SCHOLARSHIP BLUEPRINT

THINGS TO DO
Chairman and Duties

Currently Do It	Will Do It	Done…	
○	○	○	Chapter Scholarship Chairman establishes written goals for his office before each academic term.
○	○	○	Scholarship Chairman maintains scholastic records for each initiated and associate member.
○	○	○	Scholarship Chairman monitors the scholastic progress of every member and offers assistance when downward trends appear.
○	○	○	Scholarship chairman has developed and/or implements a written chapter scholarship program.
○	○	○	Scholarship Chairman enforces the chapter rules of study (e.g., quiet hours, minimum GPA requirements, etc.).

Focus on the Details

Often the Scholarship Chairman is one of the weakest offices in a chapter; it should be one of the strongest! There are many things the Scholarship Chairman should be doing and a few that he must do.

It is important for the Scholarship Chairman to realize that he can't make members study; scholarship is an individual commitment. His most important task is to create an environment and an attitude within the chapter that is conducive to study and which provides the resources and motivation necessary to facilitate good study habits. At the absolute bare minimum the Scholarship Chairman must maintain scholarship records on each initiated and associate member, and offer assistance when a downward trend appears. In addition to this, the duties of the Scholarship Chairman include:

- Developing and/or implementing a written chapter scholarship program
- Establishing and enforcing chapter rules of study (e.g., quiet hours, minimum GPA requirements, etc.)
- Setting chapter GPA goals
- Establishing and providing chapter scholarship awards (e.g., Highest GPA, Most-Improved GPA, and excellence awards)
- Maintaining scholarship files
- Scheduling guest speakers
- Promoting intellectual curiosity (e.g., announcing a cultural awareness program available on campus)
- Providing academic resources (e.g., tutoring, subscriptions to periodicals, a chapter library, "study buddies," etc.)
- Chairing the scholarship committee

THINGS TO DO
Scholarship Committee

Currently Do It	Will Do It	Done…	
○	○	○	Chapter has an appointed Scholarship Committee.
○	○	○	Scholarship Committee meets regularly and especially to monitor associate member's progress.
○	○	○	Committee has established written goals and objectives.
○	○	○	Committee members represent a broad range of class years and academic standings.
○	○	○	Chapter has allocated a full budget to the scholarship committee based on the committee's written needs.

Focus on the Details

It is required within the Theta Xi *Constitution and By-Laws* (23.3.5) that each chapter shall strive to achieve a chapter grade point average of at least 2.5 based upon a 4.0 scale. The National Committee on Chapter Activities recommends that each chapter have an appointed scholarship committee composed of the Scholarship Chairman, Chapter President, Chapter Advisor or an alumnus appointed by him, and one or more other chapter members. A full chapter scholarship program is too involved for the Scholarship Chairman to handle alone. The members appointed to his committee are not necessarily the chapter's best scholars, but members devoted to improving the academic attitude and overall scholastic standing of the chapter. Each class year and academic range should be represented on the committee, if possible. A five-member committee (not including the Chapter Advisor) is an ideal size. The committee should meet regularly to discuss their goals and those of the chapter and evaluate progress. The general goal of the Scholarship Committee should be to develop programs that the chapter will adopt in an effort to improve its academic standing. Scholarship programming is a win/win proposition in that any programming developed is better than none. Members will study with or without a productive Scholarship Committee or Chairman. Effective programming can't make members study, but it can help them study better and achieve their maximum potential. In order to carry out its plans, the Scholarship Committee should be allocated an adequate budget, as well.

THINGS TO DO
Study Skills Programming

Currently Do It	Will Do It	Done…	
○	○	○	Scholarship Committee provides study skills programming at least once a semester.
○	○	○	Guest speakers are invited to present seminars.

Chapter covers the following topics with members:

Currently Do It	Will Do It	Done…	
○	○	○	Time management
○	○	○	Test Anxiety
○	○	○	Faculty/Administration guest speakers
○	○	○	Campus regulations regarding academics
○	○	○	Study Skills
○	○	○	Career planning/resume writing
○	○	○	Proper study environment
○	○	○	Campus programs/resources

Focus on the Details

One of the greatest resources a scholarship program can offer is a study skills programming. This is often best achieved through seminars. At the beginning of the Personal Development unit of *Alpha Nine*, there are six suggested programming topics and recommended guest speakers. Also, a list of topics for guest speakers is presented in the Theta Xi *Guide for Officers*. These topics include:

- Time management
- Study skills
- Test Anxiety
- Career planning/resume writing
- Faculty/Administration guest speakers
- Chapter environment
- Campus regulations regarding academics
- Campus programs/resources

Guest speakers for topics can range from alumni to faculty and administrators to local business or community leaders. Seminars should be presented at least once per semester to the entire chapter. The scholarship committee should contact guest speakers at least one month in advance of their desired appearance.

