

Valparaiso University Fraternity and Sorority Chapter Scholarship Program Manual

Chapter Scholarship Program

The following section will give your chapter some ideas on how to positively promote scholarship to produce an increase in academic success.

RECRUITMENT

Prospective members need to see a scholarship focus within your chapter. Creating displays for Recruitment that show academic achievement and your chapter's scholastic progress can show this. Starting early with perspective members will show them your chapter's expectations and will encourage them to strive to meet or exceed those expectations.

CHAPTER MEETINGS

Chapter meetings or new member meetings are an excellent opportunity to reward those with good academic progress as well as to announce upcoming academic events. During Chapter Meetings:

- Announce calendar dates such as last day to drop a class, when to declare U/S status, registration dates, and also academic honorary dates such as Mortar Board or Order of Omega.
- Make a calendar, to be hung in a visible spot, highlighting upcoming campus events and community events.
- Keep members up to date on the academic progress of your Chapter, such as where your Chapter stands based on the all women's or men's average GPA as well as the average Fraternity or Sorority average.
- Set aside time to reward those with good academic progress or a recent acceptance into an honorary (make a certificate, a special poster for them or make cupcakes or a cake if multiple members are accepted).

DISPLAYS

Keep charts and graphs of your Chapter's academic progress in a visible location.

- Show the progress of the chapter as a whole over the past few years and set a goal to improve on that (write the goal at the top of the graph).
- Show the progress of your chapter's active members and new members academic progress on separate charts and set goals to improve.
- Compare your chapter's average with other chapters on campus as well as with your own chapter nation wide.

STUDY IDEAS

The following are program ideas to improve study skills (workshops that can be presented to the whole chapter):

- Time Management
- A Library Tour
- How to Tutor Effectively
- Study Skills Workshop
- How to take an essay/objective test
- Computer Skills
- How to study with friends
- How to prioritize time and be organized with multiple classes
- Roundtable discussion for younger members to talk with older members for ideas on what classes to take.

RECOGNITION

Recognition is a great motivator for academic achievement. To be able to recognize more members of your chapter, have each member sign an academic contract at the beginning of each semester stating their individual goals (see attachment p.12). Then use different types of recognition to encourage members to meet those goals and to reward members who meet or exceed their personal goals.

- Send letters to the parents of outstanding members.
- Give awards for the highest and most improved GPA.
- Recognize outstanding members in your newsletter and national magazine when ever possible.
- Hold a scholarship banquet each semester to honor members with 3.0 or higher GPA.
- \$100 scholarship each semester for most improved GPA.
- \$100 scholarship each semester for highest GPA.
- Award the new member with the highest GPA with a free chapter badge (with jewels).
- Hold an end of semester prize drawing. All members who received a 3.0 or higher should be eligible for the drawing.
- During chapter meetings, pass around a “no skippy jar” and anyone who attended all of their classes during the previous week is eligible to win a gift certificate to a local restaurant/mall/movie theater.
- During chapter meetings, hand out Smarties and Nerds candy to members who received A’s on tests, projects, labs and those being accepted into graduate school or being awarded scholarships or if your Chapter’s meetings are formal then let members wear jeans for receiving an “A” on a test, paper or project.
- Reward members who study in the library by having members submit the amount of time there are in the library on a Google form. Then the member with the highest amount of hours per week will receive a small reward such as a candy bar, cupcake, or a shirt of the sorority or fraternity that they are in.

