

Sigma Pi Academic Mentor Program (AMP)

Every chapter should have an active Scholarship Committee formed according to Bylaw 19, on Scholarship and Standards. Bylaw 19, section 3, provides that the chapter Sage shall be an *ex officio* member of the Scholarship Committee. Each chapter shall report the name of its Scholarship Chairman to the Executive Office along with all chapter officers.

The following are suggestions for implementing a mentor program at the chapter level. You may choose to follow the “road map” below, or develop your own program. By October 1 of each academic year, each chapter should have a mentor program in place and functioning. At a minimum, each chapter’s mentor program should contain the following 9 points:

- Every chapter will have a faculty advisor who is willing to assist the Scholarship Committee in designing an effective scholarship program.
- The Scholarship Chairman and a committee of 2-3 brothers should work together to design and implement the scholarship plan.
- The Scholarship Committee, with the participation of the faculty advisor, shall set required minimum study table hours for every brother.
- Each brother is required to submit his class schedule to the Scholarship Chairman at the beginning of each semester.
- The Scholarship Chairman, with assistance of the committee and faculty advisor, will meet initially to make a list of all the courses/professors being taken that semester by any of the brothers.
- The committee will make a list of all brothers in each major field of study. The committee should appoint one brother in each major field of study to act as the Lead Mentor in that major.
- Each Lead Mentor will meet with all brothers in his major field, and determine the relative strengths of each brother, and who is most familiar with each professor in that field.
- Each Lead Mentor is encouraged to set aside a certain time, at the library, a conference room, or other suitable place, for all brothers taking courses in his major field to meet and discuss any questions they may have.
- The Scholarship Chairman shall require each Lead Mentor to collect copies of all previous quizzes, tests, handouts and outlines, in each course, and separate them by professor to be placed in permanent study files.

The Scholarship Committee should conduct an annual review of the Academic Mentoring Program (AMP) to ensure the program is meeting the needs of the chapter. Cumulative GPA should be tracked to determine the success of the program and implement changes where necessary. Adoption of the Academic Mentoring Program will be included in the grading of the Gold Standard. Education Leadership Consultants will verify Mentoring Program during Chapter Visits.

The Following is a model program incorporating the 9 minimum requirements that could be easily adapted by each chapter:

- Every chapter should select a faculty advisor who is willing to assist the Scholarship Committee in designing an effective scholarship program. (In absence of a faculty advisor, it is also acceptable to have a local alumnus serve in this capacity.)
- The Scholarship Chairman and a committee of 2-3 brothers should work together to design and implement the scholarship plan, with the assistance of the faculty advisor.
- The Scholarship Committee and the faculty advisor should meet early in the fall semester to plan the mentor program for the semester, according to the guidelines below.
- The Scholarship Committee, with the participation of the faculty advisor, shall set required minimum study table hours for every brother, regardless of year in school. Study tables are voluntary, and the committee may decide how to monitor compliance. For example, the committee may require every brother to sign a weekly sheet declaring study hours spent in the library, laboratory, etc., for the minimum number of 10 (ten) hours per week. The committee may decide to report brothers not in compliance to the chapter for suspension or other disciplinary action.
- Each brother should be required to submit his class schedule to the Scholarship Chairman at the beginning of each semester, and should declare his major field(s) of study, if he has chosen one. (This should be done at the very first chapter meeting of the semester, within 2 weeks of the start of classes.)
- The Scholarship Chairman, with assistance of the committee and faculty advisor, should meet initially to make a list of all the courses/professors being taken that semester by any of the brothers. Once that list is made, the Scholarship Chairman should get the names of any brothers who have already taken any of the courses, by passing around a signup sheet, listing all the courses/professors, during a chapter meeting. It is important to set aside sufficient time during chapter meetings for the scholarship committee to discuss and implement this program.
- At the next chapter meeting, the committee should provide a list of the names of the brothers who have already taken each course/professor, to those brothers currently enrolled in that course.
- The committee should make another list of all brothers in each major field of study. The committee should appoint one brother in each major field of study to act as the Lead Mentor in that major. This Lead Mentor should be an upperclassman with a comparatively high GPA, not lower than a 3.0 cumulative GPA, who will agree to help other brothers in that field. The list of all brothers in that major should be provided to the Lead Mentor.