THINGS TO DO
Study Hours/Tables

Currently Do It	Will Do It	Done…	
○	○	○	Chapter has established study hours or study tables program.
○	○	○	Study areas are accessible at various times so that members can use them at their convenience (study hours are flexible).
○	○	○	Members sign in and out at appropriate sessions, if necessary, to ensure attendance.
○	○	○	Chapter members are assigned as monitors to ensure that the study area remains quiet.
○	○	○	Members who have fallen below chapter GPA standards are required to spend a certain amount of time each week in study hours and/or assigned a study buddy.

Focus on the Details

Many chapter scholarship programs assume that study tables are the answer to weak scholastic performance. The typical study table program assumes that the best time for everyone to study is from 6-10 p.m. -- which is far from the case. Putting a group of energetic young members at the same table in the same room at the same time and making them study is not a realistic notion. Members' biological clocks differ, so they cannot be treated the same. A truly successful scholarship program is flexible so that numerous options are available to a diverse membership. Instead of establishing a set study table regimen, the chapter should offer study resource areas that members can use when it is most convenient to them. This entails setting up a physical environment conducive to study, which includes:

- a number of comfortable study areas
- comfortable (but not too comfortable) chairs and desks
- ample lighting
- adequate ventilation
- low noise level

If you do not have adequate study facilities in the chapter house (or have no house), secure a room in the campus library or another academic building – many are available simply for the asking. These facilities should be accessible locations where members can gather for quiet, undistracted study. A member assigned to serve as the monitor should ensure that the group stays quiet. Rather than forcing members to study at specific times, you should consider requiring signing in when they decide to use the facilities at their convenience. Thus you can keep track of members' study habits while allowing them to study at their own optimum times.

THINGS TO DO
Study Partners/Groups

Currently Do It	Will Do It	Done…	
○	○	○	Chapter has established a "study buddy" or similar program in which members are paired to study together.
○	○	○	Chapter has established a study group program.
○	○	○	Chapter encourages increased performance of study groups through competition.
○	○	○	Scholarship Committee offers ongoing incentive and prizes in the study group competitions to get and keep members excited about winning.
○	○	○	Prizes are awarded to study groups or study partners who achieve the highest group average GPA.

THINGS TO DO
Tutor Program

Currently Do It	Will Do It	Done…	
○	○	○	Chapter has established an in-house tutor system.
○	○	○	Scholarship Committee encourages chapter members to seek help if they need it, rather than suffer in silence.
○	○	○	A listing of all members' majors and the courses they have taken is maintained for members' reference in seeking help.
○	○	○	Scholarship Chairman informs membership of tutorial services offered by the school.
○	○	○	Scholarship Committee encourages members to be aware of their Brothers' study habits.

THINGS TO DO
Help Sessions

Currently Do It	Will Do It	Done…	
○	○	○	Scholarship Chairman encourages members in courses with review sessions to attend each session.
○	○	○	If a group of members is in the same course, they are encouraged to schedule their own help/review sessions.

THINGS TO DO
Minimum GPAs

Currently Do It	Will Do It	Done…	
❍	❍	❍	Chapter has established a minimum GPA to remain a member in good standing.
❍	❍	❍	Chapter has established a minimum GPA for initiation.
❍	❍	❍	Chapter has established a minimum GPA to live in the chapter house.
❍	❍	❍	Chapter has established a minimum GPA to run for and be elected to office.
❍	❍	❍	Chapter's minimum requirements are higher than those of the school or Theta Xi's academic standards.

THINGS TO DO
Incentives and Awards

Currently Do It	Will Do It	Done…	
❍	❍	❍	Chapter has awards for the highest and most improved GPA's.
❍	❍	❍	Chapter has at least one other scholarship award other than the highest and most improved GPA's.
			Chapter presents at some of the awards that follow:
❍	❍	❍	Highest and most improved GPA awards.
❍	❍	❍	Outstanding Achievement certificate to all members who met or exceeded their written scholarship goals or attained a GPA of 3.0 (on a 4.0 scale) or higher.
❍	❍	❍	Excellence Awards – for members attaining the All Fraternity Average or higher, up to 3.0.
❍	❍	❍	"Scholar of the Week" announced in chapter meeting and/or posted on chapter bulletin board.
❍	❍	❍	Outstanding Study Group and/or Study Partners.
❍	❍	❍	Outstanding Achievement – making Dean's List, members of Phi Beta Kappa, Order of Omega, etc.
❍	❍	❍	Recognition at a chapter meeting of members who got "A's" on tests that week.
❍	❍	❍	Scholarship dinners offering different entrees based on the member's GPA.