ESPECIALLY FOR NEW MEMBERS

New members are where to start to create good study habits and skills. The following are ideas for new members:

- Set an expectation for a certain number of study hours and have tutors available at that time.
- Stress time management by giving them assignment notebooks and calendars.
- Challenge another chapter's new members for the highest GPA.
- Assign an active member to be their mentor (preferably one with the same major/interests)

OTHER IDEAS

- Hang motivational posters for members with upcoming exams or job interviews
- Hang a general scholarship bulletin board to post upcoming events and to recognize outstanding members
- Have a bulletin board for members to hang things that they are proud of (A's, awards, anything extraordinary)
- Area to post national and local news
- Area to post job openings for each major
- Area for ideas on fun and safe things to do on weekends
- Post a listing of members who can help with different subjects and how to contact them
- Post a listing of frequently used university numbers as well as emergency numbers
- Schedule small socials within your own chapter to release stress over finals (i.e. An ice cream social)
- Hold a scholarship banquet to honor outstanding members (include alumni and faculty on invitation list)
- Invite guest speakers from different areas of the campus and community to speak to your chapter
- Invite faculty or staff to a social within your chapter to aid in building strong relationships for members of your chapter.

Scholarship Committee

The following section will give your chapter some guidelines to assist the scholarship chair in developing the scholarship committee. This scholarship committee should consist of members representing all classifications and should also include a faculty advisor. The purpose of the scholarship committee is to create programs and policies and then recommend them to the chapter. Should the policy be adopted, it will be the scholarship committee's responsibility to implement and carry out these policies.

RESPONSIBILITIES

The scholarship committee will be responsible for the following:

- Present to the chapter: goals for the academic year
- Offer suggestions for improvement to new and active members who may be struggling with academics and provide help to them through tutors in their field.
- Before Recruitment begins: evaluate the academic potential of potential new members.
- Plan and present programs in academic nature.
- Create, distribute, collect, and maintain academic contracts for all new members.

GOAL SETTING

Our chapters academic achievement goals are:

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Grading your Chapter's Scholarship Program

The following section will serve as a guideline for your chapter to use as a grading tool when evaluating your chapter's scholarship program.

To be given to members for assessing your chapter's scholarship program:

Scoring Key:

Always = 5 points

Frequently = 4 points

Occasionally = 3 points

Rarely = 2 points

Never = 0 points

A. Does each member understand his/her scholastic responsibility?

- Do you attend all classes?
- Do you budget your time so that studying is completed before engaging in social activities?
- Do you seek academic help when needed?
- Do you think grades are important to success in college?
- Do you understand chapter laws and policies pertaining to scholarship?

B. Does each member set a personal GPA goal?

- Do you determine your goal each term by setting a goal for each course taken?
- Do you write this goal down for the scholarship chair to keep?
- Do you record it somewhere for yourself?
- Do you review progress toward the goal frequently?
- Can you explain what must be done in order to achieve the goal?

C. If a scholarship committee exists, does it do the following:

- Determine the chapter GPA goal based on individual goals?
- Check periodically with each member on progress toward the chapter goal?
- Regularly review progress toward the chapter goal with the chapter members?
- Provide a program of incentives and rewards for success?
- Set up support systems to help members who are falling short of their goals?
- Participate actively in the new member program?
- Provide for the presentation of programs to help in the development of good study skills?
- Participate in the development of the chapter calendar to insure that it is not so overcrowded with the other activities that little time is left for studying?

D. Is scholarship considered in membership selection?

- Is consideration given to a potential new member's university academic record?
- Is a minimum high school or university GPA required for membership consideration?
- Is scholarship advancement emphasized during the recruitment process?

E. Are appropriate systems in operation to encourage scholarship?

- Are there study hours in effect?
- Are study hours actually quiet?
- Do members know the resources available to them: advisors, professors, counselors, tutors?
- Are programs of cultural and intellectual enrichment presented to the chapter?
- Does each room in the chapter house have adequate lighting?
- Is there a limitation of social privileges when scholarship is unsatisfactory?

Total points possible: 135

If your chapter scholarship program received a score of:

- 135-100: Good scholarship program, but remember that there is always room for improvement!
- 99-65: You are on the right track, keep working at it.
- 64-0: You need urgent help in the scholarship department. Make sure and utilize all resources to improve your program and then give this grading tool to your members again to see your growth.

