

Theta Tau Professional Engineering Fraternity

Instructor Manual

Non Traditional Model for New Member Education

ENGINEERING LEADERS *for Service, Profession, and Brotherhood*

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Program Goals

The Member Education Program of Theta Tau prepares members for the responsibilities of fraternity and is a great resource for your position as Pledge Instructor. There are four ultimate goals of the national Education Program:

- Build brotherhood among members and pledges
- Learn the history, values, purpose and symbols of Theta Tau and their significance
- Learn the structure of Theta Tau and how it operates
- Gather skills that will be essential for membership

Brotherhood

The sense of brotherhood we gain through membership is one of the most valuable aspects of Theta Tau. Each time we initiate members, the brotherhood changes. The Education Program needs to account for this change by ensuring that pledges are effectively assimilated into the membership.

History, Values, Purpose and Symbols

A fraternity is a unique organization in that it is ultimately governed and guided by a higher purpose and a set of principles. Those principles are evident in its traditions, symbols, insignia, and core values. Members should not only know this information, they should understand its relevance to their daily activities as a member of the fraternity.

Leadership and Operations

A good brother will know, understand, and be actively involved in the daily business of the fraternity. Throughout the program, pledges will work towards understanding the structure of the organization and how it operates. This involves how chapter meetings are run, what officers do, how to plan events, who reports to whom, and more.

Leadership Skills

There are a number of skills that are essential to being a member of Theta Tau, including event planning, decision-making, learning, management, and leadership. Many pledges may already have these skills, but applying them to the fraternity can help pledges become effective members. The intent is for all members to have an opportunity to develop and hone these skills.

Program Contents

Pledge Meetings

The core component of the Education Program is the pledge meeting. Sessions last approximately 90 minutes and involve activities, discussion, lessons, and checkpoints to help pledges move easily through the process. A full schedule will be provided during the first meeting.

Theta Tau Membership Manual

Pledges will use the Theta Tau Membership Manual to reference and learn information (symbols, insignia, history, traditions, etc.) during the Education Program and throughout their membership.

Pledge Workbook

The Pledge Workbook provides information, a space for notes, and worksheets for many of the activities throughout the program. Pledges should bring it with them to each meeting.

Project

As a group, pledges are responsible for planning a project. The goal of this project is to for pledges to use their expertise, work together, and solve a problem as an exercise in teamwork and creativity.

Brotherhood Event

As a group, pledges are responsible for planning a brotherhood event for the entire chapter. The Pledge Instructor teaches a session in event planning and guides the process to ensure that it serves as a learn-by-doing exercise in leadership.

Academic Study Sessions

Academics are a priority for the fraternity and its members. Pledges may need additional support in maintaining a high academic standard as they acclimate to the university and fraternity experience during the Education Program. Study sessions are one way to ensure that pledges are dedicating ample time to their class work and maintaining it as a priority.

Fraternity Study Sessions

Study sessions can also help pledges learn the information they need to know about the fraternity. Through a Fraternity Study session, brothers take a more active approach to helping pledges learn beyond giving them information to memorize on their own. A fraternity Study Session should always be a separate activity from academic study sessions.

Exit Interview

Exit Interviews are individual meetings between Big and Little Brother pairs and the Pledge Instructor. They provide an opportunity to evaluate the experience and identify improvements to the program for future years.

Hazing Policy

Hazing is defined as, “Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:

- Use of alcohol
- Paddling in any form
- Creation of excessive fatigue
- Physical and Psychological shocks
- Quests, treasure hunts, scavenger hunts, road trips, or any other such activities
- Engaging in public stunts or buffoonery
- Morally degrading or humiliating games or activities
- Any other activities which are not consistent with fraternity law, ritual or policy or the regulations and policies of the educational institution

At no time should a pledge, or any brother for that matter, be coerced into activities in which they are unwilling to participate. It is essential to remember, especially in the case of the pledges that the individuals are in a vulnerable position when asked to conform to the will of the masses. “Consent by intimidation or through the fear of rejection from the group is not consent and will not be tolerated.” In legal/pseudo-legal cases, most states and schools prevent/preclude a pledge’s consent to be hazed from being used to defend the member/chapter in proceedings. The phrase used to define this concept is “consent cannot be used as an affirmative defense.” In other words, the pledge’s consent cannot even be raised/communicated to defend actions in violation of hazing rules and laws.

This is the description of hazing as it appears in the Theta Tau Membership Manual. I hope that you do not find yourself in any of the situations depicted above. Should you feel pressured for any reason to do things you are unwilling to do, contact me immediately. I understand that under certain circumstances it is very difficult to say no. However, I assure you that your decision to decline any activity will be thoroughly respected. This fraternity does not condone hazing.

Further information can be found in the Membership Manual. The university’s policy can typically be found in the student code of conduct or on its website. State laws and additional information about hazing can be found online at www.stophazing.org.

Planning Guide

The prerequisite for an effective Education Program is planning. As Pledge Instructor, your success depends upon how much time you invest in organizing, planning, and preparing the program well in advance. Use the following step-by-steps guidelines to ensure that you are prepared for a positive experience.

Preparing the Schedule

Scheduling activities in advance helps the program run smoothly and efficiently. Create the entire schedule at least one month prior to the launch of the Education Program using the steps below as a guide.

- ❑ Collect availability from pledges, officers, and other brothers for the entire new member period using an electronic tool such as Doodle or ScheduleOnce.
- ❑ Create a master calendar, and block off times for pre-existing events, including at least:

Chapter events:

- Weekly meetings
- Brotherhood events
- Service events
- Professional development events
- Study sessions
- Other fraternity activities

University Events, including:

- Sporting events
- Holiday breaks
- Major campus events (i.e. Homecoming, Spring / Family weekends, etc.)
- If your university regulates pledging, include relevant timelines and deadlines

- ❑ Develop the Education Program Schedule:
 - Using the results of the availability poll and the calendar you created, choose times for each Pledge Meeting and insert them into the calendar.
 - Review the list of assignments following each meeting to ensure pledges have enough time between meetings to complete them.
 - Schedule approximately two hours of academic study sessions and one hour of fraternity study sessions per week. Consider allowing smaller groups to schedule sessions that are convenient for them, provided they put in the same amount of time and focus.
 - Transfer the dates and times of each meeting into page 10 of the Workbook before printing.

Meeting Space

The ideal meeting space is easily accessible, brightly lit, accommodates all pledges and a few brothers, includes moveable seating, has a flat floor (avoid tiered lecture halls), and has extra space for participants to move around and interact. Meetings 2, 4, 5, 6, and 8 require a larger space to accommodate both brothers and pledges.

It is possible to hold meetings in a chapter room or at a chapter house, but using a university classroom or meeting space creates a more serious and professional tone.

Schedule space at least one month in advance. Contact your campus advisor for instructions about how to reserve space. Complete the steps they require, and always obtain confirmation that the space is reserved. Insert meeting locations into the Workbook before printing.

Pledge Workbook

In addition to serving as a guide through the Education Program, the Workbook should provide information not found in the Theta Tau Membership Manual. Use the template provided to add the following materials into the Workbook.

- Chapter name and designation on the cover
- Update the welcome letter with your name, title, contact information, and signature
- Chapter-specific budget and financial information
- Officer contact information
- Add the chapter roster to the back of the Workbook
- Add your local chapter's history to the back of the Workbook
- Schedule and location of events, once complete

Special Events

Academic Study Sessions

Follow the guidelines below to ensure that academic study sessions are appropriate and effective:

- Schedule two hours of study sessions per week.
- Brothers and pledges should both be expected to attend.
- Remind attendees in advance to bring appropriate reading, homework, projects, or study materials.
- Review expectations at the beginning of each session:
 - The focus is on studying for class, not fraternity or other work.
 - The room should be quiet, except for those that are working on group projects.
- Appoint a proctor to ensure that expectations of the session are met.

Fraternity Study Sessions

Use the guidelines below to organize Fraternity Study Sessions.

- Schedule one hour of fraternity study sessions per week to happen after meetings or academic study sessions.
- Big Brothers, if not all brothers, should attend.

- Review expectations at the beginning of each session:
 - Big Brothers should be helping pledges study by coaching, teaching, or quizzing.
 - Break into groups to study different content.
 - This should be treated as a help session, not a test.

Alumni/Faculty Networking Reception

- ❑ Begin planning this event well in advance. Alumni and faculty need no less than one month, if not six months, of notice to plan on attending the event.
- ❑ This activity is an event of its own. It would be wise to work with another chapter officer or chair to help plan and prepare while you are working with pledges.
- ❑ Reserve two meeting rooms near one another. One should serve as the pledge meeting room, and the other should be large enough to accommodate brothers, alumni, faculty, and pledges.
- ❑ Make arrangements for audio-visual equipment, background music, any slide shows, and refreshments.
- ❑ Create a specific agenda and script for those planning to speak. Use the Meeting #6 lesson plan as a guide.

Invite Participants

- Invite big brothers to attend, and provide them with expectations and instructions for the event. They should help make introductions and make it easier for pledges to talk with alumni and faculty. Remind them that it calls for business professional attire.
- Identify highly involved and reputable faculty and/or alumni from the area, and send them printed and electronic invitations to attend. Ask for an RSVP. Keep track of those you expect to attend, and send them a confirmation with details about the role of new members and big brothers in the event.

Recruit Presenters

- Create a list of ideal presenters, and contact one at a time until you find someone willing, able, and available to give a presentation on professional development and networking.
- Invite a brother, alumnus, or faculty member to host the event as the emcee.
- If you are unable to arrange for alumni and/or faculty to be present, substitute the reception with interviews of alumni using Skype, Google Hangout, Facetime, or another video chat service. Follow the same recruitment procedures, but instead plan for small group conversation, one-on-one meetings, or a single presentation from an alumnus to all pledges.

Activity Materials

In addition to the Pledge Workbook and Membership Manual, many activities require special materials. Use the grid below to prepare the materials necessary for each meeting.

Meeting 1: Orientation Session	Schedule of events Writing utensils Index cards Watch or timer
Meeting 2: Professional Development	Member Profile worksheets for each member Blank sheets of paper for each person Markers for each attendee Writing utensils Watch or timer Tape
Meeting 3: Chapter Operations	Fireside Chats Instructions for each officer Workbook Membership Manuals Poster board for each group Markers Writing utensils Watch or timer
Meeting 4: Creating a Legacy	Writing utensils Watch or timer Copies of the Big Brother-to-Brother questions list for each Big Brother Copies of the chapter's completed annual report from the most recent semester or quarter. Copies of chapter operating documents, including an annual calendar, chapter constitution and bylaws, meeting agendas, Robert's Rules of Order, and other information about recruitment, member education, alumni relations, finances, and other functional areas
Meeting 5: Preparing For the Future	Writing utensils Watch or timer
Meeting 6: Brotherhood Event	To be determined by pledges
Meeting 7: The Theta Tau Challenge	Writing utensils Watch or timer Copy of the Theta Tau Challenge scenario for each attendee Copy of the Theta Tau Challenge instructions for each panelist
Meeting 8: Brother-to-Brother	Writing utensils Watch or timer Copy of the Brother-to-Brother questions for each attendee
Evaluation and Exit Interview	Writing Utensils Envelope or file folder Copies of the Education Program evaluation form for Big Brothers

Member Involvement

There is significant benefit to involving members in the day-to-day activities of the Education Program. Although it requires more effort on the part of brothers, their involvement tends to foster stronger relationships with pledges and other brothers and increase their participation in other areas of the fraternity. It also provides them with an opportunity to reflect on their experience, re-learn important fraternity facts, and continue building their personal and professional skills.

The benefits go both ways. The most valuable resource a chapter can provide to its pledges is a good mentor. When older members get involved in the process, pledges have the opportunity to model their skills, attitudes, and behavior. Involving brothers in the Education Program can also help pledges learn the information more thoroughly and more quickly.

As Pledge Instructor, you decide which members should be involved and the nature of their involvement. Below are a few suggestions about how to involve them:

- Include all brothers in get-to-know you activities.
- Involve officers and chairmen in teaching chapter operations and leadership skills.
- Identify the most credible, respected, and principled brothers to provide guidance in the Theta Tau Challenge.
- Set standards for big brothers, and limit the opportunity to participate to those brothers who most exemplify the characteristics of a positive role model.
- Invite brothers with similar majors to participate in academic sessions.
- Invite older members to participate in academic and professional development activities, as well as the Theta Tau Challenge.

Prepare Members

To ensure that it runs smoothly and that brothers are involved appropriately, communicate your expectations in advance. Provide orientation and training to all those who play an active role in the program, including officers, Big Brothers, and any other facilitators. For those not actively involved, present an overview of the program, a schedule of events, expectations about how they should interact with pledges, and instructions about how to get involved.

Big Brother Program

Brothers are a great tradition within Theta Tau. A Big Brother can provide more personal and ongoing support, guidance and advice to pledges than anyone else, and this can last throughout their membership and even their lifetime. The Education Program provides a more formal and official structure to the responsibilities of a Big Brother in hopes of providing an even better experience for pledges.

