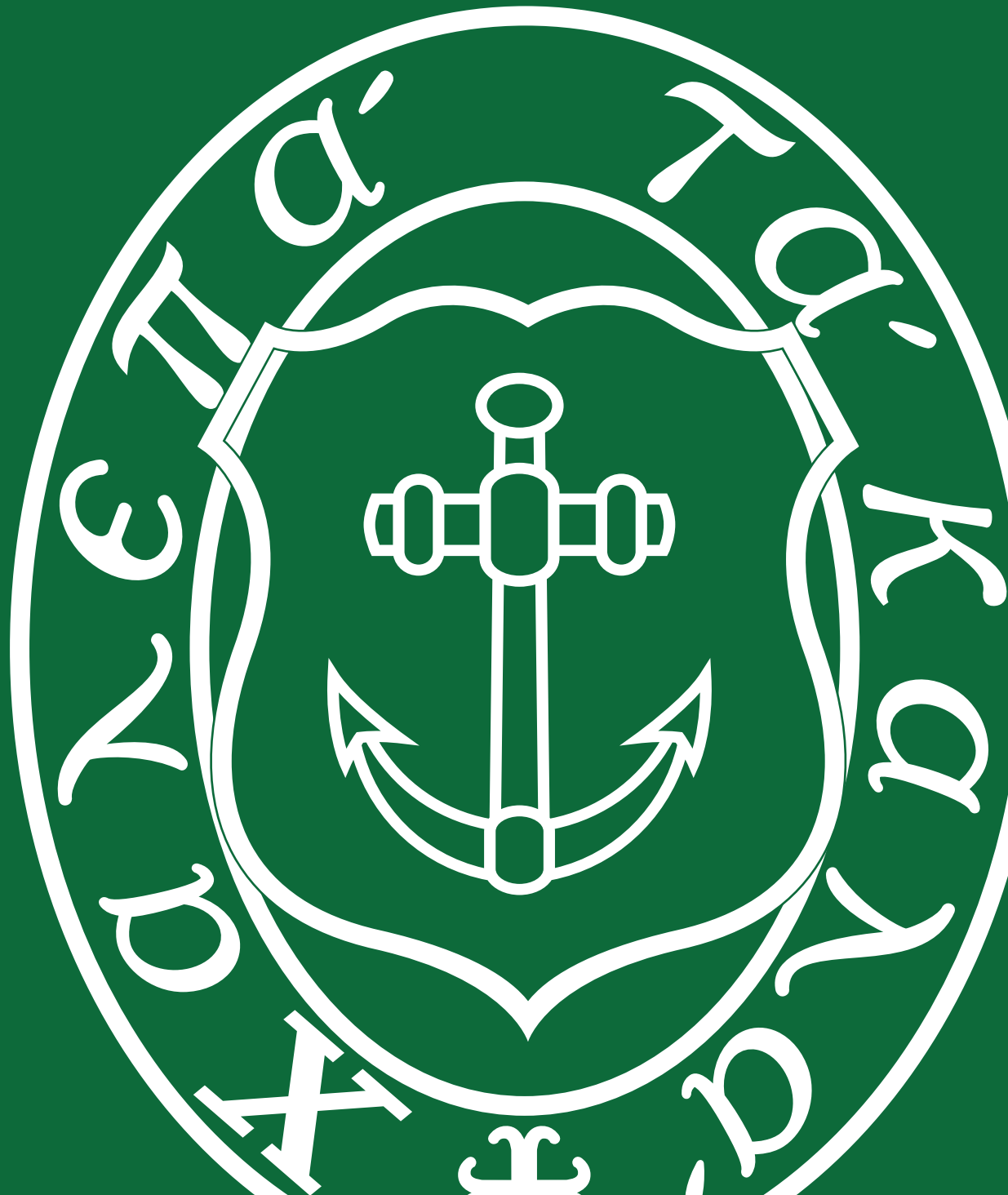


High Sigma Manual

↳ a Lambda Chi Alpha resource





Congratulations on your election as your Zeta's High Sigma! Everyone in your chapter came to school to learn, to grow, and to prepare for pursuing goals and ambitions for the rest of their lives. Sometimes brothers forget that academics are the most important priority in their undergraduate careers. Your role is to keep the importance of this priority firmly and consistently enacted in your chapter and its programming. Your success will not only enhance your chapter's reputation for scholarship, but will help to ensure the future accomplishments of each of your brothers. By supporting academic programming and by developing opportunities for brothers who are struggling with their grades, you will make an important and lasting contribution to the growth of your Fraternity and our brotherhood. Your example as a serious scholar who pursues the academic goals clearly emphasized by our ritual and our Seven Core Values will be a fundamental determinant of your ability to succeed in this position. Remember that knowledge is power, freedom, and light. As High Sigma, you now are the champion of these core components of what Lambda Chi Alpha presents to each brother and to the world.

Charge

One of the principal objectives of Lambda Chi Alpha, as a college fraternity, is to develop in each member a realization of his highest scholastic and intellectual potential.

It is your responsibility to develop and implement an educational program that encourages the broadest possible cultural and intellectual experience for each member of our chapter.

Familiarity with the academic performance of each member, a mature approach to the individual needs, knowledge of the support services available in this area, and strict application of the laws of the fraternity relating to academic matters, are all essential to reaching the goal of an enlightened membership. You are invested with the collar and pendant bearing upon it the ANCHOR, your symbol of office.

Oath

IN THE PRESENCE OF ALMIGHTY GOD / AND BEFORE THE BROTHERS / OF LAMBDA CHI ALPHA HERE ASSEMBLED / I, / DO SOLEMNLY PROMISE AND SWEAR / THAT, TO THE BEST OF MY ABILITY, / I WILL AT ALL TIMES / FAITHFULLY, / HONORABLY, / AND IMPARTIALLY / PERFORM THE DUTIES OF MY OFFICE / AS PRESCRIBED BY THE LAWS OF THE FRATERNITY. / SO HELP ME GOD.

**Master Steward Scott Reikofski
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Purpose

The Position

The widespread misconception that the High Sigma is merely the scholarship chairman is fading as rapidly as the concept that education and scholarship are synonymous. A good High Sigma is much more than *just* the scholarship chair. Likewise, your role will go far beyond interacting with the officers, brothers, and associate members of the chapter. A good High Sigma will also be interacting with many elements of the campus and the surrounding communities as well.

Duties and Responsibilities

The High Sigma's responsibility is to generate positive direction in several areas for the growth and development of our brothers, associate members, and the chapter. Specifically, your responsibilities involve three major areas:

- Scholastic development of brothers and associate members;
- Cultural development of brothers and associate members;
- Educating brothers and associate members to various campus resources and their support for Lambda Chi Alpha and beyond their undergraduate experience.

The importance of the position of High Sigma cannot be overemphasized. On your shoulders rests the major responsibility for determining the scholastic atmosphere, the resultant level of academic achievement, and the cultural development of everyone in your chapter. The response to your program is the composite of the respective attitudes of the individual brothers and associate members of your chapter. You will find your primary responsibility to be the most challenging, yet most rewarding opportunity in any organization; working with people and their attitudes.

Many of the functions with which the High Sigma is charged strike right at the core of the values of Lambda Chi Alpha. Examining our Seven Core Values, each and every one, can be practically applied to the work that the High Sigma and his committee should be accomplishing: *LOYALTY* in the way that he works with each individual brother and associate member, the confidentiality with which he does his job, and the time he devotes to these important tasks. Taking on such an important position, the High Sigma has a *DUTY* to each and every brother, associate member, and the chapter to provide the best guidance, resources and support. In this work the High Sigma should emulate *RESPECT* for every brother and associate member, his efforts, his issues and concerns and the potential that each man brings to our brotherhood. A good High Sigma exemplifies *SERVICE AND STEWARDSHIP* with all of the information with which he must work, as well as the affect he can have on the brotherhood and the lives of each brother and associate member. The High Sigma has the responsibility to teach and encourage a sense of *HONOR* and *INTEGRITY* as he inspires academic success, such that brother and associate members should never consider dishonesty or cheating in their academic pursuits. And finally, the High Sigma will undoubtedly find himself in situations where his own *PERSONAL COURAGE* will spur him on to make the tough decisions about discipline, academic probations or suspensions, and holding brothers and associate members on the High Sigma Committee, and the entire chapter accountable. The job that the High Sigma and his committee members do literally can make a big difference in the life and the future of every brother and associate member in the chapter. In summary, the High Sigma, as much or more than any other High Zeta officer, has the opportunity and the responsibility to serve as a role model for all Seven Core Values.

What are the characteristics of a successful High Sigma?

- A Salesman. The High Sigma position is virtually a highly-specialized public relations device for building respect and motivation for scholastic achievement. He must sell himself, his committee, and the product of scholarship, its importance, and its significance to every individual brother and associate member of the chapter. He must also come across as caring, helpful, respectful, supportive, confidential, and trustworthy, as well as non-intrusive or threatening.
- An organizer. Once the concept of the program is sold, he must devise a step-by-step plan and execute a highly-organized program that will lead to academic achievement and cultural development and maintain it. He must outline comprehensively the various factors making up the whole of the program and follow it thorough until the desired goal is reached. It is imperative that he delegate and use the High Sigma Committee to its fullest.
- A leader. He must have the ability to express himself well and to communicate easily with others. He must be able to earn the respect of the chapter in order to enlist their support and confidence in the High Sigma program. He also provides for a seamless transition for the next High Sigma, including introducing him to those campus resources, the educational adviser, community resources, and others who are important partners and support for the High Sigma program.