THINGS TO DO
Facilities and Environment

Currently Do It	Will Do It	Done…	
❍	❍	❍	All members' rooms are adequately equipped for study purposes (i.e., desk, straight-back chair, ample lighting, etc.).
❍	❍	❍	All events, especially time-consuming activities, are scheduled such that they do not infringe upon study time.
❍	❍	❍	All weeknight (Sunday – Thursday) activities scheduled at the chapter house are non-alcoholic.
❍	❍	❍	A time limit is set on all weeknight social activities so that they end at a reasonable hour (before 11:00 PM).

Focus on the Details

A key component of a good scholarship program is the chapter house environment. Is the house a place where members will be able to and want to study? Every chapter should have established quiet or courtesy hours, which will be explained more fully on the next page. Study/Sleep rooms are first and foremost for studying and sleeping. Although members use their rooms to entertain guests, as well, it should be understood that this is a secondary function. Noise levels during quiet hours must be kept to a minimum, even if the chapter has designated study areas. Some members prefer to study in their rooms. Members should post copies of their weekly schedules on the outside of their doors. The room environment should provide maximum benefit for studying. This includes:

- Sufficient lighting
- A desk with sufficient space
- Straight back chair
- Comfortable temperature (not too hot or too cold -- slightly below normal room temperature is best)
- Quiet
- As few distractions as possible in the desk area (photos, letters, mementos, etc.)

The chapter should also try to establish at least one group study area (separate from the chapter library, if the house is so equipped). Designating a study area, such as the chapter dining room, gives out-of-house members a quiet place to study. It also provides a place for group study and review. Investing in a chalkboard, dry-erase board or other aids to assist group study, might enhance the study area.

Also, if possible, you should establish a TV/recreation room away from study areas and members' rooms. Another nice addition (again, if possible) is a chapter computer room.

When possible, the chapter should try to avoid scheduling weeknight chapter activities (Sunday – Thursday) at the house – especially near exam times. When functions are scheduled on weeknights, they should have a time limit set on them and should end at a reasonable hour. Also, all weeknight functions should be non-alcoholic, since it is nearly impossible to study effectively after even one drink and members consuming alcohol will be more inclined to miss classes the following day. All chapter activities, in fact, should be planned so that they do not infringe upon study time. Time-consuming projects should be scheduled very early on in, or prior to, the academic term before members become mired down in study. Remember, extracurricular activities are just that – above and beyond course work. The chapter should be careful not to overextend members, and especially associate members, with activities.

THINGS TO DO
Quiet or Courtesy Hours

Currently Do It	Will Do It	Done…	
○	○	○	Chapter has established quiet hours.
○	○	○	Chapter has 24-hour quiet hours during mid-term and final exam weeks and during the week prior to final exams. Short "study breaks" are scheduled during intensive study periods.
○	○	○	Out-of-house members and especially new members (as part of the membership education program) are informed of quiet hours policies.
○	○	○	Quiet hours are strictly enforced, mainly through total group peer pressure, and by rotating quiet hours monitors appointed each week.
○	○	○	Quiet hours policies are written into the chapter Code of Conduct, By-Laws and/or House Policy Manual.

Focus on the Details

Every chapter should have quiet hours, not to be confused with study hours. During quiet hours or, if you prefer, "courtesy hours," the house is kept quiet for the members to be able to study, but they do not _have_ to. As a general rule of thumb, during quiet hours, you should not be able to hear a member's stereo, TV or voice from outside his closed door. You might consider rotating members as courtesy monitors. Enforcement of quiet hours must be strict, if they are to be effective. All members should enforce them mainly through peer pressure, or they lose credibility. There should be a general understanding among the membership to show courtesy to one another with regard to the study environment. Out-of-house members and especially new members should be made aware of quiet hours policies. Statements of policy regarding courtesy during quiet hours should be written into the chapter Code of Conduct, By-Laws and/or House Policy Manual. Suggested quiet hours are:

- Sunday through Thursday - 7:00 p.m. to 8:00 a.m.
- One week before finals and throughout the week of finals - 24 hours
- Possible quiet hours break - 10-10:30 p.m.

During the intensive study periods near finals and mid-terms, the Scholarship Committee should schedule a "study break." During the breaks, which might last 15-30 minutes, say, each night at 10 p.m., the committee could provide pep-talks and refresher advice on how to study effectively, the importance of sleep and a proper diet, etc. Food and refreshments (coffee, fruit, soda, etc.) should be provided during the breaks.