Suggested Criteria for Big Brothers

In order to ensure that the fraternity is providing the best mentors for its pledges, it is suggested that the chapter set criteria for being a Big Brother. Possible criteria for selecting Big Brothers might include:

- Minimum GPA
- Junior or Senior Status
- Member in Good Standing (financially and behaviorally)
- High attendance to chapter activities
- Members who are active and involved in the fraternity
- Members who are active and involved outside the fraternity
- Past or current chapter officer

Big Brother Selection Big

Matching Big and Little Brothers can be done a number of ways. Below are some examples:

Mutual Selection

- Brothers list their top 5 preferences for a Little
- Pledges list their top 5 preferences for a Big
- Pledge Instructor matches to highest mutual preferences

Pledge Selection

- Pledges list their top 5 preferences for a Big
- Pledge Instructor matches to highest preferences

Brother Selection

- Brothers list their top 5 preferences for a Big
- Pledge Instructor matches to highest preferences

Big Brother Training

Because Big Brothers play such an important and influential role in the Education Program, sufficient training and preparation will help them provide the best experience. Below is a rough outline for Big Brother Training:

- Introduce the Big Brother program
- Review the expectations of Big Brothers
- Walk through the schedule of activities, providing a preview of the agenda and outcomes of each meeting
- Identify skills that will be necessary for Big Brothers, including:
 - Listening
 - Counseling
 - Coaching and teaching
 - Mentoring
 - Supporting
- Answer any questions that Big Brothers may have

Big Brother Involvement

Big Brothers should maintain regular interaction with pledges throughout the Education Program. Suggested expectations for Big Brothers include:

- Meet with Little Brother regularly outside of scheduled activities
- Attend all activities that require Big Brother attendance
- Attend all other pledge activities as possible
- Provide academic guidance and assistance, as needed
- Assist prospective members with learning fraternity information

Depledging Prospective Members

If you manage it well, all prospective members will likely complete the Education Program and become initiated into Theta Tau. However, there are occasionally cases where prospective members must depledged. This is not, nor should it be, an easy situation, but it must be handled with care. Use the guidelines below to do it right and prevent problems.

- Follow predetermined chapter and national protocols for choosing to depledge the prospective member. The reasons for their removal must be in line with the violation of specific expectations, and those must be communicated in advance. If brothers find it difficult to articulate how the prospective member violated specific, clearly-stated expectations, the chapter's decision should be reevaluated.
- Once the decision has been made, the Pledge Instructor, Big Brother, and/or Regent should schedule a meeting with the prospective member as soon as reasonable. This meeting should be held in a private, discrete, and neutral location. Give the individual the respect they deserve, and do not attempt to have this conversation by phone, email, or text.
- Prepare for the conversation by deciding in advance what exactly you would like to say. If more than one brother is participating, decide who is speaking and what they will say.
- Regardless of the emotions involved, approach the conversation with a calm, professional demeanor. Be clear, direct, and to the point. Tell the prospective member that they are being depledged, and state the specific reason, citing expectations that were violated.
- Avoid attacking the person's character or identity, and focus instead on specific decisions and behaviors that resulted in being depledged.
- Do not reveal additional details about how the chapter reached the decision or who was involved.
- Remember that the decision has already been made by the chapter, and that you are the messenger. Don't promise any changes that would be impossible to make.
- Ask them to complete any necessary next steps, such as returning the pledge pin, membership manual, and other Theta Tau materials.
- Remind them that this discontinues their involvement in the organization, but does not require ending any friendships they may have formed.

After this meeting is complete, it is important to communicate the decision to the new member class. Use the guidelines below for this conversation:

- Again, do this during a private meeting of the new member class. Include Big Brothers and the Regent.
- Regardless of the emotions involved, approach the conversation with a calm, professional demeanor. Be clear, direct, and to the point. Share the chapter's decision, and state the specific expectations that were violated. Do not share specific details of the decision or who was involved.
- Avoid attacking the individual's character or identity, and focus instead on specific decisions and behaviors that resulted in them being depledged.
- Remind prospective members about the expectations of brotherhood, and the importance that every member live up to them at all times.
- Remind them that this discontinues the individual's involvement in the organization, but does not require ending any friendships they may have formed.

Master Planning Checklist

- Collect availability using a tool such as Doodle or ScheduleOnce
- Schedule all Meetings, Academic Study Sessions, and Fraternity Study Sessions
- Reserve and confirm meeting space
- Space for Meetings 2, 4, 5, 6, and 8 is large enough to accommodate all pledges and members
- Schedule training for Big Brothers
- Orient and train all officers on their expectations for involvement
- Send invitations to Alumni and Faculty for the Networking session
- Confirm presenter for the Alumni/Faculty Networking session
- Prepare all event logistics for the Networking session
- Secure pledge pins and copies of the Membership Manual for each prospective member
- Update and print copies of the Workbook for all prospective members, including:
 - Chapter name and designation on the cover
 - Update the welcome letter with your name, title, contact information and signature
 - Chapter-specific budget and financial information
 - Chapter rosters
 - Local history
 - Schedule and location of events, once complete
- Send regular updates to pledges about schedules, agendas, and assignments
- Work with the chapter Treasurer to secure funding for the Brotherhood Event
- Collect all materials necessary for activities, including everything in the materials list above.
- Calculate Metcalfe's Law ($n*(n-1)/2$) for the number of pledges and for the total number of brothers for Meeting 1
- Create a wiki or Google document with instructions and work space for the Code of Conduct assignment. Send access information to pledges before Meeting 1.
- Inform and orient members about the events in which they should be involved
- Select specific scenario(s) for the Theta Tau Challenge

Meeting 1: Orientation Session

Duration

90 Minutes

Description

Prospective pledges are introduced to Theta Tau through a brief orientation, a history lesson, and a planning session. They learn about the guiding principles of Theta Tau, time commitments, the purpose of the organization, and how it fits into their lives.

Objectives

As a result of this session, pledges will:

- Recall basic information about the founding of the organization
- List the role and expectations of members, pledges, officers, and big brothers in the Education Program
- Plan and prioritize their calendar
- Organize the projects, tasks, and areas of their life
- Explain the purpose of Theta Tau
- Recite the motto and discuss its source
- Describe Theta Tau symbols and their meaning

Attendance

- New Member Educator/Pledge Instructor
- New Prospective Members/ Pledges

Agenda

Orientation: a review of the calendar, objectives, expectations, contents, Q&A, etc.

Personal Planning Session: a lesson, reflection, and planning exercise in time management

Communication: a discussion of strategies for keeping everyone informed

Spirit of Theta Tau: a brief introduction to the symbols and meanings of Theta Tau

Fundamentals of Theta Tau: a brief activity to teach history and founding of Theta Tau and the chapter

Materials Needed

- Workbooks
- Membership Manuals
- Schedule of events
- Writing utensils
- Index cards
- Watch or timer

Planning Checklist

- ❑ Reserve a meeting room
- ❑ Prepare pledge Workbooks
- ❑ Bring the materials listed above
- ❑ Send meeting information to pledges, and remind them to bring phones, planners, and writing utensils
- ❑ Set up the room so pledges will be able to easily sit back-to-back for the Drawing Duel activity
- ❑ Calculate Metcalfe's Law ($n*(n-1)/2$) for the number of pledges and for the total number of brothers
- ❑ Create a wiki or Google document with instructions and work space for the Code of Conduct assignment. Send access information to pledges before the meeting.

Lesson Plan

Welcome – 5 minutes

- ❑ Welcome everyone to Theta Tau and the Education Program.
- ❑ Lead a quick meet and greet activity, such as:
 - Play a game of telephone using text only (forwarding isn't permitted).
 - Ask each person to share something others don't yet know.
 - A names game such as name aerobics.
- ❑ Briefly review the agenda for the welcome session:
 - " Today's meeting is an orientation session. We will cover the basics of what to expect during the Education Program, work on personal planning, and teach you a few basic facts about Theta Tau.

Orientation – 10 minutes

- ❑ Hand out Workbooks and Membership Manuals to each prospective member.
- ❑ Ask them to open to page 5.
- ❑ Share the purpose and goals of membership education:
 - " The purpose of Education Program is to provide you with an experience prepare you for lifelong membership in Theta Tau.
 - " There are four ultimate goals of the program: to learn important information about Theta Tau including its origins, symbols, insignia, and values, to assimilate you into the Brotherhood of the chapter, to develop a working knowledge of chapter and national operations, and to develop the skills you need to be a good brother. Each activity in the Education Program is built to achieve these four goals. You can read more about them in the Workbook.
- ❑ Provide information about national and local dues, important contacts, resources, and the pledge pin.
- ❑ Refer members to page 8 of their Workbook, and review the expectations of everyone involved:
 - " Members of the chapter will be involved in different ways throughout the program. As the Pledge Instructor, I am responsible for planning and implementing the program.
 - " Other chapter officers will help provide training on how we operate.
 - " You will meet and interact with other members in and outside new member meetings.
 - " You will each receive a big brother. This person will serve as a support system, a mentor, and a point-person throughout the new member education process and beyond.

" Your role is to participate, learn, and observe. The decision you make to commit to Theta Tau is a significant one, and the Education Program will help you prepare for it.

- ❑ Hand out and review the schedule of events:

" There are regular meetings each week, which include interactive activities, discussions, lessons, and projects to help you accomplish the goals of the Education Program. It is critical that you attend, as they are designed to make it easier to learn everything you need to know about the organization.

- ❑ Ask pledges to enter meeting times into the calendar in their workbook.

" You will also have homework assignments between meetings. They will help you continue learning the material and prepare you for the next meeting.

" There are two projects to complete. As a group, you will plan an event and complete a project together. You will learn more about these when they are assigned.

Q&A Activity - 10 minutes

- ❑ Give each pledge an index card, and ask them to write at least one question they have about the Education Program on the card.

- ❑ Give them 1 minute to work, then collect all cards.

- ❑ Shuffle the cards and select one at random. Read the question and answer it.

- ❑ Continue until you answer 3 questions or until time is up.

" If your question wasn't answered, I'll answer it at the end of the meeting.

Personal Planning Session - 15 minutes

- ❑ Introduce the personal planning activity:

" Theta Tau is a new part of your life, but it isn't the only thing that makes up who you are. You also have family, work, school, other leadership roles, and more. Part of being Theta Tau is to help you excel personally and professionally, and that means finding a balance in all these areas of responsibility. The goal of this exercise is to help you figure out how Theta Tau fits in to everything else you're doing.

- ❑ Ask pledges to take out their personal planning worksheet on page 12 of their workbook.

" Using the worksheet, start by adding three to five other areas of your life at the top of the empty columns.

- ❑ Give pledges one minute to work, then continue:

" At any given time, you have a lot going on in each area. There is always something new, and the number of things happening in each area is not always equal. To gain a clear perspective on everything that defines you and takes your time, list any major projects, upcoming events, or things that you need to keep on your mind under each column.

- ❑ Give pledges about four minutes to work. Provide examples if necessary:

" Projects include tests, class projects, family celebrations, trips, conferences, events, etc. They typically include multiple action steps and are bigger than an individual task.

- ❑ After about four minutes have passed, give instructions about their first homework assignment:

" As we discussed earlier, there will be a few assignments to complete between meetings. Your first is to complete the list of projects in each area of your life and break it down one step further. What are all of the things you need to get done along the way for each one of those projects? Use blank space in your Workbook to do this. This might feel overwhelming, but it will also help you gain focus and control over everything you need to manage in your life.

- ❑ Ask if there are any questions about the assignment.

- ❑ Have pledges turn to the next page, and provide instructions for the calendar activity.
 - " You may have done this before, but now that you are adding a new element to your life, it is helpful to repeat the process. Using the calendar, fill in your specific, regular time commitments. This includes classes, work, any regularly-scheduled organization meetings, and any other confirmed times. For now, don't use this to budget how you would like to spend your time, just use it to block off confirmed time commitments.
 - " Below the schedule, write down the amount of time you typically spend on the activities listed. Add anything else that is a major use of your time.
- ❑ Give pledges about two minutes to work.
- ❑ After two minutes, share the following lesson in personal management:
 - " David Allen is a productivity expert who reminds us that it is impossible to manage time. Time happens whether you like it or not. The only thing you can manage is what you choose to do at each moment in time.
 - " The decisions you make about how to invest your time tell a story about your values, goals, and priorities. As you add Theta Tau into your life, it is important to reflect and plan around how it will fit in.
 - " Your second assignment is to finish filling in the weekly schedule, complete the reflection questions below it, and plan your calendar for the next four months based on what you have learned so far.
 - " Consider Theta Tau to be a class, both as a pledge and as a member. You have regular 60-90 minute meetings each week, about an hour of homework assignments, and two special projects that should take between 5-10 hours each.

Communication – 15 minutes

- ❑ Introduce the discussion about communications:
 - " Now that you have a better understanding of what's involved in the Education Program and how to manage your responsibilities, we need to prepare for what it will take to stay in touch and informed. It's easy for two people to communicate because there is only one connection between them. When you add a third, there are three connections among them. When you add a fourth, there are six connections.
- ❑ Ask if anyone knows the mathematical rule that defines the number of connections in a network. Metcalfe's Law states that the number of unique connections between nodes (n) in a network is equal to $n(n-1)/2$.
- ❑ Congratulate anyone who knows, then share and explain the answer:
 - " There are [INSERT NUMBER OF CONNECTIONS BETWEEN PLEDGES] connections among all of you, and [INSERT NUMBER OF CONNECTIONS BETWEEN ALL MEMBERS] among the entire chapter. If the information is bad, if one of the links is broken, or if the message isn't received properly, it is easy for members to become uninformed, confused, or out of touch. In order to prevent communication glitches, we need to develop a plan for keeping one another informed.
- ❑ Ask the following questions. Take two answers to each one, then move on.
 - Name two situations in which texting is an appropriate communication method.
 - Name two situations when texting is not appropriate or sufficient.
 - Name two situations in which email is most appropriate.
 - Name two situations when email is not appropriate or sufficient.
 - In what situations does communication require a phone call?
 - When would a phone call be inappropriate?
 - At what point does a situation call for a face-to-face conversation?
 - Overall, what do you consider to be the best communication method?

