Sigma Phi Epsilon
New Member Education
Fall 2017

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.

Goals and Objectives

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 Principle’s 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

Regarding Hazing and Alcohol Abuse:

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.

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:

- **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?LehighU-niv&layout_id=15](https://publicdocs.maxient.com/reportingform.php?LehighU-niv&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](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)

New Member Education Calendar

September 19th – October 31st

2017
This information will be presented to the new members on the first day of New Member Education.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientations/Expectations Module (Assign Mentors) 7:00-8:00 PM</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>Weekly Review 6:30-7:30 PM</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>Risk Management Module 7:00-8:00 PM</td>
<td>Study Hours 6:00-8:00 PM</td>
<td>Professional Development Module 4:30-5:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ally Training Session 4:30-5:30 PM</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Weekly Review 6:30-7:30 PM</td>
<td>LUPD Safety Module 4:00-5:00 PM</td>
<td>Study Hours 6:00-8:00 PM</td>
<td>Big/ Little Ceremony 8:00-8:30 PM</td>
<td>Road Trip Begins (Will visit other SigEp Chapters down the East Coast to connect with brothers)</td>
<td>Zollinger House Tour with SigEp Regional Director</td>
<td></td>
</tr>
<tr>
<td>Return from road trip Weekly Review 6:30-7:30 PM</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>Study Hours 6:00 -8:00 PM</td>
<td>Effective Organizational Event Planning Module 4:30-5:30 PM</td>
<td>Study Hours 6:00 -8:00 PM</td>
<td>Nutritional Health Module 4:30-5:30 PM</td>
<td>Study Hours 6:00 -8:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacing Break</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>Pacing Break</td>
<td>Pacing Break</td>
<td>Pacing Break</td>
<td>Study Hours 6:00 -8:00 PM</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>-------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Weekly Review</td>
<td>6:30-7:30 PM</td>
<td>Study Hours</td>
<td>6:00-8:00 PM</td>
<td>Sexual Health Education Module</td>
<td>4:00-5:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Right of Passage</td>
<td>7:00-8:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 different 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 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
Activities

- Orientation and Expectations Module
  - 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. The Sigma Coordinator(s) will run this meeting with input from the chapter’s executive board.

- Study Hours
  - Throughout the Sigma Challenge, two-hour long quiet study periods are held at least one evening a week in the chapter house library. 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.

- Weekly Review
  - 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.

- Academic Module
  - The academic module is an important first step in the academic development category. This module will be used to not only explain the importance of maintaining high academic standards but also laying out the tools that each new member can access in order to maintain this standard. The academic chair or a university official will either run this module.
    - **Follow up:** Track study hours for the week review study habits with mentor

  **Academic Module Coordinator:** Professor Heather Johnson

- Sexual Health Education Module
  - The purpose of this module will be to explain the importance of keeping sexual health in mind during your college years. Methods for having safe sexual experiences will be communicated. The negative effects of not keeping a sexually health
body will be laid out. Either an older brother or a university official will run this module.

- **Follow up:** Complete independent research regarding the effects STD/STI's can play in everyday life

**Sexual Health Module Coordinator:** Dr. Brooke DeSipio, Director of gender violence education and support

- **S.M.A.R.T Goals module**
  - The purpose of this module is to introduce S.M.A.R.T. goals and teaching how to set these goals. 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. Again, an older brother or a university official will run this module.
    - **Follow up:** Create S.M.A.R.T. goals and review them with mentor

- **Professional Development Module**
  - This module is the most important for life after college and transitioning into the professional world. Later challenges have a priority of preparing every Sig Ep for the professional world, but this module is a taste of the continued support of every member’s professional life. 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 LUCIE and demonstrate how to use it. A university official from Career Services or an alumnus will run this module.
    - **Follow up:** Create a resume if needed and review resume with mentor

**Professional Development Coordinator:** SigEp Regional Director Eddie Gonnella

- **Nutritional Health Module**
  - The benefits of eating healthy will be explained. It will be shown how to read a nutrition label along with an explanation of setting a daily caloric intake goal. There will be an explanation of the tools that a member can use to track these goals. A university official from the Health Center or an older brother will run this module.
    - **Follow Up:** Track daily nutrition intake for a 3 day period and review the results with your mentor
Sigma Road Trip

- Brothers in the Sigma Challenge will embark on a three day road trip chaperoned by a number of Epsilon volunteers. The group will visit SigEp chapters on their way to SigEp Headquarters in Richmond, Virginia. Lehigh alumni will meet the group for dinner and conversation in Philadelphia. Afterwards, they will visit the brothers of the SigEp Maryland chapter, and check into a hotel in College Park, MD where they will sleep and rest. The following morning they will travel to Washington DC, where they will again meet with Lehigh Alumni for lunch in the DC Metro area. Following that rendezvous, the group will head to Zollinger House, or SigEp Headquarters. There, a SigEp Regional Director will give them a tour. That night, the group will sleep and rest at the University of Richmond before heading back to Lehigh the following morning. The road trip is designed to broaden the new member’s network, and well as realize and experience the history and breadth of SigEp nationally.

  - Follow Up: Connect with alumni whose professional field is of interest. Reflect on the Road Trip through discussion during Weekly Review.

LUPD Safety Module

- Lehigh Police will provide an overview of the Department, as well as ways to avoid criminal incidents (e.g. public drunkenness, underage, disorderly conducts, etc.) and safety techniques. It is essential that new members familiarize themselves with LUPD, as they are a integral part of risk management operations of any student-run organization.

  - Follow Up: Brainstorm ideas for effective and efficient risk management and safety techniques. Meet with the Risk Manager to judge if those ideas are feasible.

Ally Training Session

- Chelsea Fullerton from the new and improved Pride Center will speak to our chapter about the services that the Price Center offers, and further educate our chapter about the LGBTQIA community.

  - Follow Up: Visit the Pride Center in its new location

Effective Organizational Event Planning Module

- 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 2015 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.

- **Follow Up:** Create unique philanthropic/community events for Lehigh University and surrounding Bethlehem area. Coordinate with VP Programming and VP Finance to plan and budget.

**Effective Organizational Event Planning Module Coordinator:** Matt Kitchie, Assistant Dean of Students

### 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. The way our challenge works, 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 will 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