- A responsible scholar. Experience has shown that just because a man is an “A” student, he is not always the best High Sigma. For some men, grades just come easy without much study; this man may not necessarily be the model student when it comes to study skills. It is obvious that if the successful High Sigma is to enlist the respect and support of the chapter for good scholarship, he, himself, must first demonstrate a responsible attitude backed up with above average motivation, study habits, skills, and if possible, grades.
- Responsibility for his job. Much time and effort is required to perform this job satisfactorily. The job is time-consuming and at times frustrating. Usually, he will receive little recognition other than a sense of satisfaction for a job well done. Only the High Sigma who maintains his sense of responsibility in the face of occasional discouragement will be successful.
- Eager to face the challenge of his job. He must be constantly searching for new and better ways to execute the duties of the office. Only through a tradition of excellence in carrying on the responsibilities of office does any position gain prestige and continued respect. The ideal situation would be to walk into an existing outstanding program and improve and polish it even more. But often, the new High Sigma discovers he has virtually nothing to work with and, therefore, does nothing. This should never happen to your successor. Recognize the challenge and meet it openly.
- Begins immediately. He must begin to plan and execute his program immediately after taking office. If he procrastinates until the last minute, he will immediately lose the respect of his committee, the High Zeta, and the chapter. The results will reflect his willingness to accept his responsibility immediately, and illustrate by his deeds (rather than his words) his intentions towards the job.
- Understands and appreciates the full significance of scholarship, academic achievement, and cultural awareness. Most importantly, he must understand why good scholarship is essential, the importance of a complete education in Lambda Chi Alpha, and the relationship of Lambda Chi Alpha to the comprehensive educational environment. Check lists, simple outlines, and exhortations to the brothers and associate members will be of little use unless he studies his job and understands it. He must recognize the complexities of the subject before he will be able to lead an effective High Sigma Committee or influence his chapter or any individual brother or associate member. This manual helps him develop and accept his understanding, but he cannot stop here. He must be very sensitive to any factors or information relevant to why and how he, his committee, and the High Sigma program will emphasize and accomplish a complete educational program.
- A teacher and a counselor. It will be imperative that the High Sigma establish himself as a problem solver. He will find that to be effective, he must seek out problems as problems of chapter attitude and individuals will not necessarily seek him out. He must analyze the problems and solve them, or at the least enlist the appropriate resources and support to solve them. In doing this, he will find himself in the role of a teacher and counselor. He will instruct and educate the chapter. He will counsel with individuals having academic difficulties, and he must have a sincere desire to help them solve these problems.
- Strong desire for excellence and achievement. The High Sigma must be satisfied with nothing less than the best from himself, from his brothers/associate members, and from Lambda Chi Alpha. He must approach the position of educational adviser asking, “What can I do as High Sigma to make this office, the educational program, and the scholastic standing of this chapter better?”

The qualities of the successful High Sigma do not fit all men. These are the ideals, the standards the successful High Sigma must strive for in the performance of his duties. Responsibility, facing the challenge, achievement, stimulation of the personalities in your chapter . . . **THESE ARE YOUR GOALS.**

Getting Started

When faced with the question, “Is a brother’s and associate member’s academic performance our concern?”, the answer is definitely, “YES.” A man comes to college to get an education. He invests a great deal of time and money towards this goal. It is incumbent upon us as good brother and associate members to encourage and support him in reaching his full potential as a man and as a scholar. And a good chapter is a full partner and supports the campus community of which they are a part. Further, a brother or associate member’s academic behavior reflects not just upon him, but also upon the chapter, just as his day-to-day behavior affects his reputation as well as that of the chapter’s. The chapter has its own responsibility to aid in that process. You, as the High Sigma, are entrusted with this important task.

In today’s society, however, the expectation of an educated man goes far beyond the classroom education. A well-rounded brother or associate member has a basic appreciation of the society of which he is a part, and actively participates in his communities as a contributing citizen. This includes various cultural elements of that society. As High Sigma, it is also your responsibility to help in this part of his education as much as in his classroom pursuits.

The contemporary college/university community is an intricate web of services and support, much of which exists to assure the success of its students. Student and their families sacrifice and give a great deal in order to secure a college education. Everyone involved wants to see students thrive and grow. It is important for you as the scholastic and cultural development “expert” in the chapter to be aware of these resources and help brothers and associate members to find them as they need them.

In the next several pages, this manual will put together various ideas and suggestions that can be used in developing these major points.

Finally, it is most important to realize that as you work with brothers and associate members, their academics and various issues can negatively affect their success and these issues are sometimes very sensitive, personal and even embarrassing. It is most important for the work that you do with them to be accomplished with a high level of sensitivity, confidentiality, and brotherly support. You will be most helpful and supportive with a one-to-one basis, respecting concerns for privacy when it is requested. If a brother or associate member cannot trust you, you will have lost his confidence and your ability to support him, and contribute to his success, and the success of the chapter overall.

The Ideal High Sigma Program

Organizing the Office

Like the implementation of any successful program, the program offered by the High Sigma must follow certain criteria to guarantee its effectiveness. The following points should be helpful to you in organizing your position as High Sigma:

- Establish a High Sigma Committee. The job of a High Sigma is a broad, complicated endeavor. Even the best man around cannot accomplish it by himself. Besides, serving on such a committee will also serve to educate and train future chapter leaders, including future High Sigmas. Your committee should have at least four-eight other brothers or associate members, depending upon the size of your chapter. You might find it helpful to then split this committee into two or three subcommittees to address the general goals/responsibilities of the High Sigma program: scholarship, culture and support/resources.
- Formulate Goals and Objectives. Shortly after your election, gather your committee, as well as those officers with whom you should be working (High Beta, High Kappa and High Rho) with, and based upon your understanding of the roles mentioned above, set your goals. Goals should be developed in the SMART goal format. Each goal should be written so that it is Specific, Measurable, Attainable, Righteous (meaning that it is right and consistent with the Seven Core Values of Lambda Chi Alpha), and Time-oriented. Once these goals are well developed, objectives should be developed, as well as the specific activities or steps that will be made to reach these SMART goals.
- Use the chapter's master calendar and the school's academic calendar to outline the High Sigma program. Collect ideas from those present on various activities for which the High Sigma will be specifically responsible. Also, collect ideas that fall into other officers' responsibilities and discuss with those officers how the duty will be divided to best fit the needs of the chapter. Then delegate responsibilities to different sub-committees or individual committee members for the various objectives that need to be accomplished. For example, one member could be in charge of organizing the faculty open house, another in charge of trying to get receptions for visiting dignitaries, and another could be assigned to gather all of the information and resources on campus for various offices and academic support programs, etc. In formulating your SMART goals and objectives, remember to develop a diversified program that allows all members to participate.
- Implement Objectives. Simply, each member assigned a responsibility must carry it out. It is the duty of the High Sigma to follow up with those members to whom you have delegated tasks to be sure those responsibilities are performed.
- Evaluate. Although the High Sigma can do most of this himself, it is necessary for the committee and officers to meet periodically in order to re-assess the objectives that were formulated at the beginning of the program.

Putting the Program into Action

In the pages that follow, many examples will be given for use in a High Sigma program. They are all geared to provide each brother and associate member the opportunity to personally strengthen and develop himself. The first section deals with the scholastic development, the second with cultural development, and the third with the aspects campus resources (financial aid, academic advising, counseling, career, and graduate/professional school placement).

True, as a chapter officer you are concerned with the chapter's scholastic achievement. However, unlike the High Delta who gears his program for the entire chapter, you must be more concerned about the needs of individuals within the chapter. Each brother and associate member has his own particular area of study and interests. Each will also have his own issues, skills, and baggage that he brings with him that can either positively or negatively affect his ability to be successful. Therefore, you must work with each individual to ensure that he is getting the most out of his education. Whether it is helping to develop effective study habits or securing summer employment, you must consider the individual's needs and approach each person accordingly. Furthermore, this must be reflected in the recruitment of men into our brotherhood. We must be able to sell a scholarship program that is designed for the individual brother or associate member, not for everyone in general.

When reading this manual and when implementing your program, keep in mind that there is very little any program can accomplish if it does not have the cooperation of its brothers and associate members. Your approach and enthusiasm for the program will play a significant role in the success of it.

Scholastic Development

The education of a brother and associate member goes far beyond the grades achieved during his formal education. In many ways, the education received in classrooms and from textbooks is secondary to the vast amounts of knowledge gained outside the classroom in learning the "how to" of life. Most simply, college is a preparation for life. The purpose of a college education could be defined by the following statements:

- To better prepare a student for a career.

- To educate a student as to his personal potentials and limitations, and to offer direction for those talents.
- To provide the student with the opportunity to develop an ease and flexibility in adapting to various environments and strains of society.
- To develop as a mature adult and as a responsible citizen
- To build and sharpen many practical skills: People skills, personal organizational skills, social skills, self discipline, relationship skills, and others.

However, this does not preclude the importance of academic achievement. Quite the contrary, ask any seriously motivated individual with definite career or graduate/professional school objectives whether or not he feels grades are important.

Why is there a demand for producing high grades? Is it to say that one student is statistically better than another? NO! Academic achievement more readily displays a student's desire to learn in relationship to his ability to achieve that desire. Surely some people are gifted with greater intelligence than others, but that alone does not dictate the grades earned. Many times the seemingly more intelligent student is the person, who at an early age, developed good study habits and maintained those habits. Brushing your teeth twice a day, whether or not you have eaten, indicates that you have good dental habits. In the same manner, a student who has good study habits studies his subjects, whether or not he has an assignment.

It is not the duty of the High Sigma to serve as a study table monitor, but rather to make available the vehicle for brothers and associate members of the chapter to improve their academic performance. There are three basic areas in which a High Sigma can help provide scholastic improvement. The first is by creating an atmosphere conducive to the development of proper study habits. The second is by creating an incentive to study. The final area is the creation of tools to aid in this study process.