" More serious conversations call for a higher form of communication. This is also true where there is a higher potential for miscommunication.

" In addition to the method, we also have to think about the situation. Fortunately we can predict where many communication issues might arise. How do you think we should handle the following situations:

- ❑ Ask about the following situations:
 - When we need to schedule meetings (not including pledge meetings)
 - When there are updates and changes between meetings
 - When working on projects
 - When we run out of time during meetings
 - When someone is absent from meetings and needs the information
- ❑ Record notes about each situation and distribute them as the communications plan following the meeting.
- ❑ Give pledges about minutes to talk about each situation, then move on to the next activity.

Spirit of Theta Tau - 15 minutes

- ❑ Refer pledges to page 16 in their workbook.
 - " What makes an organization strong is not the individual members, the structure, or the operating systems, but the ideals which bind them together. Theta Tau has a number of guiding statements that describe the spirit of who we are. These are our purpose, our core values, our motto, our guiding principles, and our goals.
 - " These ideals are also represented in the symbols handed down from those who came before us.
- ❑ Ask pledges about Theta Tau's symbols:
 - " What is our flower?
 - " What are our colors?
 - " The gem?
 - " Does anyone know what these symbols stand for?
- ❑ Review the following facts, adding comments about the ideals and concepts represented in each the symbol:
 - " These include the Coat of Arms
 - " The Grand Seal,
 - " Dark Red and Gold,
 - " The Jacqueminot, and
 - " The Dark Red Garnet
- ❑ Remind pledges that they will need to know these things for the national exam.
- ❑ Have pledges pair up at random and sit back to back, with one person looking at the Drawing Duel page in their Workbook and another looking at a picture of the Coat of Arms in their Membership Manual.
 - " We are going to have a competition. Each team is competing against all other teams to create the most accurate representation of the Coat of Arms.
 - " The challenge in this competition is that you will have to draw using only verbal instructions from your partner. You may not look at the Coat of Arms or at others' paper.
 - " You may ask your partner questions, but you cannot turn to look at them.
 - " There are no prizes - this competition is good for pride only.

" You have up to 3 minutes to complete your drawing.

- ❑ Tell pledges that they may start. Begin the timer.
- ❑ When 3 minutes are complete, announce that time is up.
- ❑ Have teams show their drawings to one another, and select a winner of round one.
- ❑ Ask partners to switch roles: the person describing the Coat of Arms should now draw it based on their partner's instructions.
- ❑ Make sure that those drawing turn to the blank Drawing Duel page and are not looking at the Coat of Arms.
- ❑ Remind pledges about the rules, start the timer, and tell everyone to begin.
- ❑ When 3 minutes are complete, announce that time is up.
- ❑ Have teams show their drawings to one another, and select a winner of round two.
- ❑ If time permits, repeat this activity with the Theta Tau flag including labels of its colors and elements.
- ❑ When the activity is complete, ask the following questions:
 - " What elements of the coat of arms do you think might be symbolic?
 - " What do you think they might stand for?
- ❑ Share thoughts about the symbolism of each item, then discuss the homework assignment.

Code of Conduct and My Values Assignment – 5 minutes

- ❑ Ask pledges to turn to page 17 of the Workbook.
 - " Theta Tau's symbols represent more than a few noble ideas, they define what is expected of the fraternity and its members. It is our job to translate them into action every day. To prepare you to do that, we are going to use the purpose, motto, principles, and goals to create a code of conduct.
- ❑ Provide instructions:
 - " We will do this assignment collaboratively and virtually, using a shared online file. You should have received a link to it prior to this meeting. You have until the next meeting to complete it together.
 - " Your code should contain a list of at least 5 do's and 5 don'ts that we should expect of one another according to Theta Tau's ideals. Do's and don'ts cannot be opposites of one another; you should end up with ten unique expectations. Consider every area of life and any situations where these ideals may come into play, including class, the athletic field, on the job, among friends and family, when with the fraternity, and more. Be prepared to present and discuss your results at the next meeting.
- ❑ Introduce the My Values reflection assignment:
 - " Theta Tau permeates most every area of members' lives, and it cannot be separated from who they are in school, in work, and in other areas. As you add Theta Tau into who you are, it is important to consider how these principles fit into each aspect of your life. In preparation for the next meeting, write down your answers to the My Values questions on page 17 of your Workbook. You should plan to spend about 20 minutes on the reflection.

Fundamentals of Theta Tau – 10 minutes

- ❑ Have pledges close their books, and ask the following questions to gauge what they know already:
 - " Does anyone know our founding date?
 - " Where was the first chapter?
 - " Why did it come about?
 - " Does anyone know the founders' names? Or how many there were?

" When and how did our chapter come about?

❑ Review the facts:

" Theta Tau was founded as The Society of Hammer and Tongs by four mining engineering students at the University of Minnesota on October 15, 1904. In 1911, the name changed to Theta Tau. Founder Schrader's dream was that there be established in engineering a fraternity similar to those already existing in law, medicine, and dentistry.

❑ Provide a mnemonic or other memory device to help pledges learn the names of the founders. Remind them that they will need to know this for the exam.

❑ Share the chapter's founding year and a brief comment about its history.

❑ Ask the following discussion questions:

" What do you think the world / college / the engineering profession was like in 1904?

" How do you think Theta Tau has changed over time?

" Why do you think Theta Tau continues to exist and thrive today?

❑ After about 5 minutes of discussion, close with the following comment:

" Throughout the member education process, you will continue to learn what brought Theta Tau from 1904 to today, and why its mission remains relevant today through the lives of its members.

Closing – 5 minutes

❑ Welcome pledges again to Theta Tau.

❑ Answer any remaining questions from index cards, time permitting.

❑ Remind pledges about the next meeting time.

❑ Introduce and review assignments:

- Finish the personal planning exercise, including projects, actions steps, the calendar, and weekly schedule, etc.
- Review the Workbook
- Review and study the purpose, symbols, colors, values, badge, coat of arms, etc.
- Read the history in the Membership Manual or at ThetaTau.org
- Review the local chapter's history in your Workbook
- Complete the My Values reflection in the Workbook
- Complete the Code of Conduct online
- Review the Creating a Legacy assignment in the Workbook and select a subject:

" You are each responsible for reporting on how a specific individual positively contributed to Theta Tau and to society. This person can be a founder, national officer, a family member, or some other prominent Theta Tau member. By the next meeting, please research and decide on whom you would like to report.

" For meeting 4, you will need to write a one-page, single-spaced summary of how this person represented the ideals and purpose of the fraternity, and how their deeds benefited society as a whole. Be prepared to also present a short, 30-second summary to the group.

❑ Close the session and dismiss attendees.

Meeting 2: Professional Development

Duration

90 Minutes

Description

This event serves as a brotherhood building and professional development activity for all members. Pledges report the results of their code of conduct, then each attendee creates an individual member profile and works in a group to develop a list of best practices for academic success based on their major. Pledges leave with goals, strategies, and plans for academic success.

Objectives

As a result of this session, pledges will:

- Find other brothers who share common interests
- Form a deeper connection to others in the class
- List the basic expectations of a Theta Tau member and describe their importance
- Develop a plan of action for academic success

Attendance

- New Member Educator / Pledge Instructor
- Prospective Members / Pledges
- Members

Agenda

Code of Conduct: development of a basic expectations document for pledges

Commons: a fast-paced activity to help pledges and members connect around common interests

Chapter Communications: exchange of contact information and a follow-up activity to refine techniques for keeping everyone connected and in communication

Academic Success: questions and answers about academic advice between brothers to pledges

Materials Needed

- Member Profile worksheets for each member
- Blank sheets of paper for each person
- Markers for each attendee
- Workbook
- Membership Manual
- Writing utensils
- Watch or timer
- Tape

Planning Checklist

- ❑ Reserve a meeting room that is large enough to accommodate both brothers and pledges
- ❑ Send meeting information to pledges, and remind them to bring Membership Manuals, Workbooks, planners, and writing utensils
- ❑ Bring the materials listed above
- ❑ Recruit a select group of members to attend that representing the academic major of each pledge
- ❑ Provide orientation and training to brothers about the role they are expected to play during the meeting
- ❑ Prepare tape strips in advance to eliminate the need for extra time during the session
- ❑ Consider using the profiles during future activities, especially the Brother-to-Brother sessions
- ❑ Check the results of the Code of Conduct exercise online immediately before the meeting

Pledge Preparations

- ❑ List of assignments since last session:
 - Finish the personal planning exercise, including projects, actions steps, the calendar, weekly schedule, etc.
 - Review the Workbook
 - Review and study the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Read the history in the Membership Manual or at ThetaTau.org
 - Review the local chapter's history in your Workbook
 - Complete the My Values reflection in the Workbook
 - Complete the Code of Conduct online
 - Review the Creating a Legacy assignment in the Workbook and select a subject:

Lesson Plan

Welcome – 5 minutes

- ❑ Before beginning the meeting, ask the following questions to check on the status of the personal planning exercise:
 - " Who finished working on the personal planning exercise?
 - " What did you learn from this exercise?
- ❑ Remind pledges that they will need to report on their progress at the next meeting.
- ❑ Introduce the session and review the agenda:
 - " Remember from our last meeting that the purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members, and to unite them in a strong bond of fraternal fellowship. During this meeting, we focus on both of these elements: the professional interest and a bond of fellowship.

Code of Conduct – 10 minutes

- ❑ Ask pledges to present their Code of Conduct, then ask the following discussion questions:
 - Why are these expectations important?
 - What does it take to ensure that we are upholding these ideals regularly?
 - How should we handle situations when someone fails to uphold these expectations?
 - What will it take to align with Theta Tau's ideals?

- ❑ Thank them for their work and make the following comments:

" Theta Tau's purpose and principles define what is expected of the fraternity and its members. It is our job to translate them into action every day, and we cannot be separate Theta Tau from who we are in school, in work, and in other areas. As you add Theta Tau into your life, it is important to carry these principles everywhere you go.

Commons - 30 minutes

- ❑ Introduce the activity:

" One of our guiding principles is a culture of brotherhood, lifelong relationships, and connection, and in our goals it states, "We forge lifelong bonds of fraternal friendship, a journey that develops and delivers a network of lasting personal and professional relationships. We foster an inviting, safe, and social environment in which our members become lifelong friends." Our first activity will begin building those friendships.

- ❑ Give each member and pledge a copy of the Member Profile worksheet.
- ❑ Hand out markers to everyone.
- ❑ Ask them to create their own profile by answering the questions provided. They should keep it hidden from one another until the activity begins.
- ❑ Encourage them to get creative and add color, pictures, etc. to their profile.
- ❑ Give everyone about 5 minutes to create their profile.
- ❑ After 5 minutes, begin the activity by providing the following instructions:

" This is a fast-paced activity. You will be constantly moving into different clusters to share your answers to the Profile questions. You will also answer one follow up question in each cluster.

" When I tell you to begin, find your group, introduce yourself, share your answer to the profile question and the follow up question that I give you. Remember to take notes about who you meet and what they say. You will have three minutes to meet. When time is up, you will have 60 seconds to find a new group. This may be chaotic, so listen carefully for my instructions throughout the activity.

- ❑ Introduce the first question and its follow up:

" Please find a group of two people whom you know the least. When you get to the group, share your answer to this profile question:

- Who is the most important person in your life and why?

" And answer the follow up question:

- What is the greatest lesson you learned from them?

- ❑ Give everyone 60 seconds to find their group and 3 minutes to talk.
- ❑ Announce when time is up, and regain everyone's attention.
- ❑ Repeat the activity with the following questions:

" Please find a new group of two people whom you want to learn more about. When you get to the group, share your answer to this profile question:

- Why did you choose Engineering as a profession?

" And answer this follow up question:

- If you could solve one problem in the world, what would it be?

- ❑ Give everyone 60 seconds to find their group and 3 minutes to talk.
- ❑ Announce when time is up and regain everyone's attention.

- ❑ Repeat the activity with the following questions:
 - " Please find a new group of two people whom you want to learn more about. When you get to the group, share your answer to this profile question:
 - What is your most significant accomplishment to date?
 - " And answer this follow up question:
 - What will be your next big accomplishment?
- ❑ Give everyone 60 seconds to find their group and 3 minutes to talk.
- ❑ Announce when time is up and regain everyone's attention.
- ❑ Repeat the activity with the following questions:
 - " Please find a new group of two people whom you want to learn more about. When you get to the group, share your answer to this profile question:
 - What is your most significant accomplishment to date?
 - " And answer this follow up question:
 - What will be your next big accomplishment?
- ❑ Give everyone 60 seconds to find their group and 3 minutes to talk.
- ❑ Announce when time is up and regain everyone's attention.
- ❑ Repeat the activity with the following questions:
 - " Please find a new group of two people whom you want to learn more about. When you get to the group, share your answer to this profile question:
 - What is it about Theta Tau that most interests you?
 - " And answer this follow up question:
 - What will you do to make it better for future members?
- ❑ Give everyone 60 seconds to find their group and 3 minutes to talk.
- ❑ When the activity is complete, ask everyone to make sure their name is on the profile.
- ❑ Ask attendees to post their profiles on the wall to create an overall picture of Theta Tau.
- ❑ Comment on the activity, then transition into the academic success portion of the session:
 - " You now know more members of the chapter, and have groups of people who share some of your common interests and activities. At the same time, there are many members with different backgrounds, interests, and ideas. Keep this in mind and use this to continue building upon friendships that you are beginning to form.