Grading Your Study Skills

The following section will serve as a guideline for you to use as a grading tool on your personal academic habits. The following is based on Walter Pauk's How to Study in College. Members of your chapter can take this survey to assess the level of their study skills.

Scoring Key:

- Always = 4 points
- Frequently = 3 points
- Occasionally = 2 points
- Never = 0 points

A perfect score equals 120 and the greater the difference between a member's score and 120, the greater the need for improvement. The numbers in parentheses refer to chapters in Pauk's book.

Budgeting Time:

- Do you prepare a basic time schedule and follow it? (3)
- Do you make use of small blocks of study? (The hour between classes, before lunch, etc.) (3)
- Do you attempt to determine as soon as possible the probable amount of time for study in your weekly schedule? (3)
- Do you study your most difficult subjects during your "peak" productive periods? (3)

Reading:

- Do you focus all of your thinking on the task at hand? (4)
- Do you remember most of the material that you study? (5,6)
- Do you use the dictionary when you do not know the meaning of a word? (7)
- Do you have a high rate of comprehension of the material you read? (8)
- Do you read the preface of every book? (10)
- Do you briefly survey each chapter before reading it for factual content? (10)
- Do you finish an entire paragraph or section before underlining or making notations?(11)
- When finished reading, can you repeat the material you have just read in your own words? (4,11,16)

Lectures:

- Do you attend all classes?
- Do you review notes as soon as possible after each class period? (9)
- Do you use a systematic approach in taking lecture notes? (9)
- Can you re-read your notes with clear comprehension at a later date? (6,9)

Exam Time:

- Do you complete all assignments and required papers well in advance of the exam period? (12)
- Do you review periodically throughout the term, not just at exam time? (6,12)
- Do you find that you remember a good deal of the material covered in the course when you begin your final period of study for an exam? (4,6,9,11)

Writing Papers:

- ___ Do you set up a time schedule that allows you plenty of time for research and writing? (3,14)
- ___ Do you write at least two rough drafts before producing the final copy? (14)
- ___ Do you put your subject through several "narrowings" so your topic is not too broad? (15)
- ___ Do you use the library? (15)
- ___ Do you avoid making your paper an assorted accumulation of facts by formulating a question to be answered and focusing your research on that question? (15)
- ___ Do you record your research on index cards? (15)
- ___ If you paraphrase something from already published material, do you credit it with a reference or a footnote? (14)

Personal Health:

- ___ Do you eat well balanced meals on a regular schedule? (4)
- ___ Do you know how much sleep you require to be alert and refreshed each day, and do you develop a schedule that allows you to get that amount of sleep? (3,4)
- ___ Do you engage in some physical activity each day (other than walking to class)? (4)
- ___ Do you know how you are best able to cope with periods of stress in order to maintain an emotional balance? (2)

* Sections III & IV were taken from the Syracuse University "Chapter Scholarship Manual: A Guide to Academic Success"

Test Taking Tips

Tips for Keeping Calm During Tests:

1. Prepare well in advance. Keep up with daily assignments. Avoid last-minute cramming. Be sure to get adequate sleep the night before.
2. Know the time and place of the test. Be on time with the necessary testing materials (i.e. Scantrons, bluebooks, pencils, calculators, etc). Get up early so you don't have to rush. Take a shower, eat, and relax. Make sure to wear a watch.
3. Avoid discussing the test with the other classmates. Doing so can give you a false sense of security (or insecurity) and create anxiety.
4. Read over the test and plan your approach. Determine point values for each part, time limits for each section, which question you'll start with, etc. Do what you know first. Jot down all formulas/outlines. Underline key words.
5. Ask for clarification. Ask the professor, teaching assistant, or proctor if you have questions about the directions, procedure, etc. rather than letting anxiety build up because you aren't sure about what you are supposed to do.
6. Develop an aggressive, yet realistic attitude. Approach the test determined that you will do your best, but also accept the limits of what you know at the moment. Use everything you know how to do, but don't blame yourself for what you don't know.
7. Activity reduces anxiety. If you go blank and can't think of the answer, go onto another question or another part of the test. On essay exams, jot down anything you can recall on scratch paper to stimulate your memory and get your mind working again.
8. Pay attention to the test, not to others. Don't waste time worrying, doubting, or wondering how other people are doing or why they finished first. Concentrate on what you are doing and do your best. Budget and watch your time and check your answers.