- In case there are no upperclass brothers in a certain major field, the committee should appoint a brother who has taken the most courses in that field to act as Lead Mentor. (For example, if there are no physics majors in the chapter, the committee might appoint a math or chemistry major who has taken several physics courses to be lead physics mentor.)
- Each Lead Mentor should meet with all brothers in his major field, and determine the relative strengths of each brother, and who is most familiar with each professor in that field. The Lead Mentor should choose one or two other brothers in that major to act as Co-Mentors. This could be done at a chapter meeting, during a brief (15 minute) time set aside for that purpose. Then, the Scholarship Chairman should call on each Lead Mentor to briefly identify the Co-Mentors and others in his major and those with unique expertise or particular knowledge of a professor.
- The committee should then provide, to each brother, a photocopy of the list naming the Lead Mentor and Co-Mentors in each major field of study, along with all the brothers in that major. This list should also be posted on the chapter bulletin board. A section of the bulletin board should be designated for scholarship/academic INFORMATION.
- Each brother will now have the benefit of two lists: 1) the names of all those who have taken any of his courses/professors previously, and 2) the Lead Mentor and all other brothers in his major field of study.
- Each brother will now have the opportunity to confer with brother(s) who have taken his courses before, plus a mentor in that field, regardless of whether that is his major or not. He also will have the benefit of a mentor and other brothers in his own major field.
- Although individual mentor assistance is voluntary, each Lead Mentor should contact every brother currently taking courses in his major field of study on a weekly basis, to offer academic assistance. The Lead Mentor should make a list of those brothers for this purpose. The Scholarship Chairman should enforce this policy by contacting each Lead Mentor to remind him of this requirement.
- Each Lead Mentor should be encouraged to set aside a certain time, at the library, a conference room, or other suitable place, for all brothers taking courses in his major field to meet and discuss any questions they may have. The Lead Mentor (or Co-Mentor) should lead the discussion. (For example, a freshman history major may be taking a political science course. He may want to attend the meeting of the lead political science mentor to discuss a particular professor or course.) The Lead Mentors should be encouraged to schedule such meetings on a regular basis, such as once per week, at the same time and place. Notice of such mentor meetings should be posted on the chapter bulletin board and announced at chapter meetings. Any such meetings can be conducted by the Lead Mentor or a Co-Mentor.

- Each Lead Mentor (or Co-Mentor) also should be encouraged to set aside a time for study tables at the library (or research laboratory) when he will be available for individual consultation about particular courses. These study tables should be posted on the bulletin board as well.
- The Scholarship Chairman shall require each Lead Mentor to collect copies of all previous quizzes, tests, handouts and outlines, in each course, and separate them by professor. Each Lead Mentor should encourage all the brothers to contribute his notes, if they are thorough and legible, to the collection. The Scholarship Committee shall create a file cabinet containing the materials collected by the mentors, and shall file them accordingly. These materials shall be under the care and custody of the Scholarship Committee which shall have responsibility for loaning the materials and retrieving them promptly.
- Other options, such as private Google groups, can be explored depending on the knowledge and wishes of the individual chapter. Creativity with scholarship and the mentor program is encouraged.
- Best practices and new and creative ideas about the Academic Mentoring Program should be a focus of educational workshops at the province level as well as Sigma Pi University. We can best learn from our brothers what works and what doesn't. Do not be afraid to try something unique.
- The more emphasis placed on scholarship will result in increased academic standing for the individual chapter. As men of Sigma Pi, we should settle for nothing less than the best with our scholarship.

Prepared and respectfully submitted by:

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