Chapter Communications – 10 minutes

- ❑ Review the communications discussion from Meeting 1:
 - " During the last meeting, we talked about Metcalfe's law and the importance of communication. There are [INSERT NUMBER OF CONNECTIONS BETWEEN ALL MEMBERS] unique connections among the entire chapter. If information is bad, if one of the links is broken, or if the message isn't received properly, it is easy for members to become uninformed, confused, or out of touch. In order to prevent communication glitches, we need to develop a plan for keeping one another informed.
- ❑ Report on the communication plan developed during the previous meeting.
- ❑ Ask chapter officers to answer the following questions:
 - What additional advice do you have about keeping in communication

- What mechanisms do we use in the chapter to make sure everyone is well informed?
- What is the best way to correct a situation where communication has broken down?

" One tiny step that will help is to make sure you exchange contact information with everyone here before the end of this meeting. During the next activity and after the meeting ends, make sure you have a connection to everyone else's phone, email, and social media information.

Academic Success - 30 minutes

- ❑ Split members and pledges into separate groups, and hand out a blank sheet of paper to each person.
- ❑ Instruct pledges to develop a list of three questions related to academic and professional development that they can ask of older brothers. They should write their questions on the blank sheet of paper.
- ❑ Instruct brothers to develop a list of three things they wish they knew during their first year, and write them on the blank sheet of paper.
- ❑ Give groups five minutes to work, and remind each participant to write down their results in preparation for the next step.
- ❑ When groups are done, or after five minutes have passed, ask all attendees to move into groups according to major with both members and pledges together. If a major has more than 6 brothers and pledges, split them up into multiple groups.
- ❑ Give instructions:
 - " First, both brothers and pledges should reintroduce themselves by responding to the three questions in the Workbook:
 - What is your greatest career aspiration?
 - What area do you feel like you need to develop to do well?
 - How can the brothers of Theta Tau help you?
 - " When introductions are complete, brothers should share the three things they wish they knew as a first year student. When finished, pledges should ask brothers the three questions they created.
 - " You should spend about 5 minutes on each step, so budget your time wisely and make sure each question gets an answer.
- ❑ It may help to ask each group to appoint a time keeper.
- ❑ Give groups about 15 minutes to work.
- ❑ After 15 minutes or when groups are finished, discuss the role of professional development in Theta Tau:
 - " There are two statements in our goals that are important here. We forge lifelong bonds of fraternal friendship, a journey that develops and delivers a network of lasting personal and professional relationships. And, we develop and nurture engineers with strong communication, problem-solving, collaboration, and leadership skills that we demonstrate in our profession, our community, and in our lives.
 - " The bond and professional skill go hand-in-hand within Theta Tau. You will continue forming strong personal connections with alumni, current members, and future members that will enhance your career. Within Theta Tau, there are also numerous opportunities to support your academics and cultivate your professional skills.
- ❑ Share examples:
 - " We offer Leadership Academy and other training events. We regularly host professional development and brotherhood activities, and later in the Education Program you will have the opportunity to network with alumni and faculty.
- ❑ Introduce any upcoming professional development events and have pledges add them to their calendars.

- ❑ Ask them to start working on the reflection questions at the bottom of page 19 of the Workbook.
 - What are your goals for the semester (including academic, personal, and professional aspects)?
 - What skills will you need to be successful?
 - How can Theta Tau be helpful? How can you help others?
 - List three brothers that might be able to help.
- ❑ When time is up, remind pledges that their homework assignment is to completing this reflection activity.

Closing – 5 minutes

- ❑ Ask pledges to share the person who will be the subject of their Creating a Legacy project, and write them down.
- ❑ Remind pledges about the next meeting time.
- ❑ Introduce and review assignments:
 - Finish the academic success reflection questions
 - Spend time with one member with whom you have something in common
 - Complete the reflection questions on page 20 of the Workbook about personal management
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
 - Begin the Creating a Legacy assignment
- ❑ Close the session and dismiss attendees.

Meeting 3: Chapter Operations

Duration

75 Minutes

Description

Pledges learn regional and national organizational structure through a brief, interactive activity, and then participate in a series of group 'fireside' conversations with each officer about their position. The brotherhood event project kicks off with a short lesson on event planning, and pledges report on lessons learned in managing their responsibilities.

Objectives

As a result of this session, pledges will:

- Understand the duties and skills required of each officer
- Establish a stronger connection with chapter officers
- Inspire confidence in running for officer positions
- Explain the regional and national organization structure for Theta Tau
- Identify other chapters in the region
- Explain the basic steps in managing an event

Attendance

- New Member Educator / Pledge Instructor
- Pledges
- Top 5 chapter officers

Agenda

Map of Theta Tau – Part 1: a drawing and calculation exercise that teaches national and regional structure

Officer Interviews: a round-robin fireside chat with each officer about officer structure and leadership skills

Event Planning: introduction of the brotherhood event and a brief lesson in action planning

Personal Progress Check-In: a review of lessons learned about personal and time management

Materials Needed

- Fireside Chats Instructions for each officer
- Workbook
- Membership Manuals
- Poster board for each group
- Markers
- Writing utensils
- Watch or timer

Planning Checklist

- ❑ Reserve a meeting room with enough space to break into five small groups
- ❑ Send meeting information to pledges, and remind them to bring Membership Manuals, Workbooks, planners, writing utensils, and cell phones, tablets, or laptops
- ❑ Bring the materials listed above
- ❑ Complete the Map of Theta Tau exercise in advance in order to determine whether the pledges' answers are correct
- ❑ Distribute the Fireside Chats Instructions to each chapter officer and ensure that they are prepared to discuss the leadership skills relevant to their positions.
- ❑ For this activity, you may choose to add other chapter leaders/officers, including those responsible for recruitment, professional development, service, website, risk management, etc. If you do, have pledges select the five positions they are most interested in learning about before the session. Create new interview sheets for each officer, and add their titles into the Workbook. Rather than staying with the same group, they should go to those five officers during the interview blocks.

Pledge Preparations

- ❑ List of assignments since last session:
 - Finish the academic success reflection questions
 - Spend time with one member with whom you have something in common
 - Complete the reflection questions on page 20 of the Workbook about personal management
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
 - Begin the Creating a Legacy assignment

Lesson Plan

Welcome – 5 minutes

- ❑ Check in about the academic success reflection by asking the following questions:
 - " What was the big lesson that you took from the last session about academics?
 - " How did you implement that this week?
- ❑ Review the agenda:
 - " Today we focus on how Theta Tau operates. You will have the chance to learn about other chapters, hear from chapter leaders, and practice event planning.

Map of Theta Tau - Part 1 - 15 minutes

- ❑ If there are more than 10 new members, break them into multiple groups.
- ❑ Hand out poster board to new members.
 - " The first activity is to create and describe the Map of Theta Tau. To see what Theta Tau looks like on the national level, we have a few problem solving activities to do.
 - " First, you should work together to draw a map of the U.S., plot each chapter on the map, draw boundaries between regions, and then calculate the following:
 - Average driving distance between chapters in each region
 - Name the chapter which is farthest and the chapter which is closest to ours

- The average age of chapters in our region
- The oldest and newest chapters in the region

" You can use the information in your Membership Manual to answer these questions. You will have approximately 10 minutes to do this.

- ❑ Give new members 10 minutes to work.
- ❑ After 10 minutes, ask them to share their results.
- ❑ Close this activity by sharing the following comments:

" As part of Theta Tau, you have a connection with a broader organization and are part of something much bigger than yourself, your class, or our chapter. You have the opportunity to connect with other engineers throughout the region and the country, and that's part of what makes membership that much more valuable. With that, though, your actions and decisions affect every other member and you have a personal responsibility to them as well.

Officer Interviews - 20 minutes

- ❑ Introduce the activity:

" During the next 20 minutes, you will have the opportunity to meet five officers of our chapter: Regent, Vice Regent, Scribe, Treasurer, and Corresponding Secretary.

" They will teach the basics of their position, talk about the leadership skills necessary to complete their duties, and answer your questions.

" During your interview, jot down notes in your Workbook. The goal is for you to understand our officer structure, become familiar with the leadership skills you can gain, and find one position that you might run for during the next election.

- ❑ Split pledges into 5 groups. If you have 5 or fewer pledges, they should complete this activity individually.
- ❑ Assign each small group to one officer, and begin.
- ❑ After 5 minutes, announce that time is up. Have groups rotate to the next officer.
- ❑ Repeat this until pledges meet with each officer.
- ❑ When the meetings are complete, transition into the next activity:

" We hope you have been able to learn about some of the important positions that keep our chapter running smoothly, and that you have a better understanding of the personal and professional value of getting involved in the chapter.

Event Planning - 20 minutes

- ❑ Introduce the activity:
 - " You now have the chance to practice and demonstrate some of these leadership skills. One of your projects is to help plan a chapter event, and that project kicks off now. This will also serve as a learn-by-doing experience where we will teach you the mechanics of event planning.
- ❑ Ask pledges to turn to page 23 of their workbook, and review the guidelines for the Brotherhood Event.
- ❑ Introduce the Project Planning framework, referring to the worksheet on page 24 of their Workbook.
 - " Just like your Personal Planning exercise, everything we do in Theta Tau breaks down into a project. And every project has a purpose, a variety of categories to plan, a set of tasks, resources, a timeline, and people to do the work.
 - " Example: The purpose of a philanthropic dinner fundraiser is to benefit those in need. In order to do it well, we need promotional materials, space, a schedule and itinerary, food and service, entertainment and audio/visual technology, etc. The category of the meal involves a series of action steps, including choosing a caterer, selecting the menu, signing a contract, securing payment, setting a schedule, etc. You need resources, including: people to set tables, people to serve, decorations, etc.
 - " There is a lot more involved than you might think of at first, but using a model like this can help ensure that you don't forget anything, and that you address any potential problems.
 - " Take a few minutes to start planning out your event. First, brainstorm the list of categories, and then start identifying your action steps.
- ❑ Give pledges 10 minutes to work on details for their event.
- ❑ After 10 minutes, ask pledges to list the categories and action items they have identified so far.
- ❑ When they are done, ask the following questions to help them think about what's missing:
 - " What have you not thought about yet?
 - " What might happen that would make the event go wrong?
 - " How would you handle:
 - Weather problems
 - The room being locked
 - Forgetting to bring something
 - No one showing up
 - " What would happen if you didn't plan for these issues ahead of time?
 - " These are common issues that many people overlook when planning an event. Instead, they often jump right into action. It's important to do the work, but walking yourself through the planning steps first will help you prevent these situations and keep you organized.
 - " There are a few other things you should know specifically about planning this event...
- ❑ Share anything with which pledges might not be familiar, including reserving space on campus, availability and scheduling for members, etc.
- ❑ Synthesize the lesson:
 - " What you initially think is easy can quickly become a lot more work, especially if you are doing it well. It's important to map out everything that's involved in executing a project when you start in order to avoid problems later on.

Personal Progress Check-In - 10 minutes

- ❑ Refer pledges to the reflection questions on page 20 of the Workbook.
- ❑ Ask each pledge to share one significant lesson learned from the personal planning work.
- ❑ After everyone has shared, ask the following discussion questions.
 - Where are you still struggling?
 - How have you achieved something you thought was hard?
- ❑ Take 2-3 comments for each question, and then close the meeting.

Closure and Assignments - 5 minutes

- ❑ Remind pledges about the next meeting time.
- ❑ Introduce and review assignments.
 - Meet with other pledges to finish developing your event plans
 - Review information about officer positions and the maps of Theta Tau
 - Connect with a member of Theta Tau beyond our chapter
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
 - Complete the Creating a Legacy assignment
- ❑ Close the session and dismiss attendees.

Meeting 4: Creating a Legacy

Duration

90 Minutes

Description

After meeting their big brothers, pledges present a report on influential Theta Tau members and connect with big brothers around a series of questions about values, leadership, commitment, and legacy. The second half of the meeting involves a status check on the brotherhood event project and launch of the project, and lessons in leadership and basic chapter operations including meetings, procedures.

