea of the 3 goals they will have to later make. Get them thinking about the idea, but they do not need to establish them this meeting.

Week 2

1. This meeting should start by focusing on the 3 goals they have made or the goals they are going to make at the meeting with your guidance. Make sure to focus on the importance of goal setting. Make sure by the end they have established their goals and you have signed off on them.
2. Ask them how they are enjoying the Sigma Challenge and discuss any questions they have about the chapter.
3. Ask the mentee who they are interested in choosing to be their big brother. Define the characteristics of an ideal "Big", or what they are looking to get out of the big-little

program. The mentor, being knowledgeable of all the brothers in the chapter, should begin to steer their mentee towards the best potential candidates

Week 3

1. Follow up on your mentees goals and see how they are coming along.
2. Ask them about how Sigma Challenge meetings are going and what they have learned so far from being in the Sigma challenge.
3. Discuss the upcoming road trip and what the new member would like to take away from the experience.
4. Discuss with them the process of selecting a chapter mentor/big brother. Make sure to let them know it is their decision and they should not be pressured by others to select a certain person.
5. Encourage your mentee to seek out a few members who he would like to consider as his big brother and discuss the possibility with them.

Week 4

1. Discuss how they are balancing SigEp, academics, and other extracurricular activities. Ask if there is anything that you can do to support them.
2. Look to see how many of their goals have been completed at this point.
3. Encourage them to write on of their reflections for the Sigma Challenge so far.
4. Discuss the importance of attending the Carlson Leadership Academy, or another regional leadership development programs.
 - a. Express to the mentee how much you took out of the experience if you went.

The choosing of a big brother should not indicate an end of the mentor program. Even though the new member has been assigned a big, the mentor should continue to check in on the goals and progress of their mentee through the Sigma Challenge.

After completing the weekly meetings with your mentee, be sure to talk with the VPMD to set up a time and date for a transition meeting as your mentee moves into the Phi Challenge.

Big Brother Program

The mentoring program here at Sig Ep is comprised of multiple components. A brother can be mentored by his big brother, along with a combination of alumni, volunteers and community members. After the new member has gone through the mentoring process and is familiarized with many of the brothers in the chapter, the new member chooses who they want to be their big brother. They serve a valuable role in the personal growth of their mentee during his middle years in college and, with a strong commitment to the relationship, can see a positive effect due to their participation. The purpose

of the big brother is to act as a guide for all things SigEp along with many other aspects of college life. A chapter mentor should be a living example of SigEp's values.

The members of the Sigma Challenge select their mentor from a pool of brothers who meet the minimum standard. They have the choice to pick any of these suitable brothers. For this reason, a very personal relationship develops between the two brothers. The following lays out the requirements for becoming a big brother.

Big Brother Requirements

- Must be in a good standing with the chapter and the university pertaining to behavior, finances and grades
- Must have complete the Phi Challenge
- Must be involved with the chapter (attendance at meetings and chapter events)
- Must have a personal connection with the mentee and a desire to see him grow

Challenge Requirements

Our process is quite a bit different as compared to the education plans of other chapters. Our commitment to a continuous development model has created a unique program, which persists throughout a member's whole college career. Each member must complete either two of the below points in different areas of development, or complete an activity that they believe fulfills the ideals in that sector and have that activity approved and signed off by their mentor. For each area of development, there have been laid out certain tasks that can be completed to fulfill that area of development along with a number of options from which the member can choose a few to complete. There is always the option of the member completing a task that isn't on this list which still meets the requirements, as this task would need approval by their mentor.

SigEp Development:

SigEp development encompasses many different things. It includes the introduction to the chapter knowledge and learning about its relevance. It also includes participating in and understanding the importance of each ritual. Essentially, the more developed a brother becomes, the more he encompasses our cardinal principles.

Must complete 2 of the following or 2 approved related activities:

- Participate in the Burning Heart Ceremony
- Attend and participate in a ritual study with the chapter's chaplain
- Write a reflection at the end of the challenge

- Attend and AVC meeting or have a conversation with and AVC member
- Meet with a member of standards board and learn about its uses and responsibilities
- Attend an Executive board meeting
- Participate in Chapter Facts Jeopardy
- Meet with an Epsilon or Brother Mentor and discuss the Cardinal Principles

Sound Mind Development

Academics are very important to the brotherhood. In order to continue our academic success each brother has a sound mind requirement. This requirement keeps the brother on track throughout his college years. Having a sound mind does not only encompass academics however. Having a sound mind can also come from an involvement in the community or an interaction between a member and his peers. Any use of a member's intellectual development is also a sound mind indication.

Must complete 2 of the following or 2 approved related activities:

- Identify and join a campus organization
- Write a thank you note to a faculty member who came and spoke at chapter
- Learn how to meditate
- Meet with a tutor offered on campus or go to an option review session
- Attend a stress relieving activity hosted by the executive board
- Meet with a professor to introduce yourself and discuss performance to build relationships

Sound Body Development

Sound Body Development includes both steady athletic activity and nutritional health. Our brothers are taught from the start through our Balanced Man ideals that being considered an athlete is an important part of being a SigEp.

Must complete 2 of the following or 2 approved related activities:

- Attend at least 2 Intramural sporting events
- Complete the physical fitness test administered by the VP of MD

- Design a weekly workout routine
- Attend an exercise class offered by the university
- Create a personal workout spreadsheet or add to the chapter personal records spreadsheet
- Complete an Insanity Workout
- Research the mental benefits to working out and report them to the rest of the new brothers
- Attend a Lehigh sporting event

Personal Development

Developing personally is important to all SigEp members because one of the expected outcomes of the Balanced Man Program is to create brothers who are prepared for life out of college. A lot of what goes into personal development is the creation of skills that enhance the experience after college.

Must complete 2 of the following or 2 approved related activities:

- Meet with VP of Finance or a Professor and learn how to make a budget for college life
- Learn two different ways to tie a tie
- Learn how to do laundry and iron clothes
- Register to vote
- Take self-defense training

Leadership Development

As a brotherhood we are proud of our involvement in leadership positions on campus. As a leader, you learn how to value each decision made. This is especially important because these new members will eventually be the leaders in our chapter and they must learn how to lead from the start.

Must complete 2 of the following or 2 approved related activities:

- Meet with mentor at least twice per week
- Organize a community service project as a group
- Attend a local sporting event

- Volunteer at a local organization (as a group)
- Attend an open Student Senate meeting (all are open, hoping to generate interest in Student Senate)

Professional Development

Again, tying into the preparation for life after college, professional development of every member is also very important. Preparing each member for their professional career not only personally helps them out, but it also creates a network for our chapter. If a member is set up with the correct tools then he has a higher chance of being successful in his career and will probably increase the success of the other chapter members.

Must complete 2 of the following or 2 approved related activities:

- Sign up on LUCIE
- Create a resume and have it critiqued by mentor
- Attend a career fair
- Attend a company's information session
- Create a cover letter
- Create business card