Atmosphere

Probably the key ingredient in producing academic consciousness is by creating a positive mental attitude within each brother and associate member. Again remember that the entire approach is to encourage each individual to realize his own potential through guidance and the availability of resources, to increase his **awareness** of his studies. So, it is the responsibility of the High Sigma to create an atmosphere conducive to the development of this attitude. The following are some suggestions that may help.

- Establish an academic center. Instead of having the usual chapter library that generally is a collection area for virtually useless old books and tests, find a room suitable for use as a learning center. An academic (or learning) center is a quiet room, away from the traffic flow of the house, which is used solely for the furtherance of scholarship. It is not used for the High Zeta meetings, late night card games or a game room, but rather a room that is used for studying. If your chapter doesn't have quiet hours or doesn't enforce the quiet hours you now have, this will be the only area where someone can be assured of quiet without having to walk to the library. After a while, the room can be stocked with resource materials and reference books such as dictionaries, magazines, a textbook collection, etc. Some of the exhibits at the end of this *High Sigma Manual* have ideas for developing, stocking and maintaining this learning center.
- Keep the study area clean. Whether or not you have an academic center, cleanliness is important in creating PMA. This also applies to individuals' rooms.
- Enforce quiet hours. Not every chapter needs to enforce quiet hours --- some people can discipline themselves. Why have quiet hours? Quiet hours are established because some people do not have the courtesy to allow other people to study or realize that their actions are having consequences for others. Often times, people do not realize that playing a stereo or watching television may be a disturbance to a person who is attempting to study.
- How are quiet hours enforced? Like any other policy, enforcement will be difficult unless brothers and associate members of the chapter support it. In any other violation of the law, start enforcement of quiet hours by using peer pressure. If this method is unsuccessful, bring the problem before a group such as the High Zeta, or even the Executive Committee. For violation of the quiet hour's policy or any other scholastically related violation, enforcement should be handled through the Executive Committee.
- What are good guidelines for study hours? Usually, 8:00 p.m. until noon on the nights before classes (e.g., Sunday through Thursday) constitute effective quiet hours. This enables one to study from dinner until whenever he desires, allows for late sleepers to get their rest, and offers enough time in the afternoon for the stereos, televisions and athletic events. It is important to incorporate an open hour around 10:30 p.m. for watching television, grabbing a snack, allowing people to return from their night classes or the library. Many chapters also provide for exceptions to the regular rule for chapter events (e.g., dinner exchanges, serenades, and Fraternity Education sessions).

- Establish special quiet hours during finals. During final examinations, the best solution is to have 24 hours a day quiet hours. If the chapter has a learning center or a designated study area during finals, keeping it clean and providing refreshments is a helpful idea. By providing snacks for those who study in the chapter house during mid-terms or finals, the chapter house stays quieter and brothers and associate members get the chance to study together and encourage each other.

One of the greatest obstacles plaguing the modern college student is the television set. The relaxing hypnotic effect of the television does little for enriching the mind or raising one's grade point average and it does serve as a very easy distraction. For this reason, it is suggested that the television be placed in an area of the chapter house away from the main stream of traffic, and certainly away from the learning/study center. This will lessen the chances that a brother or associate member on the way to their room to study will sit and watch "for just a few minutes" and inevitably spend the entire evening there. It is also strongly recommended that the television be prohibited or removed completely during finals week. It's a distraction we can do without.

The internet can be a great learning tool, but also can serve as a huge distraction, whether it be email or web-surfing. Study buddies, big/little brother pairs, roommates, etc. can help each other keep focused and avoid the cyber temptations when serious study needs to be occurring. It might be worth considering, especially if bedrooms are internet wired, that the learning/study area not be wired, and thus removing some of the temptation and allowing brothers and associate members to study undistracted.

Incentives

Once a positive atmosphere has been created, setting goals will be much easier. Goal setting is important for the individual as well as chapter level. The following suggestions may be helpful:

- Set chapter goals. A simple goal that the chapter might set would be to improve its overall grade point from semester to semester. Other goals might be to be the campus leader scholastically, to be higher than the all-men's average, or to be higher than the all-campus average. Furthermore, encourage the setting of individual goals that are personally reviewed each semester. This will be particularly important for follow up with the individuals who may have not done as well as they could have in previous semesters.
- Follow up on the goals. Whether each brother or associate member does this, or if you document it for the entire chapter, chart the progress of goals that are set. If individuals or the chapter fails to attain your goals, ask why. Don't simply let the unaccomplished goal slip away into the unexplored regions of the brain -- scrutinize the elements that prevented your success, and learn from those mistakes and challenge the goal once again with this new knowledge in your command. If, on the other hand, the chapter sets its goal to improve its overall grade point and is successful, reward it. A special dinner may be appropriate. This is also an excellent opportunity to work with your alumni brother and the school administration. Both the alumni brothers and the school are interested in the continued academic success of the chapter, and many would be willing to help sponsor and attend such a dinner if the goals set were reasonable and acceptable. (See the exhibits at the end of this manual for examples of this.)
- Use competition as an incentive. Man's competitive nature can be used to everyone's advantage when trying to get brothers and associate members to realize their academic potential. Many pairing combinations exist for this purpose. Several combinations available to you are big brothers and little brothers; a ladder pairing high man and low man, second high and second low, etc.; roommates; challenging a sorority to the most improved GPA between two semesters; or even individual competition can be used.
- Many types of competition can be dreamed up for these teams, including best overall grade point, the best semester grade point, most improved individual or team grade point, highest little brother and big brother combined grade point, or highest roommate combined grade point.
- Reward the winners. Whatever the contest, some type of reward is necessary. This not only honors the winners, but gives the remaining teams something to strive towards. A list of possible awards is given in the exhibit section.

Program Tools

It is important to note that the High Sigma's program is not only theoretical in nature, but should be comprised of many concrete tools that the brothers and associate members may utilize in their scholarly endeavors. These tangible aspects of grade consciousness are the direct responsibility of the High Sigma and his committee. Here are a few ideas that you may be able to incorporate into your program:

- Build resources related to computing learning. As technology advances the field of education and teaching, faculty on many campuses are using online classroom tools more and more. Applications like blackboard.com are increasingly being used. Many campuses have developed their own online depositories and resources for their faculty and students. Work with campus learning resources and upperclass brothers to develop a set of resources, tutors and files to help brothers and associate members adapt to using these online resources, to navigating them, to finding help, and to use them for optimal benefit.

- Prepare a tutor résumé file. Rather than asking for brothers and associate members to turn in used textbooks and old tests when they have completed a course, list each brother or associate member's strong points on a spreadsheet. Keep and update this spreadsheet and make it available for use by the chapter. Post it in the chapter house at the beginning of each term as well as prior to midterms and finals.
- Keep a teacher/course index file. Most schools provide course evaluations for their students. However, students seldom take time to read the evaluations before registering and many students do not even know the school provides such a service until they are seniors. Upon completion of a term, have each brother and associate member fill out a course evaluation card and create a spreadsheet or database of these, evaluations, organized by academic departments. This may be most beneficial if done at the last chapter meeting before finals.
- Create a chapter course spreadsheet or database. After the beginning of each academic term, create (or add to) a spreadsheet or database of all of the classes that brothers and associate members are or have taken, including instructors, texts, etc. Even if brothers and associate members are not comfortable tutoring for some of these courses, they will be able to answer questions about the class, the instructor, the text book, evaluative comments, etc. These spreadsheets/databases may all be able to be combined and become a very useful tool for brothers and associate members as they plan their academic schedules.
- Make academic counseling available. Maintain a spreadsheet or database that lists the individuals who excel in specific academic areas. Include the services provided by the school on that list and faculty or advisers who have been particularly helpful. To do this, you may have to meet with a school official in counseling or student affairs. Remember, it is your duty to let the brothers and associate members know what resources are available, and to encourage those who are having trouble to use those services. In addition, an invitation can be given to professors to attend a study session prior to finals week to answer questions and review. In dealing with professional or career counseling, you may want to include the names of area alumni brothers who are willing to help.
- Promote the use of study tables. A study table can be anything from individual tutoring to group studying. For people who volunteer, their desire may be to be a study role model, or possibly for those on scholastic probation, study tables can be helpful. The mechanics are simple. For example, a brother or associate member is having trouble in calculus. You may suggest that he study at the study table two nights per week. You would then find a math major, or several brothers or associate members who have studied calculus to study with him during those times. They do not need to be studying calculus, they merely need to be there to answer questions that he might have.
- Encouraging group study in difficult courses is also a function of the study table. Before a test, group question and answer periods are helpful. This can be especially beneficial to the younger brothers and associate members. You may want to ask an upperclassman to attend the study table the day before a test to review test procedures (various test formats of certain professors, and also to answer any questions pertaining to the information in the course).
- Encourage tutoring. If some brothers or associate members in your chapter are good in a course or a specific area of study, encourage them to be tutors. As well as one-on-one tutoring, it can also be accomplished by denoting each night with a different subject and a separate tutor for each. Usually the school will solicit tutors, however, many students are reluctant because of the time commitment. Tutoring is one of the many ways that Lambda Chi Alpha supplies resources to society and to the campus.
- We must dispel the idea from the mind that there is shame or embarrassment in asking and receiving academic assistance. There should be great pride and understanding in a sharing of this nature between brothers and associate members. Following is a list of general programming tools which can be used:
- Book exchange. Instead of everyone purchasing books individually, sponsor an exchange with the chapter or even on campus that will save people time and money. Just be sure to check that the specific editions of the book are being used again.
- Study habit discussion. Open discussion between brothers, associate members, and possibly a special guest about hints on note-taking, test-taking, time management, writing a term paper, etc.
- Learning center references. Your center should be stocked with things such as encyclopedias, dictionaries, other resource books, magazines (*TIME*, *Newsweek*), printers for laptops, etc.
- Schedule cards. Have each brother and associate member fill out his weekly time schedule for classes, study and recreation. Post these schedules on a master academic spreadsheet, and keep a copy in your High Sigma notebook. As they look at these schedules, brothers and associate members may also find these helpful in identifying periods of time they are wasting rather than being as productive as they could be.
- Dinner Jeopardy. Before each meal, specific questions are asked concerning areas of study or cultural topics. Score is kept of those who get it right and the winner is omitted from dishes for a week or some other reward.