Objectives

As a result of this session, pledges will:

- Describe the impact that prominent Theta Tau members have had on their organization and society
- Form a bond with big brothers
- Articulate the legacy that pledges would like to leave behind
- Learn lessons in project management
- Develop a plan of action for the project
- List the elements of a chapter meeting
- Recite the officer structure and identify whom to go to for what
- List the major committees and explain what they do

Attendance

- New Member Educator / Pledge Instructor
- Pledges
- Big Brothers

Agenda

Building a Legacy: Creating a Legacy presentations and a discussion about members' impact on Theta Tau

Big Brother-to-Brother Activity: big and little brothers answer questions about their fraternity experience

Event Planning Check In: a progress report on the Brotherhood Event and review of lessons in event planning

Project Launch: introduction and planning of the project and lessons in project management

Map of Theta Tau – Part 2: a review of chapter operations including meetings, procedures, and policies and a lesson in leadership

Materials Needed

- Workbook
- Membership Manuals
- Writing utensils
- Watch or timer
- Copies of the Big Brother-to-Brother questions list for each Big Brother
- Copies of the chapter's completed annual report from the most recent semester or quarter.
- Copies of chapter operating documents, including an annual calendar, chapter constitution and bylaws, meeting agendas, Robert's Rules of Order, and other information about recruitment, member education, alumni relations, finances, and other functional areas

Planning Checklist

- Reserve a meeting room that is large enough to accommodate both brothers and pledges
- Bring the materials listed above
- Send meeting information to pledges, and remind them to bring Membership Manuals, Workbooks, planners, and writing utensils
- Hold the big brother ceremony before the meeting
- Invite big brothers to attend and brief them in advance about their expectations during this event
- Invite chapter officers and chairs to attend. Meet with them in advance to provide an orientation about the role they should play in this activity and how they can help.

Pledge Preparations

- List of assignments since last session:
 - Meet with other pledges to finish developing your event plans
 - Review information about officer positions and the maps of Theta Tau
 - Connect with a member of Theta Tau beyond our chapter
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
 - Complete the Creating a Legacy assignment

Lesson Plan

Welcome

- Review the agenda:

" This meeting we focus on legacy. In addition to what we each gain from Theta Tau, each member makes a contribution to the fraternity and the world as a result of their experience. The exciting part is that we each get to determine the mark we want to leave.

Building a Legacy – 15 minutes

- Collect each pledge's Creating a Legacy assignment.
- Give each pledge one minute to talk about the person they studied.
- After everyone as reported, ask the following discussion questions:
 - What themes did you notice across these stories?

- What impact do you hope to leave on Theta Tau?
 - What impact do you hope Theta Tau helps you leave on the world?
- ❑ Take 2-3 responses to each question, then continue.

Big Brother-to-Brother Activity - 20 minutes

- ❑ Introduce the activity:

" Patrick Lencioni, author of the popular book *The Five Dysfunctions of a Team*, says that teamwork all begins with vulnerability. One of the biggest reasons teams fail, according to Lencioni, is that they haven't built a strong level of honest trust between the members.

" Think about the people in your life that you trust the most. Most likely, you know those people very well – all of their strengths, flaws, and dreams. That's because they are willing to be vulnerable with you – to let down their guard. When we are vulnerable with each other, we build a stronger connection. We remind each other that we aren't perfect, and that there are many things about us you cannot see from the outside. In order for this activity to be successful, and in order for our brotherhood to grow, we need to be honest and open. This activity will help make that happen.

" Pair up with your big brother. Pick one question on your worksheet, and ask it of your brother. When you are done, give them a chance to ask you a question. Continue asking questions for about 15 minutes.

- What is your greatest priority outside the fraternity right now?
- What can we do to support you?
- What or who has made the biggest impact in your life and why?
- What is one of your weaknesses and what can the fraternity do to help it become a strength?
- What could you do differently to be a better brother?
- What do you personally need from the brotherhood?
- Why do you need this fraternity in your life right now?
- What impact do you hope to leave on Theta Tau?
- What impact do you hope Theta Tau helps you leave on the world?

" When you're in the role of listener please take notes about what you hear from each person. You don't need to list who said what, but we need to compile all of the thoughts when we're done, so please do what you need to do to remember what you heard.

- ❑ Invite participants to move around and find a place that is comfortable.
- ❑ Give them approximately 15 minutes to talk.
- ❑ After 15 minutes, bring the group back together and ask the following discussion questions:

" Name one thing you learned about your big / little brother that you didn't know already.

" What is the role and responsibility of the little brother? The big brother?

" What will you do together to make Theta Tau stronger?

- ❑ Take a few responses to each question, then thank everyone for their participation:

" Thank you for being willing to be vulnerable and for having such meaningful conversations. Because the role of the big brother is to provide feedback, coaching, and support, they will stay to help with the next couple activities.

Event Planning Check-In - 5 minutes

- ❑ Ask pledges to provide an update on their plans for the brotherhood event.
- ❑ Ask the following four questions if they remain unanswered:
 - " How is the event fulfilling its purpose?
 - " What categories and action steps might be missing from the plan?
 - " What resources are needed?
 - " What is the next thing that has to be done and who is responsible?
- ❑ Provide any suggestions or direction that might help them.

Project Launch - 15 minutes

- ❑ Ask the following questions:
 - " What worked well for you so far in planning the brotherhood event?
 - " What would you do differently next time?
- ❑ Introduce the project and ask pledges to turn to the instructions on page 29 of the Workbook.
 - " You now have the chance to improve on your first exercise in event planning by completing a group project. The purpose is to create something together and to continue practicing your project management skills.
 - " You have a few minutes to begin planning the project. Remember that last time you identified the categories first, and then moved on to action steps. You should follow the same process for this project. You have 10 minutes to start planning the basic elements of what you would like to do.
- ❑ Give pledges 10 minutes to develop plans for the pledge project.
- ❑ When time is up, let them know about next steps and the four questions to answer during the next check in:
 - " You should work together to finish planning and to execute this project outside of our meetings. The next time we meet, be prepared to answer the following questions:
 - How is the event fulfilling its purpose?
 - What categories and action steps might be missing from the plan?
 - What resources are needed?
 - What is the next thing that has to be done and who is responsible?

Map of Theta Tau – Part 2 (30 minutes)

- ❑ Ask someone to read the purpose of Theta Tau:
 - " The purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members, and to unite them in a strong bond of fraternal fellowship.
- ❑ Discuss Theta Tau's purpose:
 - " To live that out requires more than meeting once a week and hanging out together. It means educating one another, planning activities, connecting with alumni, paying bills, making decisions, doing professional and academic development together, and recruiting new members. Without putting in the work to carry out these activities, we're just a group of friends.
 - " Without a consistent and functional operating system, our chapter can easily falter. To help you learn what it takes to run an effective chapter, we have a challenge for you.
- ❑ Hand out copies of the chapter's annual report from the most recent semester or quarter.

" The national organization provides a scoring system to measure the success of each chapter. Its contents provide a baseline expectation for each chapter and a framework for continued improvement. What you have in front of you is a description of that scoring system, as well as our chapter's results from the past year. Using this information, you should work together to develop a proposal for activities, initiatives, and ideas that you think we should implement to boost our score by 10% in the chapter's next semester.

" I and the other chapter officers are here to help. We can provide explanation and context as to what we did last year. We can explain how things work, but we can't give you answers about what to do. That is for you to decide.

- ❑ Give participants 15 minutes to work.
- ❑ Ask chapter leaders to listen and answer questions where appropriate.
- ❑ After 15 minutes, ask the group to present its proposals.
- ❑ Ask the following questions of each chapter leader to solicit their feedback:
 - Which of these stand out as the best ways to improve the chapter?
 - What other areas would you look to for improvement that were not mentioned, and why?
 - What is the best way to bring these ideas to the chapter for implementation?
- ❑ After about 10 minutes of discussion, use the time remaining to briefly introduce the following elements of chapter operations. Provide copies of relevant documents.
 - Annual Calendar of events
 - Chapter constitution and bylaws
 - Meeting Agendas
 - Robert's Rules of Order
- ❑ Ask the appropriate officer to share one brief lesson (30 seconds or less) in each topic area, including: recruitment, member education, alumni relations, finances, etc.

Closing – 5 minutes

- ❑ Remind pledges about the next meeting time.
- ❑ Introduce and review assignments:
 - Meet to plan and implement pledge project and brotherhood event
 - Spend time with your big brother
 - Continue studying officer positions and the maps of Theta Tau
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
 - Review and study the new chapter operations information
- ❑ Remind pledges that the next meeting calls for business professional attire. If necessary, provide more details about what is appropriate.
- ❑ Close the session and dismiss attendees.

Meeting 5: Preparing For the Future

Duration

75 Minutes

Description

Pledges prepare their elevator speech and practice using it during a networking reception with alumni and faculty. An alumnus or faculty member provides a brief lesson in networking, interpersonal skills, and career building. Before closing, there is a brief check-in on academic plans, the brotherhood event, and the project.

Objectives

As a result of this session, pledges will:

- Establish new relationships with alumni
- Develop an elevator speech
- Recall simple lessons in networking
- Improve their ability to ask questions and carry on discussion
- Articulate lessons learned in event planning
- Identify areas for continued improvement in personal and professional development

Attendance

- New Member Educator / Pledge Instructor
- Pledges
- Alumni and Faculty
- Big Brothers

Agenda

Elevator Speech: a lesson and reflection in interpersonal skills to prepare for the reception

Alumni/Faculty Reception: a network opportunity where pledges practice their elevator speech

Lessons in Networking: a short presentation on networking, interpersonal skills, and career building from an alumnus or faculty member

Event Planning Check In: a progress report on the Brotherhood Event and review of lessons in event planning

Project Check-In: a progress report on the Brotherhood Event and review of lessons in event planning

Materials Needed

- Workbook
- Membership Manual
- Writing utensils
- Watch or timer

Planning Checklist

- ❑ Reserve two meeting rooms near one another. One should serve as the pledge meeting room, and the other should be large enough to accommodate brothers, alumni, faculty, and pledges
- ❑ Send meeting information to pledges, and remind them to bring Membership Manuals, Workbooks, planners, and writing utensils
- ❑ Bring the materials listed above
- ❑ Invite big brothers to attend and provide them with expectations and instructions for the event. They should help make introductions and make it easier for pledges to talk with alumni and faculty
- ❑ Have another member coordinate the networking event so they can plan and prepare while you are working with pledges
- ❑ Invite one alumnus or faculty member to give a 15 minute lesson in professional networking
- ❑ Remind pledges that the event calls for business professional attire
- ❑ Review and complete the planning checklist for the alumni and faculty reception, including:
 - Invitations, RSVP, and orientation for alumni and faculty
 - Music, refreshments, audio-visual needs, etc.
 - Emcee and presenter
- ❑ If you are unable to arrange for alumni and/or faculty to be present, substitute the reception with interviews of alumni using Skype, Google Hangout, Facetime, or another video chat service

Pledge Preparations

- ❑ List of assignments since last session:
 - Meet to plan and implement pledge project and brotherhood event
 - Spend time with your big brother
 - Continue studying officer positions and the maps of Theta Tau
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
 - Review and study the new chapter operations information

Lesson Plan

Welcome

- ❑ Review the agenda:

" Tonight we focus on building interpersonal and professional networking skills. This is your opportunity to learn a few techniques and practice them while interacting with alumni and faculty.

Elevator Speech – 15 minutes

- ❑ Introduce the idea of the elevator speech:

" An elevator speech is one way to identify yourself to others. It is a short, one line, less than 30 second introduction that your purpose, values, work, and plans. Think about getting on an elevator: you have less than 30 seconds to introduce yourself, share your message, and capture the person's attention before the bell rings and you arrive at your floor.

" We use the elevator speech technique because it can be tempting to say too much, because it can be easy to skip over the most important points, and because we often have only brief moments to connect with people.

" In a few minutes you will have the opportunity to network with alumni and faculty, so we want to provide a few tools to help you prepare. This is something you will use as a member during recruitment, as a student leader, and as a professional in your future career.

" Turn to page 33 in your Workbook, and use the space and instructions provided to develop your core talking-points about yourself and about Theta Tau.

- ❑ Give members 5 minutes work.
- ❑ After 5 minutes, have pledges pair up and present their talking points to one another. Give them 60 seconds to share.
- ❑ Remind them that this may feel awkward at first, but it becomes more natural with time and practice.
- ❑ At the end of 60 seconds ask them to stop, find a new partner, and introduce themselves using their talking points.
- ❑ Repeat this a third time, then discuss the networking experience:
 - " After the elevator speech and introduction, there's more to the networking experience, and we need to be prepared for the rest of the conversation. It helps to have questions in mind that you might ask to advance the conversation. Think about the alumni and faculty you are about to meet. What questions might you want to ask them?
- ❑ Continue until pledges list between three and five good questions.
- ❑ Give them a chance to write these questions down in their Workbook, then dismiss them to the networking session.

Alumni/Faculty Reception - 15 minutes

- ❑ Allow everyone to mingle as they enter. Big brothers should help make introductions between pledges, alumni, and faculty.
- ❑ After ten minutes, have the emcee gain everyone's attention. This person should thank everyone for coming, welcome them to the reception, let them know about the upcoming guest speaker, and encourage them to meet and speak with as many people as possible.
- ❑ Allow guests to mingle for another 5 minutes.
- ❑ After 5 minutes pass, ask the host to regain everyone's attention and introduce the speaker.

Lessons in Networking – 15 minutes

- ❑ Give the speaker about 15 minutes to share their lessons.
- ❑ When complete, the emcee should invite the attendees to give a round of applause to thank the speaker. The emcee should thank pledges, big brothers, alumni, and faculty for attending, and bring the event to a close.
- ❑ Remind pledges to return to the meeting room to wrap up the session.

Networking Session Discussion – 5 minutes

- ❑ After the session is complete, ask pledges the following questions to debrief the experience:
 - " What is the most interesting thing that you learned from alumni and faculty?
 - " What networking techniques worked well?
 - " How might you improve in future networking settings?
- ❑ Take 2-3 responses to each question, introduce the reflection assignment, and continue to the next activity:
 - " There is a series of reflection questions about career, personal management, and what you are learning so far on page 34 of your Workbook. Have these completed for the next meeting.

