



**Sigma Phi Delta Fraternity
Beta-Kappa Chapter, Lehigh University
New Member Education Plan
Spring 2021 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 for 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 into 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: Christian Brodbeck

- 215-584-8319 ▪ chb222@lehigh.edu

President: Julian Tsang

- 609-651-9227 ▪ jut222@lehigh.edu

Vice President: Sam Sausville

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Risk Manager: Nic Altenderfer

- 717-823-2231 ▪ nia223@lehigh.edu

Lehigh OFSA Advisor: Andrew Dorriere

- 610-758-4157 ▪ ard519@lehigh.edu

Fraternity's Alumni Advisor: Ted Raymond

- 508-308-5447 ▪ erd219@lehigh.edu

Fraternity's Province Director: Dustin Conway

- 937-751-9357 ▪ easternspd@sigmaphidelta.org

National Headquarter: Eric J. Pew

- 609-784-5284 ▪ grandpres@sigmaphidelta.org

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

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.



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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 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 on the Executive board, 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 has established in order to investigate and rectify the situation.
- 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/offices/studentaffairs/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 Alumni 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.



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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 of 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 Spring of 2013. 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

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 timespan, and we plan to have our New Members learn about our history to show the significance of our brotherhood.



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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, go to career services, organize a Handshake profile platform, and lastly put oneself out there and apply to an internship and test 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 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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Covid-19

This Spring, with the continuance of Covid-19, Sigma Phi Delta has elected to do virtual and in-person events following Lehigh's social distancing guidelines. To avoid an outbreak within our members or New Members we will take cautionary measures to ensure the safety of our fraternity. All in-person events are optional and can be done virtually. We believe that these procedures, and the timeline outlined below, will create a safe and healthy environment for everyone involved. If one of our New Members or current members exhibits signs of Covid-19 or tests positive, we will mandate that they are to be isolated in their living quarters. If this is not done, disciplinary action will be taken which can result in either disciplining or expulsion from the fraternity altogether. We do not want to ever have this happen, but we feel this is necessary to combat this deadly disease as it can put members at risk. If there are any concerns that a member or New Member may have please use the resources provided above to answer any further questions.

New Member Education Timeline

The entirety of the New Member Education process occurs between Sunday, February 14 and Sunday, March 28. Following their initiation on Sunday, March 28, New Members become full, active members of Sigma Phi Delta with all the same rights, responsibilities, and expectations as other members.

Regularly Scheduled Events

1) Study Hours: Monday 8-10 PM

- a) Location: Zoom
- b) Study hours will be held virtually and are completely optional for new members and members alike. Attendance will be encouraged as to meet and speak with brothers about certain classes and subjects. It serves to increase not only scholarship within the organization, but



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also personal relationships members and new members will build together. This event will be held weekly

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

- a) Location: Zoom
- b) This will be a weekly review 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 Quizzes that are needed to be done on an individual basis

4) Weekly Attendance to Sigma Phi Delta Chapter: Sunday 10 AM

- a) Location: Zoom
- 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

1) Formal Introduction Ceremony: Sunday February 14, 10 AM

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



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2) Introduction to the Exec Board of Sigma Phi Delta: Friday February 19, 7 PM

- a) Location: Zoom
- b) This will familiarize New Members to who the Chief Engineer, VP, Business Manager, Secretary, and Chaplain are. They will learn what their roles entail and how exec can help them throughout the process. This will be also an introduction on how fraternity interacts with the school and other organizations.

3) Introduction to New Member Education Board: Saturday February 20, 3 PM

- a) Location: Zoom
- b) This introduction will familiarize New Members to 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.

Week 2

1) Introduction to Sigma Phi Delta's History: Sunday February 21, 11 AM

- a) Location: Zoom
- b) This will be the time where 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 boards of Sigma Phi Delta which includes; Reputation, Brotherhood, and Professional. This will allow the New Members to become immersed in the smaller boards of the fraternity. The location for all of those board meetings will be on Zoom; the timing is currently undecided as boards will reconvene in the beginning of the spring semester.

2) Resume Workshop: Saturday February 27, 3 PM



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- a) Location: Zoom
- 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 3

1) Introduction to Risk Management: Friday March 5, 7 PM

- a) Location: Zoom
- 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. We will hold a Q&A afterwards and either have the answers on hand or readily inform who to contact within the fraternity or Lehigh community. It is imperative that safety is taken seriously for the betterment of the individual and the community.

2) Introduction to Code of Ethics: Saturday March 6, 3 PM

- a) Location: Zoom
- 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 has a mandate to be selfless and fulfill their future.

Week 4



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1) Chapters of Sigma Phi Delta: Sunday March 7, 11 AM

- a) Location: Zoom
- b) As required by our nationals, the New Members will learn about other chapters of Sigma Phi Delta across the world. Unfortunately this is the first round of common hour exams and we have already informed our nationals about our midterm schedule.

2) Day Hike: Saturday March 13, 10 AM (TBD)

- a) Location: Bethlehem/Lehigh based
- b) This will be a completely optional trip to Lehigh Universities surrounding the area and community. Brothers who are also comfortable will be invited too. This will allow New Members and members to bond in a safe outdoor fashion while completing an awesome feat as a unit. It will build comradery between New Members and Members. This might also be an event to relieve stress from midterms and clear peoples heads to provide a more mentally healthy attitude.

Week 5

1) Big, Little event: Friday March 19, 7 PM

- a) Location: 620 Pierce Street, Bethlehem PA 18015
- b) This will be a special and memorable event to pair New Members with Members as a big little pairing. This is an amazing part of the process as Bigs will act as mentors to their littles and guide them into the fraternity. They will quite often become New Members' first contact for questions relating to the fraternity or challenges about life. We do not want to void the specialness of this event so it will be in person. This will be split into groups to ensure we are following Lehigh's safety requirements for Covid-19.

2) Professional Review: Saturday March 20, 2 PM



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- a) Location: Zoom
- b) This will be an event held by the professional board to encourage New Members to either create or update their LinkedIn and Cover Letters. This will be geared to all professional paraphernalia as it will keep the New Members thinking about their future careers.

Week 6

1) Sexual Assault/Harrassment Seminar: Sunday March 21, 11 AM

- a) Location: Zoom
- b) This is a quintessential presentation as we do not condone sexual harassment in any form. New Members 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 around how to deescalate situations that New Members may see, because there will be future guests. We do not want any individual to feel cowardice not only around us, but also any guest we may have.

2) National Test: Friday March 26, 7 PM

- a) Location: Zoom
- 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.

3) Nicknaming Event: Saturday March 27, 3 PM

- a) Location: 620 Pierce Street, Bethlehem PA 18015
- b) This is an event where we will tell each New Member their fraternity nickname and will hear what they would want to do for the fraternity in the future. This will be split into groups to ensure we are following Lehigh's safety requirements for Covid-19.

4) Formal Initiation Sunday March 28, 10 AM



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- a) Location: Zoom
- 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 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 in the fraternity as easily as possible. We ultimately want them to be knowledgeable about our history, respectful to other members and New Members, and to become a good citizen.