- Course introduction. At the beginning of each term, have past semester's students review the text briefly with currently enrolled students and point out important areas to be covered.
- Enforce scholastic probation. It is the duty of the chapter to maintain a standard that encourages college students to make a respectable academic performance. It is no less brotherly to suspend a man for unpaid bills than it is to discipline him for substandard scholastic performance, which, if not checked, could cost him a college degree. The chapter is interested in helping every individual meet his potential. As High Sigma, it is your duty to enforce these policies.

If you read the grounds for academic probation, you will find the punishment less harsh than the title implies; while at the same time allows the chapter great flexibility in disciplining the individual and allowing him a second chance. The *Constitution and Statutory Code* defines the discipline as follows:

Code X-16: Discipline for Scholastic Deficiency

- A. Each active shall be required to have achieved, both during the previous grading period and cumulatively, a minimum scholastic average which shall be set by the Active Chapter or Colony in its By-Laws.
- B. The minimum cumulative scholastic average and minimum scholastic average for the previous grading period shall be a 2.25 (on a 4.0 scale) or that required for the individual's graduation from the institution, whichever is greater.
- C. Any brother failing to meet the minimum scholastic averages as set forth in paragraph a. of this Code X-16 shall automatically be placed on scholastic probation.
- D. The High Sigma shall report to the Active Chapter or Colony and to Lambda Chi Alpha the names of all brothers and associate members on scholastic probation.
- E. Any brother on scholastic probation shall be required to do all of the following as the conditions of probation:
 1. To meet regularly with the Executive Committee, High Sigma, and educational adviser, or other person designated by the Executive Committee, to review his academic progress and provide academic assistance; and
 2. Not to attend chapter functions which the Executive Committee feels would interfere with his academic progress; and
 3. To furnish proof to the Executive Committee, in form of a transcript or other statement from the institution, that his scholastic average entitles him to be removed from probation. (to receive this information, your institution may require that you provide a copy of an academic records release, if your Fraternity/Sorority Life Office doesn't already maintain those records)
- F. A brother on scholastic probation shall not hold any elective or appointive office in the Chapter. A brother on scholastic probation who has not yet received his grades for the current grading period by the time of chapter elections for a future term, may be conditionally elected to an office, but he shall be removed from office automatically upon release of his grades, unless he promptly furnishes to the Executive Committee proof that his scholastic average satisfies the requirements of this section and the Chapter By-Laws.
- G. Any brother or associate member on scholastic probation who fails during the ensuing term to achieve the scholastic averages as determined by the Active Chapter or Colony By-Laws, as set forth in paragraph a. of this Code X-16, shall automatically be placed on scholastic suspension.
 1. The High Sigma shall report to the Active Chapter or Colony and to Lambda Chi Alpha the names of all brothers and associate members on scholastic suspension.
 2. A brother on scholastic suspension shall not vote, hold office, represent the chapter in any kind of activity, or attend chapter functions other than chapter meetings. He shall pay all financial obligations which were due to the Chapter or General Fraternity prior to his suspension.

- H. At the discretion of the Executive Committee, any brother and associate member on scholastic suspension shall not reside or take meals at the Chapter house.
- I. A senior shall not be disciplined during the final term before graduation if his cumulative average equals or exceeds graduation requirements. A brother who is disciplined solely for scholastic deficiency shall, upon graduation, automatically become an alumnus in good standing. A brother who withdraws from college prior to graduation and who is under discipline for scholastic deficiency but is otherwise in good standing shall automatically become an alumnus in good standing, provided, however, that should he again enroll in college, he shall automatically revert to the same undergraduate membership status as was in effect prior to his withdrawal.
- J. A brother under scholastic discipline who transfers to another college or university shall be placed automatically on probation for one term by the Active Chapter or Colony with which he affiliates. If he fails during the ensuing term to achieve the scholastic averages as set forth by the By-Laws of the Active Chapter or Colony with which he affiliated, as set forth in paragraph a. of this Code X-16, he shall be placed on scholastic suspension as set forth in paragraph f. of this Code X-16.
- K. Each active brother and associate member shall be required to authorize the college or university to inform the Executive Committee whether or not his scholastic average meets the requirements of this section.
- L. The Grand High Zeta may, upon petition from a chapter, modify or waive any of the foregoing provisions of this section provided that such a provision is signed and approved by the Chapter's educational adviser.

Probation

Many chapters, whose brothers or associate members are on academic probation, set their own helping policies to encourage better study habits. These initiatives may range from encouraging the use of study tables and tutors, to requiring school counseling be sought, to prohibiting attendance at mid-week functions. It is important to remember that any action taken in regards to an individual's scholastic responsibility is taken for instead of against an individual's welfare. These are the brothers and associate members who need the support, discipline and peer pressure of other brothers and associate members, the High Sigma, and Executive Committee to develop academic responsibility. It is important that the High Sigma and Executive Committee keep track of the brothers and associate members who are on probation and assure they are living up to the guidelines that the chapter and *Constitution and Statutory Code* have set. If an individual fails to meet the requirements, (e.g., turns in a grade report) the chapter should take further action. This should hopefully keep the deficient brothers and associate members on the probation program. The goal of academic probation is to bring the deficient brother or associate member back into good standing. Most probation programs are designed to increase the awareness of the deficient individual's studies, not to overburden them with meaningless tasks. This discipline enables him to remain a viable part of both Lambda Chi Alpha and the school, and lead to his eventual professional success. See Appendix for Sample Probation Guidelines.

Suspension

Once a brother or associate member goes on academic suspension, the chapter must make certain that the chapter takes up no more time from the brother or associate member. Many chapters have bylaws that state these individuals must move out of the chapter house. The chapter is not turning its back, but it is not allowing the suspended brother or associate member to devote time to Lambda Chi Alpha when he should be focused on bringing up his GPA. The High Sigma can, and should still work with the suspended individual, but in most cases, these brothers and associate members need to talk to the school counselors and seek out more professional help to increase their GPA. A suspended brother or associate member still has to pay his Fraternity dues, but cannot participate in any event (intramurals, social events, committee meetings, etc.) except for the chapter meetings.

Cultural Development & Working With Your High Zeta

Is Lambda Chi Alpha worth the best we can give? It was never meant to be a place where young men hid from the real world and indulged themselves for four years. It is meant to be a place where young men develop themselves and contribute to each other's growth. This growth is not designed to be solely academic, but rather, must encompass a cultural advancement as well as the elevating and strengthening of a personal standard of living. No one should have to relearn social behavior after leaving Lambda Chi Alpha; it should be a part of his fraternity experience. Certainly the founding fathers enjoyed a social event, but they also discussed literature, philosophies and the great issues of the day. In a society where there seems to be a continual emphasis on acquiring a degree for a degree's sake, let us recognize these strengths exhibited by the founding fathers and make our educational experience yield not only a piece of paper, but the qualities of a well educated man. We've passed the days not too long ago when discipline was confused with oppression; when cooperation was confused with conformity; when any experience that was organized and planned and not spontaneous was considered fake; and when all codes of dress, etiquette and style were cast aside as undesirable trappings of misplaced middle-class values. Rather than pulling the chapter down to our individual levels, let us raise ourselves to the standards of Lambda Chi Alpha. It is time to commit ourselves to excellence for ourselves and all of Lambda Chi Alpha.

Where to Start

What can you, as the High Sigma, do to pursue this excellence? For the most part, your duty is to provide opportunities that will allow brothers and associate members to develop themselves. Many times, brothers and associate members don't realize what avenues are available for this development and, even if they are aware, fail to take advantage of these opportunities. There are three basic objectives which you should follow in your program:

- Provide information and resources that can be used by brothers and associate members towards their personal growth.
- **Work with other High Zeta to fit cultural programming into the overall education of the chapter.** Specifically, speak with the High Kappa to discuss how this fits into the overall Fraternity education, speak with the High Iota to determine how this fits into harm reduction in the chapter, work with the Epsilon to find ways to include cultural awareness into social programming.
- Develop ideas that can be utilized by all brothers and associate members.
- Encourage participation in programs that are geared towards personal growth. This would include chapter programs such as community service and philanthropy, intramural sports and Fraternity Education, as well as involvement in campus and community programs such as debate clubs, varsity athletics and service organizations.

Implementation

There are three basic steps for implementing a program such as this:

1. Develop the interest of the brothers and associate members. The major obstacle confronting the program is the lack of awareness on the individuals' part, for the need in this area. Through time and information, awareness will develop. Show the individual brothers and associate members, as well as the chapter as a whole, the benefits of such a program.
2. Inform the chapter of the program. Tell the brothers and associate members what will be done and how they are involved in it. Be specific. Spawn their ideas and let them become a part of developing the program.
3. Follow through. Once the program is set in motion, evaluate each area and analyze what happened and why. Discontinue things with no benefit and add new ideas as situations arise.

It is important to remember that the services that you are providing are of a personal-individual nature unlike the all-chapter involvement type. Each time one person takes advantage of one idea or service you provided, the program has climbed one more step towards success. Look for all that Lambda Chi Alpha can be and shoot for it. Do not decide that the brothers and associate members will not accept it. Aim high and lead. Plan your moves, plan your activities and be a leader, not just a worker. Albert Schweitzer once said, "Example isn't the main thing in influencing others; it's the only thing." Be a leader and lead the chapter to its highest potential.

Program Tools

The next few pages contain ideas for your program that have been used as various chapters in Lambda Chi Alpha for their personal development program. You may wish to try some or many of them. Keep in mind that changing or combining different programs to fit the needs of the chapter and the student culture is part of the diversity offered by your position as High Sigma.