Personal Progress Check-In - 5 minutes

- ❑ Ask pledges to turn to page 20 of their Workbook and review their responses to the questions.
- ❑ After about 2 minutes, ask the following discussion questions:
 - What have you learned about managing each area of your life in the past few weeks?
 - How has Theta Tau changed how you manage your time?
 - What do you still need to do differently?
- ❑ Share the following lesson, then transition into the event planning section:

" We have to check ourselves regularly to ensure that we're on track and to determine if there is anything more we can do to better ourselves.

Event Planning Check In - 10 minutes

- ❑ Ask pledges to provide a briefing on their plans for the brotherhood event.
- ❑ Use the following questions to ensure that they have covered all the details:
 - What is the minute-by-minute itinerary? How do you see it playing out?
 - What might go wrong?
 - Describe your plans for setting up on the day of the event.
 - What final preparatory steps do you need to take, and who is responsible?
- ❑ Provide suggestions and feedback as necessary.

Project Check in - 10 minutes

- ❑ Ask pledges to provide a briefing on their plans for the project.
- ❑ Use the following questions to ensure that they have covered all the details:
 - How is the project fulfilling its purpose?
 - What categories and action steps might be missing from the plan?
 - What resources are needed?
 - What is the next thing that has to be done, and who is responsible?
- ❑ Provide suggestions and feedback as necessary.

Closing – 5 minutes

- ❑ Remind pledges about the next meeting time.
- ❑ Introduce and review assignments:
 - Complete the career and personal planning reflection
 - Complete plans for the brotherhood event
 - Continue working on the project
 - Continue studying officer positions and the maps of Theta Tau
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
- ❑ Close the session and dismiss attendees.

Meeting 6: Brotherhood Event

Duration

75 Minutes

Description

Chapter or brotherhood event as planned by pledges

Objectives

As a result of this session, pledges will:

- Form a deeper connection with other pledges and members

Attendance

- New Member Educator / Pledge Instructor
- Pledges
- All brothers

Agenda

Brotherhood Event: an opportunity to connect and build friendships as planned by pledges

Education Program Check In: a brief review of assignments

Materials Needed

- To be determined by pledges
- Workbook
- Membership Manual
- Writing utensils

Planning Checklist

- Bring the materials listed above
- Send meeting information to pledges, and remind them to bring any necessary materials
- Share relevant information with brothers about plans for the event

Pledge Preparations

- List of assignments since last session:
 - Complete the career and personal planning reflection
 - Complete plans for the brotherhood event
 - Review and study the new chapter operations information
 - Continue working on the project
 - Continue studying officer positions and the maps of Theta Tau
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history

Lesson Plan

- ❑ The formal agenda and plans for this event are determined by pledges.
- ❑ Attend and monitor the event, looking for answers to the following questions:
 - What worked well?
 - What didn't work well?
 - What matched / didn't match your expectations?
 - If you were to hold this event again, what would you do differently?
 - How well did the event meet the purpose, goals, and parameters you provided?
- ❑ Call a 10 minute meeting with pledges before they leave the event.

Check In and Assignments – 10 minutes

- ❑ Ask the following questions to check in on the career and personal planning reflection:
 - " Last week you had the chance to network with faculty and alumni, and since then you completed a series of reflection question about personal and career planning.
 - What knowledge, experience, and skills do you need to gain in preparation for your career?
 - How might you build that expertise within Theta Tau?
- ❑ Take about three responses to each question, then move on.
- ❑ Remind pledges of the next meeting time and their assignments:
 - Complete the evaluation of the event using page 36 in the Workbook
 - Continue working on the project
 - Continue studying officer positions, chapter operations, and the maps of Theta Tau
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
- ❑ Close the session and dismiss attendees.

Meeting 7: My Leadership

Duration

75 Minutes

Description

Pledges evaluate the success of the brotherhood event, learn a lesson in leadership and decision-making, and complete case scenarios that address challenging situations within Theta Tau.

Objectives

As a result of this session, pledges will:

- Identify lessons learned from planning of the brotherhood event
- Explain the dynamics of leadership in a fraternal setting
- Use values, policies, and best practices to make decisions
- Discuss common leadership challenges within Theta Tau

Attendance

- New Member Educator / Pledge Instructor
- Pledges
- Select members to serve as panelists
- Big Brothers

Agenda

Brotherhood Event Evaluation: a short post-event review of planning and execution

Leadership: a lesson in handling difficult situations

Theta Tau Challenge: a case study challenge with feedback and commentary provided by brothers

Materials Needed

- Workbook
- Membership Manual
- Writing utensils
- Watch or timer
- Copy of the Theta Tau Challenge scenario for each attendee
- Copy of the Theta Tau Challenge instructions for each panelist

Planning Checklist

- Reserve a meeting room
- Bring the materials listed above
- Send meeting information to pledges, and remind them to bring Membership Manuals, Workbooks, planners, and writing utensils

- ❑ Invite trusted brothers to participate as panelists, and brief them about their expectations and role in the activity
- ❑ Select one of the Theta Tau Challenge scenarios and print a copy for each attendee. If you have multiple groups, you may select different scenarios for each one.

Pledge Preparations

- ❑ List of assignments since last session:
 - Complete the evaluation of the event using page 36 in the Workbook
 - Continue working on the project
 - Continue studying officer positions, chapter operations, and the maps of Theta Tau
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history

Lesson Plan

Welcome – 5 minutes

- ❑ Review the agenda:
 - " During this session we put all the ideals, skills, and knowledge you have into action. After we evaluate the brotherhood event, you will have the chance to compete with one another in the Theta Tau challenge, where you will use everything you have learned to address a real-life dilemma in leadership and decision-making.

Brotherhood Event Evaluation - 10 minutes

- ❑ Introduce the evaluation exercise:
 - " This as an exercise in learning event management. It should not be an overly critical or judgmental process. It should be a process of learning how you could improve in the future. Even when events are successful, it would be easy to call it a win and move on, but without a concerted effort to think back through how things played out and how you might have done things differently, no learning occurs. Evaluating an event helps you identify critical moments and determine how to avoid repeating mistakes.
- ❑ Refer to the brotherhood event evaluation on page 36 of their Workbook.
- ❑ Ask pledges to create a list of everything that could have gone better. Encourage them to be specific.
- ❑ This should be a self-assessment among pledges, so avoid telling them what went right or wrong. Instead, ask guiding questions to help them identify opportunities to improve for themselves.
- ❑ After 2 minutes or about 5 items, ask them to create a list of everything they did well.
- ❑ After 2 minutes or about 5 items, ask them to identify the top 3 things they want to improve the next time they plan an event.
- ❑ Ask pledges to explain each item:
 - Explain what it would take to improve this element?
 - How would the planning process look different than what you did last time?
 - How would that create a different result?
- ❑ Comment on the value of this model, then continue to the next activity:
 - " Even though the event was a success, if you remember to incorporate the answers to these questions into your next event, it will be a better experience and Theta Tau will be a stronger organization. As you can see, it is important to reflect and learn from our leadership experiences, even if it's only a few minutes.

Leadership - 15 minutes

- ❑ Ask pledges to briefly share an example of an experience in their life when they had to make a challenging decision.
- ❑ After you hear 3-4 examples, ask the following question:
 - " How do we make decisions in those situations?
- ❑ After you hear 3-4 responses, teach the decision making framework outlined on page 38 in the Workbook:
 - " In difficult situations, your purpose, values, and ideals should be your guide. Even where rules and policies provide an easy answer, we should consult these ideals to ensure that every action we take is in line with the ideals we espouse.
- ❑ Refer pledges to the purpose, motto, values, and the code of conduct they created earlier in the Education Program.
 - " Take a minute to write down the values, purpose, ideals, and principles you would take into consideration in a difficult situation.
- ❑ Give them a minute to write, then continue:
 - " We also need to consult the rules or parameters, because many times there are guidelines for how to deal with situations like this. What policies, laws, guidelines, protocols, or procedures are involved?
 - " There are multiple ways to deal with each difficult situation, but it is easy to limit yourself to only one or two. Before making a final decision, think about at least 3-4 alternative options.
 - " Finally, your friends and mentors can be a great source of guidance in a difficult situation. They may not give you the answer, but they might help you identify alternatives and weigh the outcomes of each one.
 - " Take a minute to write down the names of three people who you would consult in a difficult situation.
- ❑ Give them a minute to write, then continue.

Theta Tau Challenge - 30 minutes

- ❑ Break pledges into groups of 4-6.
- ❑ Introduce the activity:
 - " Leadership and decision-making are skills that require practice to do well. Now that you know the policies, structure, procedures, and values of Theta Tau, it's time to put them to use on a leadership problem.
 - " You will receive a description of a real-life situation that Theta Tau has faced in the past. It represents the type of challenge that you might face as a member. This activity - the Theta Tau Challenge - will prepare you for those situations.
 - " Your job is to decide the best course of action, given the scenario. You should use what you know about our policies, our principles, our brotherhood, leadership and management practices, everything you have learned about the organization, and your own best judgment to develop a plan of action for how you would move forward in this situation.
- ❑ Hand out the scenario to each group.
 - " You have 20 minutes to work. If you have questions at any time, please ask.
- ❑ Give pledges 20 minutes to work. If they ask questions, you can provide clarifications about the case, but let them make their own decisions about what to do. Do not provide answers or hints.
- ❑ After 20 minutes, invite the group to present their decisions and rationale. If you have multiple groups, each group should take no more than one minute to present their results.

Theta Tau Challenge: Feedback – 10 minutes

- ❑ Introduce the feedback section:
 - " In order to give you more context and coaching, I invited three brothers to help with this activity. One is a senior, one is a chapter officer, and one is an alumnus. They have seen situations like this in the past, and have significant expertise in how to handle situations like this.
- ❑ Ask panelists to briefly introduce themselves.
- ❑ Ask each panelist to comment on one of the following questions:
 - " How accurately did pledges interpret the values and policies?
 - " How well did the final decision take short- and long-term consequences into consideration?
 - " What alternative options were not considered?
- ❑ Invite each attendee (including panelists) to identify one unique thing they learned about dealing with real-life leadership challenges in Theta Tau.
- ❑ When panelists are done answering, close the session by making the following comments:
 - " Because we are an organization founded on a purpose, noble ideals, and specific goals, we have to keep these in mind when difficult situations arise. The decision should reflect the best of who we are. If our decisions don't align with the purpose and ideals, then they are just words on paper.

Closing and Assignments – 5 minutes

- ❑ Remind pledges about the next meeting time.
- ❑ Introduce and review assignments:
 - Complete the project
 - Continue studying officer positions, chapter operations, and the maps of Theta Tau
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history
- ❑ Close the session and dismiss attendees.

Meeting 8: Brother-to-Brother

Duration

60 Minutes

Description

Brothers and pledges enter a series of serious, one-on-one conversations about values, brotherhood, leadership, and Theta Tau.

Objectives

As a result of this session, pledges will:

- Form a deeper connection to others in the class
- Discuss the meaning and principles of the organization
- Identify their aspirations for the future of the organization
- Commit to improving the fraternity

Attendance

- New Member Educator / Pledge Instructor
- Pledges
- All members

Agenda

Brother-to-Brother Activity: one-on-one conversations among brothers and pledges about the fraternity

Group Discussion: a discussion about values, brotherhood, leadership, and Theta Tau among all brothers

Materials Needed

- Workbook
- Membership Manual
- Writing utensils
- Watch or timer
- Copy of the Brother-to-Brother questions for each attendee

Planning Checklist

- Reserve a meeting room that is large enough to accommodate both brothers and pledges
- Bring the materials listed above
- Send meeting information to pledges, and remind them to bring Membership Manuals, Workbooks, planners, and writing utensils
- Invite brothers to participate and provide them with expectations and instructions about their role in the session in advance

Pledge Preparations

- ❑ List of assignments since last session:
 - Complete the project
 - Continue studying officer positions, chapter operations, and the maps of Theta Tau
 - Continue studying the purpose, symbols, colors, values, badge, coat of arms, etc.
 - Continue studying local and national history

Lesson Plan

Welcome – 5 minutes

- ❑ Welcome all brothers and pledges.
- ❑ Invite pledges to present their project. Congratulate them on their work.
- ❑ Review the agenda:
 - " This is our final meeting. At this point, you have completed both projects, attended the meetings, and learned everything you need to know as a member. The only thing left to do is solidify the connections we have built.

Brother-to-Brother (45 minutes)

- ❑ Introduce the activity:
 - " Brotherhood is built two people at a time, one conversation at a time. Earlier in the Education Program, pledges and big brothers spent time getting to know one another by talking about some very personal, meaningful questions about one another. For this activity, we add a few more thought-provoking questions and use the same model.
 - " Patrick Lencioni, author of the popular book *The Five Dysfunctions of a Team*, says that teamwork all begins with vulnerability. One of the biggest reasons teams fail, according to Lencioni, is that they haven't built a strong level of honest trust between the members.
 - " Think about the people in your life that you trust the most. Most likely, you know those people very well – all of their strengths, flaws, and dreams. That's because they are willing to be vulnerable with you – to let down their guard. When we are vulnerable with each other, we build a stronger connection. We remind each other that we aren't perfect, and that there are many things about us you cannot see from the outside. In order for this activity to be successful, and in order for our brotherhood to grow, we need to be honest and open. This activity will help make that happen.
 - " Remember to get comfortable with sharing some of your deepest personal concerns – be vulnerable – while maintaining a level of respect and trustworthiness to one another. The more we are able to do that, the stronger our sisterhood will become.
 - " Look around the room. Find one person who is not from your class, who is not your class year, not your major, and not your roommate. Ideally, this is a brother you see and talk to least often.
 - " Pair up with them. Pick any one question on your worksheet, and ask it of your brother. When you are done, give them a chance to ask you a question. Continue asking questions for about 15 minutes.
- ❑ Hand out Brother-to-Brother question to brothers, and ask pledges to open page 41 of their Workbook.
- ❑ Invite participants to move around and find a place that is comfortable, as long as they listen for the announcement about changing partners.
- ❑ Give participants approximately 15 minutes to talk.
- ❑ After 15 minutes, ask members to find a new partner, also someone they talk to infrequently, and repeat.
- ❑ Encourage them to ask different questions during each of the successive rounds.