How to Study for a Test:

General Preparations

1. Keep up to date.
2. Organize your notes the same day you take them.
3. Attend all classes.
4. Avoid cramming.
5. Break up studying into shorter periods over several days.
6. Study the main ideas first, then tie in the details.
7. Take breaks; don't study for more than 50 minutes at a time.

What to Study

1. Lecture notes - give you a good idea of what your instructor considers to be important; good outline when studying for finals.
2. Textbook - use to better understand lecture notes; chapter summaries can help you decide what's important.
3. Old exams - to check your understanding of the material.

How to Study

1. Survey material first.
2. Generate questions.
3. Read the material and answer the questions.
4. Recite the answers out loud.

Essay Exam Tips

1. Read the directions and questions carefully.
2. Plan your use of time.
3. Even if you don't know the answer, write something.
4. Organize each answer into an outline before you write it.
5. Start with a strong thesis sentence stating the main point.
6. Expand the thesis sentence into paragraphs.
7. Include an introduction and conclusion to each question.
8. Write neatly.
9. Check your work.

Strategies for True/False and Multiple Choice Tests

1. Answer the questions you know first.
2. Go back and answer the questions you skipped.
3. Only change answers if you are absolutely sure it's wrong.
4. Periodically check to make sure you are at the right spot on your answer sheet.
5. Cross out wrong choices.
6. Answers to questions may be found in other questions.
7. Watch for true/false questions with two independent clauses, one of which is false.
8. Change wording of difficult true/false questions.

What is a Test?

A TEST IS NOT:

- a measure of your absolute worth or intelligence
- an obstacle which will limit your future

A TEST IS:

- a measure of comprehension in the course
- an identification of your strengths and weaknesses
- an opportunity to measure progress

DON'T GIVE A TEST MORE IMPORTANCE THAN IT DESERVES!!

Academic Achievement Agreement

I, _____, state that my goals for academic improvement for this semester are as follows:

1. _____
2. _____
3. _____

The steps I will take to achieve my goals are:

1. _____
2. _____
3. _____

If I am successful in achieving the goals I have set for myself, I will reward myself by:

If I am successful in achieving the goals I have set for myself, the chapter will reward me by:

Member Signature: _____

President Signature: _____

Scholarship Chair Signature: _____

Date: _____

References/ Resources

- The Academic Success Center is available to students at no charge and is located in the Christopher Center Library. The Academic Success Center includes:
 - Writing Center - <http://www.valpo.edu/writingcenter/>
 - Peer Tutoring Program - <http://www.valpo.edu/academicsuccess/peertutoring.php>
 - Language Resource Center - <http://www.valpo.edu/foreignlanguages/lrc/index.php>
 - Supplemental Instruction - <http://www.valpo.edu/academicsuccess/peertutoring.php>

More information can be found at: <http://www.valpo.edu/academicsuccess/directory.php>

- Academic Advisors - <http://www.valpo.edu/registrar/assets/pdfs/advisorsweb.pdf>
- Disability Support Services - <http://www.valpo.edu/disabilityss/index.php>
- Counseling Center - <http://www.valpo.edu/counseling/>
- Career Center - <http://www.valpo.edu/career/>
- Study Skills - <http://www.howtostudy.org/>
- Study Guides and Strategies - <http://www.studygs.net/>
- Always use the Fraternity and Sorority Life Office in the need of resource for scholarship. Make your members aware of other services available through each individual major of study.

* Resource list updated January 2017