- I teach you, you teach me - A flexible program in which brothers and associate members learn from one another and members of the community. Many brothers and associate members have talents or abilities which would be of great interest to many other

brother and associate members of the chapter. Tap this great wealth of information by arranging a set time such as Wednesday evening at 9:00 when ideas or talents can be shared. Prior to this meeting, the High Sigma should locate a brother or associate member to share a particular ability with the group. The subject to be taught should be publicized at least a couple of weeks ahead of time to the entire brotherhood and attendance should be optional. Remember, again, that if one brother or associate member attends the meeting, the program has been successful. The High Sigma often works closely in this area with the High Kappa. This will ensure that programming does not overlap and scheduling of events does not conflict.

Some topics that might prove interesting to the brothers and associate members are:

- ◇ Check book balancing and simple personal financial management.
 - ◇ The basics of bartending (cost paid by those attending).
 - ◇ Study skills.
 - ◇ Beginning guitar playing.
 - ◇ Simple car repairs - tire changing, oil changing, tune-up.
 - ◇ Card playing - pinochle, bridge, etc.
 - ◇ Chess playing.
 - ◇ Speed reading techniques.
 - ◇ The “how to” of sporting games such as tennis, racquetball, etc.
 - ◇ Basics of photography.
 - ◇ How to conduct yourself at formal dinners (helpful for new associate member etiquette).
 - ◇ Skydiving lessons.
 - ◇ Swimming instruction.
 - ◇ Cooking gourmet-style.
- Create a social-cultural bulletin board and listserv - Sometimes referred to as a “No-Cents” board, this should be at least a two-week listing in calendar form of all the events within a five-mile radius of the campus. Make a list all movies, plays, sporting events, museum exhibits, concerts, etc. Include the time, costs and locations of all events. Also place movie and play reviews on the bulletin board to increase interest. The key here is to keep the list detailed, diversified and up-to-date. This same posting can be sent out across chapter listservs every week.
 - Guest speakers, professors, and campus and community leaders - Invite various people over for dinner as part of your dinner guest program (possibly the responsibility of the High Kappa, High Beta or Steward everyone should work together). During dinner, brothers and associate members will get to know your guest, and probably become interested in his profession or lecture topic. After dinner, have the brothers or associate members who are interested meet in the living room and discuss with your guest his/her topic. The less structured and less lecture style this program is, the greater its success will be. Remember, faculty members have lives, too, and may be fascinating speakers on subjects other than what they teach formally. Also, most campuses have a plethora of resource centers and programs that address socially relevant issues (relationships, intimate partner violence, safety, social trends, opportunities for undergraduates to get involved in research, internship opportunities, etc.).
 - There will be some topics that need a lecture-style approach. The best time to have these is during dinner, or after a chapter meeting while the brothers and associate members are still assembled. Some possible speakers include:
 - ◇ Police — Canine demonstrations are excellent.
 - ◇ Firemen
 - ◇ Planned parenthood
 - ◇ Political leaders (mayor, councilmen, governor, senators).

- ◇ Campus political leaders - student government president
- ◇ Preachers
- ◇ School Administrators
- ◇ Coaches

- International students - Many chapters have found having an international student live in the chapter house (where available) is a rewarding experience. Depending on the situation, the chapter may want to pick up his room and board for a term or for the year. Some schools are willing to pick up his tab in these types of programs. Give him the opportunity to present his culture to the brothers and associate members through the use of slides, lectures and language. Invite other groups on campus to join with you. Student cultural organizations are also often happy to come and do a presentation, costume and dance demonstration, even food sampling for an interested chapter.

- Adopt a grandparent - This program is simple to organize, and very rewarding. Find out what retirement homes are willing to have some help, then do it. A simple application of the program is to pick one or two of the people in a retirement home that do not have families close by. Offer to take them to the hairdressers or shopping once a week. Invite them over to dinner or for an evening with some of the brothers and associate members. Invite them to your guest lecture series, or to the “I teach you, you teach me” program.

You can also make arrangements to go into the retirement home and perform skits, help clean in the fall, spring clean up and planting, show a multimedia presentation on the chapter, or just to talk. In this program, it is important to have the support of the chapter before beginning, and important not to over-stretch your resources. A lack of follow-through in this program will disappoint many people and reflect badly on the chapter.

- Receptions - Many colleges and universities sponsor a guest lecture series that include speakers of national and international prominence. Depending on the nature of the visit and the prominence of the guest, the chapter may want to host a reception or dinner for him. If it is possible to have the guest lecturer for dinner before his presentation, then host an open house or reception after his lecture. You may find that solution to be beneficial in allowing the brothers and associate members to meet him on a personal basis.

A reception can be held in the student union, a nearby hotel, or if available, in the chapter house. If you are hosting a reception, be sure to provide the proper setting for your guest. Remember that it is embarrassing to be underdressed, and that one can never really overdress. Find out if the guest is to bring his wife, and provide her with some flowers.

Many larger colleges and universities have student committees responsible for making arrangements for guest speakers. These committees are usually under the title of Committee of Student Programs, or Committee of Lectures, Art Series, etc. If a brother or associate member from your chapter is on this committee, have him be in charge of arrangements for this reception. If there isn't one, you will have to go through the committee yourself; and encourage a brother or associate member to get on that committee for the future (as well as his personal development).

Whether or not you are hosting a reception or dinner, you may wish to go through the proper channels in order to be able to provide the guest with transportation, especially if the guest is arriving at an airport.

- Host a lecture or an entire semester of a class or seminar - Where chapter rooms are available and appropriate, another great opportunity exists. For instance, if a professor of nuclear physics was going to visit your campus and talk to your class, and if the lecture group is small enough, you may wish to invite the lecturer to hold the lecture in the more relaxed atmosphere of the chapter house. Providing coffee and donuts is also an incentive for luring the lecturer into the chapter house.

Inviting a professor of any small class to use the chapter house living room or chapter room is a good idea. This works out especially well for evening classes and seminar-style classes. Chapters can also work with academic colleges, schools and departments to offer the chapter house for small seminar classes. Class room space is often at a premium so such an offer may be very welcome. This will also get faculty and non-brother ands into the chapter house and project a positive, academically supportive image of Lambda Chi Alpha.

- Adopt an orphan - Many chapters are now paying the living expenses of an adopted child who lives in Southeast Asia. This is a simple program that would only cost the chapter about \$25 per month. Churches and other local organizations will have information on this. Just be sure to check out the validity and reputation of such programs.

- Children's home and big brother programs - Doing things with children from children's homes, or participating in the big brother program in the community is educational and rewarding. Your chapter may wish to help during spring cleanup at a children's home followed with a cookout and singing. You may want to encourage the chapter to get involved in the community's big

brother program. Hay rides, campouts, after-school tutoring, and arts and crafts program are fun and excellent activities for brothers and associate members to become involved with children.

- Concerts, plays - many campuses and communities offer cultural events of this nature throughout the year. Locating the time of these events is the responsibility of the High Sigma. Most all campus newspapers will announce these events as an advertisement or they will be listed in the school's calendar of events. Many times, the school will have a calendar which is available at the beginning of the fall term.
- Dinner theatres - Provide good entertainment for chapters located in metropolitan areas. This is a good function for big brother/little brother functions, dates, parents' day, dad's weekend, or just for an enjoyable night out.
- Attending ball games - To go to a professional or semi-professional sporting event as a chapter means a great deal of transportation; however, that can easily be worked out. The important thing is that the High Sigma has organized a date, arranged to get tickets and made transportation arrangements.
- Visit a court of law - This could be appealing to the pre-law students in the chapter, and too many others.
- Art exhibits, museums, and historical parks - Are some of the places in your area that brothers and associate members will never visit, many because they do not know about them, others because it was never suggested. A big advantage of this over concerts and plays is that most places of historical interest and art appreciation are free to the public. Many campuses are in or near major cities or attractions, yet students seldom take advantage of this proximity. Find out from the chamber of commerce the area attractions that are available, or check with the U.S. Department of Interior, or any travel agent.
- Multimedia presentations - Many schools have multimedia departments that can assist the chapter in presentations of these types. If someone has returned from a trip abroad and has a slideshow, you may want to get him to do the show a couple of times in order to allow many of the brothers and associate members to see it. If you schedule the meeting late enough in the evening so that they don't conflict with prime study time, attendance at the function will be greater.
- Weekly educational films - If your school has a series of educational films, you might be able to use those films for the chapter if you contact the right people; especially if the films are shown free of charge by the school.
- Specialty dinners - Have an ethnic or cultural dinner once a month with all the trimmings. For example, have a Mexican dinner with Mexican music, decorations and someone explaining what the food is and how it is prepared. Other ideas are Italian, Ethiopian, Middle Eastern, French, etc. This is a very good opportunity to invite guests.
- Television programming - Inevitably, the television guide is listed - an easy job for the High Sigma is to post a weekly listing on the TV of certain "preferred" programs that the brothers and associate members may choose to view. Not only should sporting events be listed, but broaden the viewing range by including movie specials, concerts, political issue programs, dramatic specials sponsored by Hallmark, IBM, Xerox, etc., and also ballets and operas. This can be a very useful piece of information.
- Tax session - In February, it can be very useful to have a qualified professor, alumni brother or professional accountant visit the chapter and discuss the process of filing tax returns.
- Travel information - Equip your library or a file cabinet with travel information such as maps, distance measures, hotel information, AAA travel books and the local student-focused travel agency's contact information.
- International dance night - This can be coordinated through the High Epsilon and with a sorority. Invite a dance instructor to attend and teach different types of dances from the past and present. Teach both cultural and social dances from as many foreign countries as possible. Change dances every 30 to 45 minutes.
- Etiquette - Conduct a seminar on proper etiquette for daily use, proper dinner conduct and some specific information about dating. This is very useful for all brothers and associate members. Another approach, rather than a lecture, is an open discussion on etiquette and conduct with females in attendance that can be both interesting and exciting.
- Chapter trips - The High Sigma can coordinate trips for interested brothers and associate members. These can range from afternoon outings to museums, breweries, zoos; to weekend trips to other towns or national parks; to spring break vacations to other parts of the country or even foreign countries. Helpful information can be obtained from the school or travel bureau.
- Theatre party - Make arrangements for the brothers and associate members and dates to attend a play, ballet or opera. Invite the director of the event to dinner to make a few comments on the production. Following the production, invite the director and the cast back to the house or some location for a cocktail party, at which time, the brothers and associate members and dates can meet everyone and discuss the evening.