- ❑ After 15 minutes, ask members to switch partners and repeat in a final 12 minute conversation.
- ❑ After 12 minutes, bring the group back together for the next session.

Group Discussion - 15 minutes

- ❑ Bring the entire brotherhood back together, and ask the following discussion questions:
 - " What did you learn about your brothers?
 - " What do we need to do better to live up to the bond that has formed?
 - " What happens when that bond fades, when members drop the ball, or when we face difficult circumstances?
 - " It is said that fraternity is a lifetime, but many members slack off. What will you do to avoid that?
 - " What do you see us accomplishing together?
- ❑ Thank brothers and pledges for their willingness to be vulnerable and have heart-to-heart conversations, and comment on the importance and power of the discussions.

Closing – 5 minutes

- ❑ Provide a final thanks and commentary on the Education Program.
- ❑ Close the session, transition into the national exam, local exam, and initiation.
- ❑ Remind pledges of their final assignment:
 - Complete the Education Program evaluation questions on page 44 of the Workbook.

Evaluation and Exit Interview

Duration

30 Minutes

Description

New members, Big Brothers, and the Pledge Instructor meet individually to evaluate the Education Program

Objectives

As a result of this session, the Pledge Instructor will:

- Gain feedback from pledges on the program
- Gather suggestions for improving the program
- Ensure that the pledge experience is a positive one

Attendance

- New Member Educator / Pledge Instructor
- Pledges and Big Brothers (In pairs)

Materials Needed

- Writing Utensils
- Envelope or file folder
- Copies of the Education Program evaluation form for Big Brothers

Planning Checklist

- Reserve a meeting space to conduct the exit interview
- Schedule meetings with each big brother and new member

Pledge Preparations

- Complete the Education Program evaluation questions on page 44 of the Workbook

Lesson Plan

- ❑ Welcome new members and Big Brothers to the Exit Interview.
 - " This is an opportunity to provide feedback about how to improve the Education Program in future years.
- ❑ Ask pledges to remove the completed evaluation from their workbook and turn it in anonymously using the envelope or file folder.
- ❑ Big Brothers are also encouraged to complete the evaluation form. These should be filed separately.
- ❑ Ask the following questions and take notes:
 - What was the most valuable part of the new member process?
 - What was the least valuable part of the new member process?
 - What do you wish you knew that you weren't taught?
 - What information was irrelevant?
 - What else do you need to be an active brother?
 - How can the Education Program be improved?
- ❑ Thank attendees for their feedback and close the meeting.
- ❑ Tabulate evaluation results to determine how to improve the program.
- ❑ Submit evaluation results to the Central Office.

Handouts/Appendix

Non Traditional Model
for New Member Education

Member Profile

Photo

Use this space to create your picture

Basic Facts

Include your name, age, class year, and area of study

Searching for Commons

Write your answers to the following questions in preparation for the activity.

- Where are you from?
- Where do you live now?
- Who is the most important person in your life and why?
- Who has inspired you?
- What is it about Theta Tau that most interests you?
- If you could go anywhere in the world, where would it be?
- What is your most important possession?
- Why did you choose Engineering as a profession?
- What is your most significant accomplishment to date?
- What is your biggest pet peeve?
- Where do you want to live after graduation?

Fireside Chats Instructions for Chapter Officers

During their fourth meeting, you will have the opportunity to help teach new members about our operations and officer structure. You will meet with a few new members at a time to talk about everything involved in your position. Please use the information below to prepare for this meeting.

Regent

You have three goals during each fireside chat: to inspire them to run for an officer position, to demonstrate what's involved in your position, and to illustrate how leadership in Theta Tau help them develop personally and professionally. Each meeting lasts about five minutes, so use your time carefully to make you get your points across.

Consider anecdotes or examples of how you've been able to develop one or more of the following leadership skills in your position as Regent.

- Public Speaking
- Conflict Resolution
- Advocating and communicating on behalf of the chapter with outside groups (Administrators, faculty, Headquarters, etc.)

Use the following as a guideline for how to spend your time in the group:

- Take a few seconds to introduce your name, position, class year, major, and previous officer positions held within the chapter
- Two minutes to tell a story about how you developed one or more of the above leadership skills
- One minute offering one piece of advice to new members who are interested in leadership positions within the chapter.
- About two minutes to answer questions from the group.

Fireside Chats Instructions for Chapter Officers

During their fourth meeting, you will have the opportunity to help teach new members about our operations and officer structure. You will meet with a few new members at a time to talk about everything involved in your position. Please use the information below to prepare for this meeting.

Vice Regent

You have three goals during each fireside chat: to inspire them to run for an officer position, to demonstrate what's involved in your position, and to illustrate how leadership in Theta Tau help them develop personally and professionally. Each meeting lasts about five minutes, so use your time carefully to make you get your points across.

Consider anecdotes or examples of how you've been able to develop one or more of the following leadership skills in your position as Vice Regent.

- Encouraging Leadership Potential in Others
- Enforcement of Rules
- Organization of Physical Space (Chapter Room)

Use the following as a guideline for how to spend your time in the group:

- Take a few seconds to introduce your name, position, class year, major, and previous officer positions held within the chapter
- Two minutes to tell a story about how you developed one or more of the above leadership skills
- One minute offering one piece of advice to new members who are interested in leadership positions within the chapter.
- About two minutes to answer questions from the group.

Fireside Chats Instructions for Chapter Officers

During their fourth meeting, you will have the opportunity to help teach new members about our operations and officer structure. You will meet with a few new members at a time to talk about everything involved in your position. Please use the information below to prepare for this meeting.

Scribe

You have three goals during each fireside chat: to inspire them to run for an officer position, to demonstrate what's involved in your position, and to illustrate how leadership in Theta Tau help them develop personally and professionally. Each meeting lasts about five minutes, so use your time carefully to make you get your points across.

Consider anecdotes or examples of how you've been able to develop one or more of the following leadership skills in your position as Scribe.

- Writing Professional Emails
- Keeping Minutes (and why this is important)
- Accurate, complete, and timely reporting of required forms, and information
- Building Consensus Within A Group

Use the following as a guideline for how to spend your time in the group:

- Take a few seconds to introduce your name, position, class year, major, and previous officer positions held within the chapter
- Two minutes to tell a story about how you developed one or more of the above leadership skills
- One minute offering one piece of advice to new members who are interested in leadership positions within the chapter.
- About two minutes to answer questions from the group.

Fireside Chats Instructions for Chapter Officers

During their fourth meeting, you will have the opportunity to help teach new members about our operations and officer structure. You will meet with a few new members at a time to talk about everything involved in your position. Please use the information below to prepare for this meeting.

Treasurer

You have three goals during each fireside chat: to inspire them to run for an officer position, to demonstrate what's involved in your position, and to illustrate how leadership in Theta Tau help them develop personally and professionally. Each meeting lasts about five minutes, so use your time carefully to make you get your points across.

Consider anecdotes or examples of how you've been able to develop one or more of the following leadership skills in your position as Treasurer.

- Financial Organization (budgeting, payables, receivables)
- Accurate, complete, and timely reporting of required forms, and information
- Preparing Detailed and Professional Reports
- Developing Allies in your Community

Use the following as a guideline for how to spend your time in the group:

- Take a few seconds to introduce your name, position, class year, major, and previous officer positions held within the chapter
- Two minutes to tell a story about how you developed one or more of the above leadership skills
- One minute offering one piece of advice to new members who are interested in leadership positions within the chapter.
- About two minutes to answer questions from the group.

Fireside Chats Instructions for Chapter Officers

During their fourth meeting, you will have the opportunity to help teach new members about our operations and officer structure. You will meet with a few new members at a time to talk about everything involved in your position. Please use the information below to prepare for this meeting.

Corresponding Secretary

You have three goals during each fireside chat: to inspire them to run for an officer position, to demonstrate what's involved in your position, and to illustrate how leadership in Theta Tau help them develop personally and professionally. Each meeting lasts about five minutes, so use your time carefully to make you get your points across.

Consider anecdotes or examples of how you've been able to develop one or more of the following leadership skills in your position as Corresponding Secretary.

- Managing Up (Relationship with Alumni)
- Creating Positive Publicity
- Professional Correspondence

Use the following as a guideline for how to spend your time in the group:

- Take a few seconds to introduce your name, position, class year, major, and previous officer positions held within the chapter
- Two minutes to tell a story about how you developed one or more of the above leadership skills
- One minute offering one piece of advice to new members who are interested in leadership positions within the chapter.
- About two minutes to answer questions from the group.

Theta Tau Challenge Panelist Instructions

You were invited by the Pledge Educator to assist with the Theta Tau Challenge. The Challenge is a case study experience, where new members will need to use what they have learned to determine the best possible course of action in a difficult situation that they might face as a member. Your role in this activity is to serve the role of a guide and a coach in helping new members identify in refining their plan to address the scenario. You were selected because you have experienced similar situations in the past and have significant expertise in how to handle them.

Below are details of the meeting. The Pledge Educator will lead new members through the following outline, and you will be asked to participate in the final activity.

Objectives

As a result of this session, new members will:

- Identify lessons learned from planning of the brotherhood event
- Explain the dynamics of leadership in a fraternal setting
- Use values, policies, and best practices to make decisions
- Discuss common leadership challenges within Theta Tau

Agenda

Brotherhood Event Evaluation: A short post-event review of planning and execution

Leadership: a lesson in handling difficult situations

Theta Tau Challenge: a case study challenge with feedback and commentary provided by brothers

Instructions

- ❑ Listen to the discussions about leadership and the brotherhood event in preparation for the challenge. Take note of any leadership lessons that pledges should incorporate into the Challenge.

Theta Tau Challenge - 30 minutes

- ❑ If new members ask questions during their work, you can provide clarifications about the case, but let new members make their own decisions about what to do. Do not provide answers or hints.
- ❑ Once they are finished, listen carefully to how the group interpreted the problem, made their decision, and explained their rationale.

Theta Tau Challenge: Feedback - 10 minutes

- ❑ When asked by the Pledge Educator, introduce yourself in 30 seconds or less. Include your name, any current and past positions held in the fraternity, and any roles you play outside the fraternity.
- ❑ Be prepared to answer one of the following questions when asked by the Pledge Educator:
 - How accurately were values and policies interpreted?
 - How well did the final decision take short- and long-term consequences into consideration?
 - What options were not considered?
- ❑ When asked by the Pledge Educator, identify one unique thing they learned about dealing with real-life leadership challenges in Theta Tau.

Theta Tau Challenge Scenarios**

**The scenarios below intend to serve as options. Please review and identify those which are most relevant, and share any additional scenarios which should be incorporated into the Theta Tau Challenge.

- The Regent needs to make a decision for the chapter for which there is little support among members. He feels uncomfortable holding members accountable, and many will retaliate.
- An alumnus called you to share their frustrations with the chapter alumni relations chairperson about plans for homecoming weekend. The chapter's recent decision to change an event (for scheduling and safety reasons) is getting in the way of tradition.
- During their chapter meeting, members are discussing whether to create a chapter policy about the use of a legal but dangerous recreational drug.
- A specific clique of members is causing a rift within the chapter for going against the spirit, but not the requirements, of a new policy. You decide that an upcoming chapter activity is a good time to talk with one of the influential members of the group.
- You overhear a group of members complaining about the behavior of a specific brother. The brother is consistently making unsafe and unflattering decisions when they are out partying. Members recognize the problem with this pattern, but don't feel a responsibility to intervene.

Big Brother-to-Little Brother Questions

Pair up with your little brother. Pick one question on your worksheet, and ask it of your brother. When you are done, give them a chance to ask you a question. Continue asking questions for about 15 minutes.

When you're in the role of listener please take notes about what you hear from each person. You don't need to list who said what, but we need to compile all of the thoughts when we're done, so please do what you need to do to remember what you heard.

- What is your greatest priority outside the fraternity right now?
-
- What can we do to support you?
-
- What or who has made the biggest impact in your life and why?
-
- What is one of your weaknesses and what can the fraternity do to help it become a strength?
-
- What could you do differently to be a better brother?
-
- What do you personally need from the brotherhood?
-
- Why do you need this fraternity in your life right now?
-
- What impact do you hope to leave on Theta Tau?
-
- What impact do you hope Theta Tau helps you leave on the world?
-

Brother to Brother Questions

Look around the room. Find one person who is not from your pledge class, who is not your class year, not your major, and not your roommate. Ideally, this is a brother you see and talk to least often.