THINGS TO DO
Filing Systems

Currently Do It	Will Do It	Done…	
○	○	○	Scholarship filing system contains individual and chapter performance files and records of scholastic performance over time.
○	○	○	Records are kept of the percentage of members who graduate.
○	○	○	Tests and course evaluations are collected and systematically filed.
○	○	○	Records are kept of the number of academic honors received by members each year.
○	○	○	Listings of university resources and programs, as well as a faculty directory, are kept on file.

Focus on the Details

The scholastic filing system should consist of considerably more than "test files." While it is helpful for the Scholarship Committee to collect and systematically file tests and course evaluations, it should also maintain chapter and individual performance files; record and file what percentage of members graduate; the academic progress of the chapter over time; and the number of members who receive academic honors from the campus each year. Members' course syllabi and majors should also be kept on file. Members' resumes should be filed. The committee might also consider keeping records, if available, of the job placement rate and average starting salary of chapter graduates and compare it to the campus average. Also available in the files should be explanatory brochures/pamphlets and listings of university resources (such as job placement programs), and a faculty directory.

THINGS TO DO
Cultural Programming

Currently Do It	Will Do It	Done…	
○	○	○	Scholarship Chairman announces upcoming cultural events during his report at the chapter meeting.
○	○	○	Notices of upcoming events are posted on the chapter bulletin board.
○	○	○	Chapter schedules at least one cultural event each term.
○	○	○	Chapter schedules at least two cultural events each term.
○	○	○	Chapter schedules at least three cultural events each term.

Focus on the Details

Although the duties of the Scholarship Chairman are usually considered only to encompass improving members' academic performance, he should not limit himself to improving the chapter GPA. He and his committee must encourage members to expand their general knowledge by attending cultural events sponsored by the campus or the local community. Most often, these events are not only educational, but also fun. Such events include:

- Visiting lecturers
- Concerts (classical, jazz, rock, etc.)
- Movies (foreign, educational)
- Plays
- Exhibitions

The Scholarship Chairman should keep members informed of any events coming to town or to the school by announcing them in chapter meetings and posting notices on the chapter bulletin board. Some functions should be scheduled as a chapter event or as an exchange event with a campus sorority (with a reception before or after).

THINGS TO DO
Chapter Lending Library

Currently Do It	Will Do It	Done…	
○	○	○	Chapter has established a library (can be a storage area; perhaps an exec room).
○	○	○	Library contains textbooks donated or on-loan from members and alumni.
○	○	○	Library contains other reference materials, such as an unabridged dictionary, thesaurus, encyclopedia, etc.
○	○	○	Library also contains class notes and tests donated by active and recent alumni members.
○	○	○	If books are permitted to leave the library, members must sign them out; loaned condition of books on-loan is recorded in their covers; and/or scholarship files are kept in the library.

Focus on the Details

Every chapter, whether housed or un-housed, should create a chapter library. At minimum, the library should consist of periodicals to which the chapter subscribes and textbooks donated or on-loan from chapter members and alumni. If members are permitted to remove books from the library, they should be required to sign them out, first. Books on-loan should have their loaned condition recorded in the cover to ensure that proper care is taken of members' property. The chapter should also equip the library with other reference materials, such as:

- An unabridged dictionary
- A Thesaurus
- A major encyclopedia set
- A house computer (if possible)
- A computer disk file
- Other resource materials deemed necessary or useful

The chapter could require each member before graduating to donate at least one book to the library or pay a special assessment. If the library is to be a designated study area, it should be equipped appropriately with desks, tables, sufficient lighting, etc. Also, a computer(s) might be a nice addition. The chapter could keep its scholarship files in the library, as well.

THINGS TO DO
Bulletin Board/Newsletter

Currently Do It	Will Do It	Done…	
❍	❍	❍	Space is provided on the chapter bulletin board or in a newsletter for scholarship.
❍	❍	❍	Chapter has a separate scholarship bulletin board or newsletter.

Bulletin board or newsletter includes:

Currently Do It	Will Do It	Done…	
❍	❍	❍	How the chapter ranked in comparison with other chapters on campus and/or with regards to the All Men's average.
❍	❍	❍	A listing of members' majors and courses; members winning scholastic honors and members receiving special recognition or awards.
❍	❍	❍	Quiet hour rules, upcoming cultural events, and study skills workshops, and study tips.

Focus on the Details

Each chapter should have a special scholarship bulletin board either part of, or preferably in addition to, the chapter bulletin board. Included on the bulletin board should be: a list of how the chapter ranked in relation to other fraternities on campus; upcoming study skills workshops; a list of members' majors and courses; quiet hours rules; study tips; upcoming cultural events; members winning scholastic honors; awards/special recognition; and a list of good places to study outside of the chapter house.