- Super Lambda - Honor, each week, a brother or associate member who has made an outstanding contribution to the campus. At the end of the month, choose one outstanding contributor for that period, and at the end of the quarter or semester, choose the brother or associate member who has made the most outstanding contribution to the chapter by his all-campus involvement. A nice reward might be dinner for two at a very nice restaurant in the town. Publicize this award to the campus and the man's hometown through the newspapers.

Role of the High Sigma in Lambda Chi Alpha Education Program

It is essential that the High Sigma take an active role early in the associate member Call to Brotherhood educational program. This will help to integrate associate members into the academic life of the chapter, as well as assist and support them as they take on the new responsibilities of associate membership and that of being a brother in Lambda Chi Alpha.

In the appendix of this manual, you will find several reprints of articles on such topics as how to study; improving reading skills; taking exams; and organizing your time effectively. It is strongly recommended that you utilize these aids in preparing a series of lectures devoted to teaching your associate members how to study.

Many High Sigmas often add basic information on scholastics, university and chapter resources directly to the [Big Brother Resource Kit](#). This ensures that the big and little brothers discuss academics and that associate member is made aware of the resources available to him.

It is imperative that the High Sigma work closely with the High Kappa in these endeavors. Many campuses have a time limit on the length of new member education programs. And if the chapter has adopted the True Brother Initiative, the Call to Brotherhood program is already well developed. However, the function and support of the High Sigma for our new associate members is also important. The following is a suggested outline for topics of discussions that can be used as part of education program.

Essential Scholastic Factors

- Requirements for brotherhood;
- House rules governing quiet hours;
- Chapter attitude on scholarship;
- Distribute and completely review the scholarship program, including a spreadsheet of all classes that associate members are taking or have taken, and which brothers may be available as academic resources;
- Individual responsibility for scholarship;
- The role of Lambda Chi Alpha in the attainment of education, including institutional honor codes, issues of academic integrity, etc.;
- The role of scholarship in Lambda Chi Alpha.

How to Study

- Organizing time;
- Developing reading skills;
- Allocating proper balance between leisure, work, dating and studying;
- Fill out study schedules;
- Counseling services provided by the chapter and the college;
- Taking notes in class;
- Preparing outlines;
- Theme writing;
- Class participation;
- Learning to recognize important points of lectures and assignments.

Preparing for Examinations

- Hour quizzes;
- Pop quizzes;
- Lab quizzes;
- Study aids - previous exams.

It is important to invite discussion and not depend alone on lecture. You may find it helpful to use time for such discussions at times other than regular Fraternity Education meetings. It may also be helpful to enlist brothers who have top grades or who serve as tutors to help to deliver some of these topics.

Counseling Individuals and Problem Solving

The third responsibility entrusted to the High Sigma is the basic counseling and guidance of individual brothers and associate members who may be experiencing difficulties. This also includes the knowledge, guidance and referral of brothers and associate members to the appropriate campus resources and support functions when appropriate. This is perhaps a most important single factor of the education program. It is the High Sigma's job to ensure that the three major factors contributing to academic achievement -- chapter attitude, selection, and development of brothers and associate members -- are constructively attained. But remember, we mentioned that you are working with the individual in achieving these goals. Brothers and associate members may have a plethora of problems and issues that negatively affect their ability to reach their potential scholastically.

It is important that you work to maintain adequate scholastic records of the brothers and associate members in the chapter and each man's academic background. You should work in partnership with the Greek Life office in these pursuits as they usually have access to such information and will also have signed academic release statements on file. These records may include semester/quarterly grades of every individual, as well as composite grade point averages for every chapter on campus and their rankings. Depending on whether or not you have brothers and associate members who are in academic distress, it may also be helpful to work with them and maintain records of weekly grade reports. Either way, it may soon become apparent which individuals are having academic difficulties. Any brother and associate member who reports flunking three or more hour quizzes is also headed for trouble.

When the danger signals appear, this is an indication for you and the scholarship part of the High Sigma Committee to move into action. The committee may devote a large portion of its time to these problems. When you have a brother or associate member who appears to be having problems, you should immediately schedule an appointment with him to meet with your committee. It is suggested that the committee pick a specific time and place each week to meet with these individuals. These conferences should be private, with only members of the educational committee and the educational adviser present. Review the individual's report of academic history and current academic problems. In open discussion, try to determine exactly why the individual is doing poorly. Below are a few common problems:

- A. Improper study habits. This can be caused by failure to utilize and organize his time, a problem with reading or note-taking, or more specifically, too many parties and not enough study. You should impress upon the brother or associate member the necessity of developing organized study patterns and work with him to develop a plan to help him improve. Present the basic principles of how best to concentrate while reading and taking notes.
- B. Obvious lack of motivation. This could be due to any number of difficulties --conflicts in the chapter, relationship problems, family problems, financial worries, health issues, or simply academic apathy. This can be a difficult problem to deal with for the layman. It may be necessary to use the services of the educational adviser or even the school's counseling service. However, the fact that the chapter is taking the time and trouble to help him is frequently enough to bring a brother and associate member back to the realm of academic reality.
- C. Failure to comprehend the course work. Does the man actually have the ability or is he simply misguided or confused. Perhaps a tutor is in order. A brother and associate member may need to discuss these issues with his academic adviser. Whatever the case may be, you should make a sincere attempt to get at the root of the problem.

Many times, the High Sigma, not being a trained counselor, is unable to determine the problem and offer concrete suggestions. It may occasionally be impossible to break through the shell of cynicism worn in defense by the brother or associate member who is in error, and who, in order to promote his own ego, refuses to admit it, even to himself. Here is where the educational adviser can be particularly helpful. He is generally a faculty brother with years of experience in dealing with such cases. Schedule an appointment with the educational adviser for such an individual. If he is unable to help, depending on what the issue(s) is/are, it is then time to go to the true professional, the counseling service, student health services, academic advising, or some other school office. Do not hesitate to make such a referral and encourage him to pursue those avenues, even offer to walk over with him.

Campus Resources

Following is a short list of important campus resources that may be important for individual brothers and associate members during their pursuits as undergraduates as well as in preparation for beginning their life after graduation.

Financial Aid

The High Sigma is also responsible for providing financial aid information to the brothers and associate members. Be aware that for many men, personal and parental financial information is sensitive. Your job is to provide as much information and resources as possible without violating any confidences or embarrassing any brothers or associate members. Talking to your Financial Aid office, though, you will find that thousands of scholarships and low interest loans go untouched each year simply because people either did not know they were available, or didn't feel they could qualify for the money. Much of this information can be obtained through the Financial Aid Office of the school. Information concerning government sponsored aid programs is available through the Department of Health, Education and Welfare (HEW). In addition to providing this information, invite a financial aid officer from the school to dinner or a chapter meeting. The most beneficial time for this is at the beginning of the academic year, and again in the early spring as brothers and associate members are beginning to plan for the following academic year. Using this officer as a part of Lambda Chi Alpha education program can be of great help to the brothers and associate members.

Academic Advising

Whether your school has an academic advising center, or academic advising is centralized through the Dean of Students' Office, or academic advising is done within individual schools or departments, every school has faculty and/or staff serve as academic advisers. These professionals know the requirements of the academic programs, understand the scheduling and course registration process, and are trained professionals whose job it is to serve as a key resource for students in planning and fulfilling their academic program requirements. These professionals are particularly handy when students are questioning what they want to study, whether or not they are suited for particular fields of study, and how to explore a change in academic major.

If brothers and associate members are having troubles or questions about their classes, gauging their success in their academic program, or trying to find a major and begin to develop professional goals, it is your responsibility to help them find these resources. If you do not know how or where to find these offices, contact the Dean of Students or the dean's offices in the various undergraduate schools. Add these contacts to your resources at the house, post them in the chapter house, or occasionally post them to the chapter's listserv. If brothers and associate members appear to be having some problems, give them this information and encourage them to go discuss their concerns.

Tutoring and other Academic Support Programs

Most schools provide a number of academic support services that individual brothers and associate members or the entire chapter may find helpful. Such services may include:

- a tutoring center that provides trained academic tutors for all core classes;
- study skills building centers or workshops to help students learn better techniques for note taking, getting the most out of your textbooks, preparing for and taking quizzes and examinations, or speaking and presentations;
- time management tools and workshops to help brothers and associate members balance all of their responsibilities and tasks;
- reading and writing resources to help brother and associate member improve their skills and their grades;
- learning disabilities assessment and assistance.

Counseling

Counseling is a partnership between an individual and a professional like a psychologist or social worker who is trained to assist undergraduate, graduate and professional students. Their purpose is to help students in their adjustment to college life and to help them take full advantage of the academic and social environment at the University. They also work to help students learn to manage personal problems and situational crises effectively, learn strategies to cope with academic stress, and develop self-awareness, personal responsibility, and skills for life-long learning.

There is no shame in seeking assistance when one needs it. Brothers and associate members may need some encouragement in coming to terms with these issues or seeking the assistance and support they need. Issues for which a brother or associate member might visit the counseling center include but are certainly not limited to:

- Stress and anxiety
- Relationship problems

- Trouble adjusting to college
- Feeling unmotivated, sad or having trouble concentrating
- Eating concerns
- Sexual identity concerns
- Sexual abuse
- Racial/ethnic identity concerns
- Feeling shy or self conscious
- A lack of meaningful goals
- Academic/choosing a major/career related concerns
- Misuse of alcohol/drugs by self or others

Student Health

Issues with physical health can have a profound effect on academic success, yet often men will minimize health issues. Men away from home, especially if they are away from their parents for the first time may want or need some assistance, support and direction in taking care of their physical health as well. They usually do not look for or know about the student health service until they really need it. The student health service is dedicated to serving students and assisting student to learn how to take care of their own health related issues. Typically, student health services offer accessible and affordable basic health care, with services designed to meet student needs. In addition to the clinical services that they offer, they work in close collaboration with the other health and wellness departments in the student affairs division of your school, and with their colleagues in local health systems, clinics and hospitals. They also usually coordinate public health programs and activities for students, administer the school's immunization and insurance requirements and support the academic mission of the university through teaching, mentoring and research.

The student health service is generally a good first stop if brothers or associate members are not feeling well or are dealing with health issues, injuries, medication use/abuse, sexual health, steroids, alcohol and substance abuse or other physically related health issues. The student health service would also be a primary resource for programs to bring into the chapter regarding sexual health, alcohol and substance use, and men's health issues like nutrition, exercise, or testicular cancer.

Career Services

The brother who has benefited from a strong scholastic and cultural program during his undergraduate career is now ready to begin a period of practical application of these traits. In many instances, our support and concern for a brother ends here, while in actuality, his usefulness to Lambda Chi Alpha is just beginning. He is our emissary to the outer world and our example of Lambda Chi Alpha. Lambda Chi Alpha should play an active and supportive part in this launching just as we do in the ritualistic beginning of a new brother.

Part of a brother's education is getting a job upon his graduation and, for the most part, schools offer excellent career services offices for their students. The High Sigma can complement those services offered by the school by setting seniors on the right track before their graduation. Invite a career services officer to dinner to discuss job placement process, résumés, interview processes and other services provided by the college or university. The most optimum time for many of these sessions is early in the fall term, though underclassmen may benefit from these sessions any time. The entire process can be initiated on an earlier basis by teaching the junior level brothers the techniques of writing résumés. The function of the High Sigma in this area is that of a coordinator to coordinate information and resource people in this transition process.

Another very useful program includes alumni. An invitation can be extended to an alumnus to discuss with the seniors the "do's and don'ts" of job interviewing and a general presentation to the business world. Many chapters have found an alumni career night to be a fun yet very useful activity for all involved. Some chapters will set these nights up in themes. Business fields one time, education and social services another, medical field another, or pre-professional school (those planning on going on to law school, medical school, etc.). Alumni can prove to be great resources for practical advice and insights. It also provides a fun, useful way for the alumni to reconnect to the chapter.

Work with the High Rho to set up a way to track and stay in touch with young alumni as they leave the chapter. They will serve as a great resource in the future, but this will also help the High Rho to communicate about alumni events surrounding Homecoming, Founders Day, Graduation, etc.

The Educational Adviser

As High Sigma, you should not be alone in trying to address academia problems and issues. You should work to secure the services of an educational adviser, but you must also effectively utilize his services and make sure he understands his role. The educational adviser, ideally, will be a brother of the faculty or staff of the university, though it could be an alumni brother with an education background.

Code IV-15 of the Statutory Code provides that each chapter shall be encouraged to appoint an educational adviser who is not a brother of such active chapter, and whose duty it shall be to (1) supervise the cultural, intellectual and educational program of the chapter, (2) counsel the High Sigma and Educational Committee in the performance of their duties, (3) furnish such reports as may be requested of him by the Grand High Zeta, the Executive Director or the General Fraternity educational adviser. He shall have further powers and duties as may be delegated by the Grand High Zeta. The educational adviser shall be a brother of the faculty whenever possible.

It is not absolutely necessary that the individual be a brother of Lambda Chi Alpha but this is desirable. Try to find a man on the faculty or staff of the college who is interested in working on the academic and cultural development of the undergraduates. There are many such qualified men if you will take the time to seek them out.

After the educational adviser is appointed by the chapter, you should immediately meet with him, furnish him with a copy of the *High Sigma Manual*, and review in detail what role you would like him to play in the academic life for the chapter. Below is a brief summary of his duties:

- A. To counsel with the High Sigma and his committee in developing and executing a complete Educational Program.
- B. To discuss with the chapter the scholastic status and responsibilities of the chapter in relation to Lambda Chi Alpha.
- C. To lead discussions with the brothers and associate members on matters of academic importance and cultural awareness.
- D. To meet with the Educational Committee whenever possible.
- E. To counsel brothers and associate members having academic difficulties. It is recommended that the Adviser devote an hour each week or every other week for this purpose. Specific appointments for brothers and associate members should be scheduled with the educational adviser rather than depending on impromptu meetings.

A common problem with many chapters in their relationship with the educational adviser has been due to a simple failure in communication. When cultivated and asked properly the educational adviser will usually inform the individual chapter of his desire to serve. When he accepts, this must not be the last you see of him. Too often, it is, and the chapter wonders why the educational adviser never does anything. How can he? You have not told him how the educational adviser can help! Make certain that such a dilemma does not occur. Specifically outline what you want of him, and always follow through to see that he is treated with respect and kept fully informed. The educational adviser is the primary factor in maintaining continuity in the program and in supporting your program when necessary. Do not abuse the position or take him for granted. Remember, he is a volunteer and deserves every consideration, cooperation and recognition.

It should go without saying that the educational adviser should receive copies of all reports and correspondence which relates to your program.

Finally it is important to remember that the educational adviser is likely a faculty or staff member and has other demands which may include research, teaching, institutional committee assignments, not to mention a personal life. The amount of time that the educational adviser may be able to devote to the chapter may vary from academic term to term. Communication is the key to supporting both the High Sigma program, the brothers and associate members, and the volunteer serving as the educational adviser.

APPENDIX

A Sample Educational Program

- A. Introduction: The following program has been designed to make Lambda Chi Alpha Fraternity a complement to our education. You will find there are some things that relate to academics and grades, but we are also including other things which will expand the scope of our educational experience.
- B. Academic Center Improvements: The Academic Center should be a place that is continuously kept up, it should be a place that is conducive to good study habits, and its condition should be such that it can be enjoyable to use. The following improvements will hopefully accomplish this:
1. Complete cleaning of carpet and repair seams.
 2. Complete cleaning, repair, and organization of entire Academic Center
 3. Repairing of fold-out study desks.
 4. Repairing of all light fixtures.
 5. Repairing of Academic Center doors.
 6. Installing curtain on Academic Center window.
 7. Fixing track lighting system.
 8. Placing bulletin board on Academic Center wall for all scholastic information.
 9. Getting mirror for rear-screen in Academic Center
 10. Clean-up and organization of closets.
 11. Replacing of glass pane in fire extinguisher box.
 12. Placing shelving in back of Academic Center.
 13. Placing of enforcement signs to remind chapter brothers and associate members to follow Academic Center rules.
 14. Purchasing of equipment or furnishings which will improve scholastic program. (shelves, printers, etc.) .
 15. Complete repair of all Academic Center furnishings.
 16. Posting of all Academic Center rules and possible fines on back wall of Academic Center.
- C. Academic Center Regulations: In order that the Academic Center can be used to its fullest extent, we ask that the following regulations be observed by the entire chapter:
1. No tobacco products will be allowed in the Academic Center at any time.
 2. Non-alcoholic drinks, but not food, will be permitted. However, if garbage accumulates or is thrown on the floor, privileges may be suspended. Anyone who leaves a mess will be fined.
 3. Library materials, tests, and any other study aids may not be taken out of the Academic Center unless they are first checked out by means of a checkout sheet that will be provided. Deadlines will be set on the tests which are checked out and fines will be given to those not returning their tests by the deadline.
- D. Maintaining Scholastic Records: Grade reports will be distributed to deficient brothers and associate members and others who would want to participate during the weekly chapter meetings and turned into the High Sigma the following week. The purpose of these reports will be to identify any area where a brother or associate member may need help and to provide as much assistance as possible. Brother and associate members should not feel that the grade reports are being required because they are not responsible. This is not the case nor the reason for these reports. Rather, they are intended to aid the scholarship committee in coordinating their efforts to assist the brothers or associate members in every way possible so that he can improve his academic standing and his awareness of his progress.

1. The brothers and associate members should list all grades received during the previous week on exams, quizzes, term papers, reports, projects, etc. Grades listed should be letter grades after curves have been taken into consideration.
 2. We will also attempt to start some kind of scholastic file for every brother and associate member, so they may be able to study their own grade history and compare it with the chapter average, campus average, etc. The main purpose of this file will be positive in nature. It should be viewed as an effort intended to continually try and improve the scholastic standing of both this chapter as a unified body and us as brothers and associate members.
- E. Semester Schedules: Each brother and associate member will be asked to fill out a schedule card. These cards will be used so that brothers and associate members can be located quickly when needed, whether it be for an emergency phone call, an important message, or any other similar situation that might arise. Big and little brothers will also exchange schedules so that they can coordinate their activities.
- F. Tutoring Program: By using the weekly grade reports, we will have adequate information to provide a meaningful tutoring program. Tutors will be designated as follows:
1. Big brothers will be expected to study with their little brothers and tutor them, if and when the need arises.
 2. The scholarship committee may appoint special tutors for brothers or associate members who are scholastically deficient.
 3. Specialized tutors have been designated in certain areas and they will be able to provide assistance when any specific scholastic problem arises. The following will serve as tutors:
 - Psyche - _____
 - Real Estate - _____
 - Math - _____
 - Finance - _____
 - Accounting - _____
 - English - _____
 - Spanish - _____
 - Chemistry - _____
 - Biology - _____
 - Organic - _____
 - Zoology - _____
 - Architecture - _____
 - Engineering - _____
 - Tax - _____
 4. Tutoring by schools:
 - Natural Science - _____
 - Business - _____
 - Communications - _____
 - Humanities - _____
- G. Counseling Program: Many times, scholastic problems can be attributed to other causes such as personal problems, financial problems, etc. This counseling program is designed to deal with this area and the following program has been set up to accomplish this:
1. Scholarship Committee - The Scholarship Committee will handle minor problems, specifically with deficient brothers and associate members.
 2. RASSL - The Reading and Study Skills Laboratory will deal with more complex problems.
- H. Study Habits: During the semester, the Scholarship Committee will provide a series of scholastic seminars for the brothers and associate members through RASSL. These seminars will be provided as an aid for brothers and associate members to improve their study habits.
1. Brothers and associate members will be able to receive university credit by signing up and attending all of RASSL's regular series of classes in their spare time.

2. 2. RASSL will also conduct several mini-lectures on different specific topics. These topics have been chosen by those who attended the preliminary RASSL lecture earlier tonight.
 3. 3. Deficient brothers and associate members are requested to attend any special mini-lecture which would be beneficial for them. All brothers and associate members are strongly encouraged and invited to attend these lectures also. These sessions might benefit them as much as the deficient brothers and associate members.
- I. I. Study Regulations: The sole purpose of these rules is to provide an atmosphere in which a brother or associate member can study.
1. There shall be 24 hour quiet hours in the Academic Center
 2. Quiet hours will be enforced in the dining room and the dorm area on each night preceding a class day between the hours of 7:00 pm and 8:00 am unless otherwise specified.
 3. Each brother and associate member have the right to be able to study in his room. Each brother and associate member also have the responsibility to respect the rights of others.
- J. Big Brothers: Since the big brother is usually close to his little brother, the Scholarship Committee will call on him periodically for assistance in working with his little brother. Even if a big brother is unable to tutor his little brother himself, he should at least try to continually stress to his little brother the importance of scholastic work. He should also try to be a compliment rather than a detriment to his little brother's education. It should be remembered that there is a scholastic requirement for initiation of a 2.25.
- K. Dinner Guests: Special guest speakers will be invited periodically during the semester. These speakers will range in variety from athletes and school officials to Fraternity leaders and political figures.
- L. Incentives: All brothers and associate members in the chapter should constantly be encouraged to develop their abilities to meet their utmost potential whether it be academic, athletic, artistic, cultural, or fraternal. The following incentive program has been designed to provide such encouragement:
- M. Chapter Awards - The Scholarship Committee only has the authority to decide what awards should be given. It will be up to the chapter to determine who should receive what awards.
1. Awards to be presented in early May:
 - a. Most Outstanding Senior
 - b. Most Outstanding Junior
 - c. Most Outstanding Sophomore
 - d. Most Outstanding Freshman
 2. To be presented monthly:
 - a. Brother or Associate Member of the Month
 3. To be presented after each semester:
 - a. Highest GPA
 - b. Highest Associate GPA (while associating)
 - c. Highest Roommate Combined GPA (sem. avg.)
 - d. Highest Big-Little Brother Combined GPA (semi. avg.)
 - e. Most Improved GPA (from one semester to next - not cumulative)

4. Goals

- a. The chapter's overall goal for the current semester will be 2.8.
- b. The individual goals will be established by each brother or associate member individually and a member of the Academic Assistance Committee.

N. Chapter House Improvements: This chapter house has terrific potential. By working with the House Manager, we will try to improve the appearance of the house. We feel that one of the main detriments to the chapter attitude in the past has resulted simply because this physical structure has lacked any sort of spirit or tradition as was commonplace before; therefore, we suggest the following:

1. Scholarship Letter: A special letter will be sent out to all the parents this week discussing the scholarship program of this chapter. This will be good PR between the brothers and associate members of Lambda Chi Alpha and their parents. The letter will be mailed on Thursday, September 19.
2. Joint Greek Test File Exchange System: We are going to try and get together with the scholarship chairpersons from all the sororities and fraternities to organize some kind of exchange system among our test files. This would involve every fraternity and sorority providing a list of all tests they have available. Then, any time some other test file contains a test we need access to, we will know who to contact to make a copy of the test. This program is still on the drawing board, but we hope to have more concrete plans in the near future.

Scholarship Improvement Program

A. Quiet Hours:

Quiet Hours shall be enforced and adhered to by all brothers and associate members.

- a. Quiet Hours will be on week days, as follows:
 - 8:00 to 11:45 am
 - 2:00 to 5:00 pm
 - 8:00 to 10:30 pm
 - 12:00 to 7:00 am
- b. On weekends, quiet hours shall be as follows, Sunday only:
 - 2:00 to 5:00 pm
 - 8:00 to 11:00 pm
- c. There shall be no loud singing, talking, radio, television or beating on the coke machine during these hours.
- d. Those who fail to comply with these hours shall be disciplined by the Executive Committee.

B. Study Table:

We must first recognize that a study table is not a form of punishment, but is an attempt by the chapter to improve its scholarship.

- a. The study table shall be held from 8:00 to 10:30 pm in a location to be determined by the High Sigma Committee.
- b. There should be no excessive movement of chairs, rattling or wadding up of paper, or other distractive motions while at the study table.
- c. Talking and whispering should be held to a minimum.
- d. Bring EVERYTHING that you will need to complete an evening of study.
- e. Supervisors for the study table shall be selected by the High Sigma Committee.

As one can see, it will require the complete cooperation of the brothers and associate members in order to make this study table successful.

C. Tutoring:

To aid in our scholarship improvement program, we will employ a tutoring system. It will be conducted as follows:

- a. All brothers and associate members who have made an "A" or "B" in a course while at the University, are asked to inform the High Sigma Committee of those courses.
- b. The High Sigma Committee will make a file of these courses alphabetically.
- c. The High Sigma Committee will encourage brothers and associate members to seek aid in the courses in which they are deficient from chapter tutors.

The brothers and associate members must keep in mind that they are here to help each other. This assistance will require a certain amount of time and effort. big brothers should also motivate scholarship consciousness among their little brothers.

D. Probation:

Any brother or associate member falling below a 2.25 for one semester or cumulatively will automatically be put on probation. The High Sigma shall report to the active chapter and to Lambda Chi Alpha, the names of all brothers and associate members on scholastic probation and shall post on the bulletin board the names of all such brothers and associate members.

Every brother and associate member on probation shall be given a grade check once a month by the High Sigma Committee.

E. Scholastic Suspension:

This restriction is self-inflicted and is placed upon all brothers and associate members who are on probation and fail to make a 2.25 during the ensuing term, or fail to bring their cumulative GPA to above a 2.25.

- a. They will continue to pay active dues.

- b. They shall not hold office.
- c. They may not act as the representative of the chapter in any athletic, forensic or other contest or organizations.
- d. They may not attend chapter functions at the house or elsewhere.

All of these restrictions are, as previously mentioned, self-inflicted forms of punishment. They are designed to help and not to hinder a brother or associate member, so that he will learn and understand the responsibilities of scholarship.

Unlike some assigned task, the objective of scholarship improvement is never completed, for the ideal of perfection in scholarship can never be completely achieved.

Study And Learning Tips

Three essentials for the successful student: ABILITY, INTEREST, EFFICIENT STUDY HABITS

- A. As a learner, interest builds by realizing the relationship between today's study and tomorrow's goals - what you want to do or be! Realize that you study to change attitudes and knowledge. Begin to develop efficient study habits - gain new knowledge, acquire desirable attitudes.
- B. Develop specific study plans. The plan must be definite but flexible enough to be practical. Schedule some free periods, in case a scheduled study period is unavoidably missed and has to be "made-up." Study periods for a particular subject should immediately follow that subject's class; the next best time is immediately preceding the class. "Forgetting" is reduced when sleep follows study; therefore, study difficult subjects just before retiring.
- C. Arrange study periods so that the study of certain subject is followed by the study of dissimilar subject. Study periods should not be longer than 2 hours at a sitting. Each 3 hour course should get a minimum of 6 hours "outside" time each week.
- D. Try to do all studying in the same place (and not in a place also used for recreation or TV). Avoid distractions - let your assignment be the only demand on your attention. Study a particular subject at the same time each day, but avoid serious study immediately after a heavy meal. If you are on probation, isolate yourself for a semester and learn something! Do you want a degree or not?
- E. During class, stay sharp - be awake and alert. If you think you already know the subject, listen even more carefully just to see if the teacher says something with which you disagree, or possibly something you did not know (it is possible). Also, sit in the front of the classroom to avoid distractions.
- F. Early in a course, get an overall view of what the course is all about. Review the text's table of contents, read the chapter summaries, and read the assignment sheet or readings list. Be alert for the new technical terms in each course. Learn to express yourself in the language of the course - this is a vital part of college training.
- G. Knowledge of a subject may depend on class notes. Notes should include all essential ideas. Concentrate on meaning, not simply on being a human recording machine. A simple, but usable shorthand system developed by the individual student will help. Revise your notes as necessary, because good notes are both readable and accurate. Usually, college notes prove to be of value to you (or others) after the course, too.
- H. Give each page of your notes a clear, accurate title. Learn an outline method. Leave a 2" margin on each note page, to provide space for additions, corrections, or summary ideas or phrases. Organize your notes into a logical manner disclosing proper relationships of facts and ideas. Review them often. "Re-learning" just before tests is easy; but, original learning at that time is difficult!

Two great rules: 1) Stay on schedule.
2) Study as if you were to teach the next class.