Pair up with them. Pick any one question on your worksheet, and ask it of your brother. When you are done, give them a chance to ask you a question. Continue asking questions for about 15 minutes.

- What is your greatest priority outside the fraternity right now?
- What can the brothers do to support you?
- When was a time in your life that you stood up for something that was right, but not popular?
- How do you want the brotherhood to be different?
- What could you do differently to be a better brother?
- What do you personally need from the brotherhood?
- How can you take responsibility for strengthening the brotherhood?
- Why do you need this fraternity in your life right now?
- When have you fallen short of being a good brother to other members of the chapter?
- When have you let down this fraternity?
- What is your biggest fear?
- What or who has made the biggest impact in your life and why?
- What is one of your weaknesses and what can the fraternity do to help it become a strength?
- Describe a moment where you saw a true sense of brotherhood in the fraternity?
- What one thing are you most strongly committed to and believe in?

□

Theta Tau
Professional Engineering Fraternity

Workbook

Non Traditional Model
for New Member Education

ENGINEERING LEADERS *for Service, Profession, and Brotherhood*

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Welcome to Theta Tau!

We are proud and excited about your commitment to join Theta Tau. We are confident that you will feel that the same pride in becoming a member.

Although you may not realize it at this time, becoming a member of Theta Tau is an important step in your life. It is a lifelong commitment to the people, the organization and its ideals. You will make new friends and gain valuable experience during your time with the fraternity.

College should be rewarding for you, and Theta Tau can enhance your experience in more ways than you presently know. We offer much more than other organizations at [UNIVERSITY]. Theta Tau provides the educational opportunities of an academic organization, the scholastic and career advancement potential of a professional society, and the brotherhood, social and community service aspects of a traditional fraternity.

The first step in becoming a member is the Education Program. The objective of the program is simple; to provide you with everything you need to be an active, informed, and exemplary member. You will become thoroughly familiar with the fraternity and its members and have a powerful experience of learning, building new friendships, gathering new skills, and having a lot of fun!

This workbook provides important information that you will need throughout the Education Program; it will serve as a guide along the way. Please review the following pages, and feel free to ask any questions you might have.

We look forward to providing a positive experience for you, and to your growth and success as a future active member!

Sincerely,

NAME

Pledge Instructor

Phone

Email

Hazing Policy

Hazing is defined as, “Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:

- Use of alcohol
- Paddling in any form
- Creation of excessive fatigue
- Physical and Psychological shocks
- Quests, treasure hunts, scavenger hunts, road trips, or any other such activities
- Engaging in public stunts or buffoonery
- Morally degrading or humiliating games or activities
- Any other activities which are not consistent with fraternity law, ritual or policy or the regulations and policies of the educational institution

At no time should a pledge, or any brother for that matter, be coerced into activities in which they are unwilling to participate. It is essential to remember, especially in the case of the pledges that the individuals are in a vulnerable position when asked to conform to the will of the masses. “Consent by intimidation or through the fear of rejection from the group is not consent and will not be tolerated.” In legal/pseudo-legal cases, most states and schools prevent/preclude a pledge’s consent to be hazed from being used to defend the member/chapter in proceedings. The phrase used to define this concept is “consent cannot be used as an affirmative defense.” In other words, the pledge’s consent cannot even be raised/communicated to defend actions in violation of hazing rules and laws.

This is the description of hazing as it appears in the Theta Tau Membership Manual. I hope that you do not find yourself in any of the situations depicted above. Should you feel pressured for any reason to do things you are unwilling to do, contact me immediately. I understand that under certain circumstances it is very difficult to say no. However, I assure you that your decision to decline any activity will be thoroughly respected. This fraternity does not condone hazing.

Further information can be found in the Theta Tau Membership Manual. The university’s policy can typically be found in the student code of conduct or on its website. State laws and additional information about hazing can be found online at www.stophazing.org.

Program Overview

There are four ultimate goals of the Education Program:

- Build brotherhood among members and new members
- Learn the history, values, purpose and symbols of Theta Tau and their significance
- Learn the structure of Theta Tau and how it operates
- Gather skills that will be essential for membership

Each meeting, project, and activity helps you move progressively towards reaching these goals throughout the program.

Pledge Meetings

The core component of the new member program is the pledge meeting. Sessions range from 60 to 90 minutes and involve activities, discussion, lessons, and checkpoints to help you move easily through the process. A full schedule will be provided during the first meeting.

Theta Tau Membership Manual

The Membership Manual contains information (symbols, insignia, history, traditions, etc.) that you will need to reference, know, and learn not only during the Education Program, but throughout your membership.

Pledge Workbook

This is your Workbook, which provides information, a space for notes, and worksheets for many of the activities throughout the program. Bring it with you to each meeting.

Project

As a group, you will be responsible for planning a building project. The Pledge Instructor will provide more specific information during meetings and will guide you throughout the process. The goal of this project is to use your expertise, work together, and solve a problem as an exercise in teamwork and creativity.

Brotherhood Event

As a group, you will be responsible for planning a brotherhood event for the entire chapter. The Pledge Instructor will teach a session in event planning and guide you throughout the process to ensure that this serves as a learn-by-doing exercise in leadership.

Academic Study Sessions

Academics are a priority of the fraternity and its members. Study sessions are scheduled throughout the Education Program in order to help you acclimate to the university and fraternity experience while maintaining a high academic standard. This provides you with the space and extra time you need for reading, homework, or projects.

Fraternity Study Sessions

There are also Fraternity Study Sessions Study sessions scheduled throughout the program to help you learn important information about the fraternity.

Evaluation and Exit Interview

Exit Interviews are individual meetings between Big and Little Brother pairs and the Pledge Instructor. They provide an opportunity to evaluate the experience and identify improvements to the program for future years.

Getting Started

As you begin the new member program, take the following steps to become familiar with the materials:

- Read the hazing policy and program overview sections of this Workbook
- Add the schedule into your personal calendar
- Begin reading the information in the Membership Manual
- Get involved in as much as possible. The more you experience, the more you learn.
- Ask questions.
- Spend time with brothers and other pledges. The more time you spend together, the more you will learn about them and the closer you will get.

Fraternity Information

Pledge Pin

When you accepted your invitation to become an associate member of Theta Tau, you were given a Pledge Pin. This pin is symbolic of your pride in being a part of this fraternity. The Pledge Pin is worn near your heart. Your Pledge Pin should never be worn on a coat or jacket; it is not a lapel pin. The Pledge Pin is the property of the chapter and is loaned to the pledge. It must be returned when one is initiated, or for any other reason one ceases to be a pledge.

Dues

Every member, as an expectation of their membership, has a financial obligation to the fraternity. Dues are paid on a regular basis by all members. The financial commitments that you should expect during your pledge period may include some or all of the following:

Pledging Fee	\$ _____		
Pledge Dues	\$ _____	per	_____
Initiation Fee	\$ _____		
Badge Charge	\$ _____	to	\$ _____
Student Dues	\$ _____	per	_____
Liability Insurance	\$ _____	per	_____
Room and Board	\$ _____	per	_____
Headquarters Fund	\$ _____	per	_____
Other	\$ _____	per	_____

If payment of dues, the amounts, or the due dates are an issue for you, please speak with the Pledge Instructor and the chapter Treasurer immediately.

Chapter Roster

A roster of all members is provided at the back of this Workbook.

Chapter History

Information about the history of our chapter not included in the Membership Manual can be found at the back of this workbook.

Expectations

Below you will find a set of basic expectation for how different individuals are involved in the new member program.

Pledge Instructor

The Pledge Instructor is the person who you will work most closely with throughout the Education Program. This person will run all meetings, provide all information, and guide your class.

- Plan and execute the new member experience
- Assist new members in learning the materials and completing projects
- Provide training, direction, and instructions to officers, big brothers, and members when they are involved in the Education Program
- Address all questions, concerns, or challenges of new members
- Facilitate the selection of big brothers.

Big Brother

During the Education Program, you will be given a Big Brother. This person will serve you as an individual guide and mentor throughout your membership in Theta Tau.

- Meet with new members regularly
- Provide guidance and assistance as necessary
- Assist new members in studying the materials and achieving their goals

Officers

Officers will be in attendance at a few meetings during the Education Program, specifically to help you learn about the operating structures and procedures for the fraternity. You may also work with them to ensure that your projects run smoothly. Their contact information is provided below.

- Assist with planning and executing the new member experience, including the Chapter Operations meeting, the project, the professional development session

Title	Name	Phone	Email
Regent			
Vice Regent			
Scribe			
Treasurer			
Corresponding Secretary			
Other...			

Brothers

Members will be involved a few times throughout the new member program at new member meetings. You should also spend time with them at meetings, events, and activities, and in down time in order to learn more about one another and build your friendships.

- Carry themselves as role models
- Attend new member meetings when instructed by the Pledge Instructor, including the brotherhood event.
- Assist with educational activities when instructed by the Pledge Instructor

Pledges

As a new member to Theta Tau, your role is to participate fully and learn as much as you can during the Education Program. This is your time to prepare for a lifelong commitment to the organization.

- Attend new member meetings
- Complete two projects
- Learn material necessary to pass the local and national exams
- In all areas of life, carry yourself according to the principles of Theta Tau
- Invest in building relationships with new members and members
- Meet regularly with your big brother
- Communicate and problems or issues to the Pledge Instructor, big brother, chapter advisor, or Regent.

Theta Tau Central Office

The Central Office can serve as a resource for any member or pledge. The Central Office can be contacted at:

Theta Tau Central Office

1011 San Jacinto, Suite 205

Austin, TX 78701

800.264.1904

central.office@thetatau.org

www.thetatau.org

Schedule

	Title	Time and Location	Agenda	Assignments
Meeting 1				
Meeting 2				
Meeting 3				
Meeting 4				
Meeting 5				
Meeting 6				
Meeting 7				
Meeting 8				

Meeting #1: Orientation Session

Agenda

Orientation: a review of the calendar, objectives, expectations, contents, Q&A, etc.

Personal Planning Session: a lesson, reflection, and planning exercise in time management

Communication: a discussion of strategies for keeping everyone informed

Spirit of Theta Tau: a brief introduction to the symbols and meanings of Theta Tau

Fundamentals of Theta Tau: a brief activity to teach history and founding of Theta Tau and the chapter

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting

Personal Planning Worksheet

Write other important areas of your life in the empty columns (i.e. work, sports, clubs, volunteer work, etc.)

In each column, list any major projects, upcoming events, or things that you need to keep on your mind.

Family	School	Theta Tau				

Use the calendar below to plot regularly scheduled commitments into your calendar. Include classes, work, any regularly-scheduled organization meetings, and any other confirmed times. For now, don't use this to budget how you would **like** to spend your time, just use it to block off confirmed time commitments.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							

If the schedule above represented what you value, would it look different?

Theta Tau is a lifelong commitment and goes with you everywhere. How does it fit into each area and each minute in the schedule above?

Describe situations where you aren't using the most of your time. How might you make better choices in those situations?

Four Month Calendar

Fill dates into the calendar below, or use our own monthly planner. Add specific events into your calendar. Include trips, meetings, fraternity events, campus activities or events, project deadlines, tests, etc.

Month:						
Su	Mo	Tu	We	Th	F	Sa

Month:						
Su	Mo	Tu	We	Th	F	Sa

Month:						
Su	Mo	Tu	We	Th	F	Sa

Month:						
Su	Mo	Tu	We	Th	F	Sa

Drawing Duel

Each team is competing against all other teams to create the most accurate representation of the Coat of Arms.

The challenge in this competition is that you will have to draw using only verbal instructions from your partner. You may not look at the Coat of Arms or at others' paper. You may ask your partner questions, but you cannot turn to look at them. There are no prizes - this competition is good for pride only. You have up to 3 minutes. Use the space below to complete your drawing

Theta Tau Principles and Ideals

Purpose

The purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members, and to unite them in a strong bond of fraternal fellowship.

Core Values

From recruitment, through pledging, to lifelong brotherhood, our members are:

- Honest & Ethical
- Dependable & Trustworthy
- Respectful of Ourselves and Each Other
- Generous of Time, Talent, & Treasure for Each Other, Theta Tau, and our Community
- Proud that we are the oldest, largest, and foremost Fraternity for Engineers

Open Motto

"Whatsoever thy hand findeth to do, do it with thy might;..." --Ecclesiastes 9:10

Important Symbols

Hammer and Tongs

Gear

Jacqueminot

Dark Red Garnet

Guiding Principles

- Culture of brotherhood, lifelong relationships, and connection
- Mutual respect and professionalism
- Balance of social, service, and professional activities
- Diversity of engineering disciplines and demographics

Our Goals

For our Brotherhood

We forge lifelong bonds of fraternal friendship, a journey that develops and delivers a network of lasting personal and professional relationships. We foster an inviting, safe, and social environment in which our members become lifelong friends.

For our Profession

We develop and nurture engineers with strong communication, problem-solving, collaboration, and leadership skills that we demonstrate in our profession, our community, and in our lives.

For our Communities

We are known for our service to our college, university and the larger community. Our service projects create a unifying environment for learning and personal growth for our members.

Code of Conduct Instructions

Use the purpose, motto, principles, and goals to create a code of conduct for your group.

Your group's code should contain a list of at least 5 do's and 5 don'ts that we should expect of one another.

Do's and don'ts cannot be opposites of one another; you should end up with 10 unique expectations.

Consider every area of life and any situations where these ideals may come into play, including class, the athletic field, on the job, among friends and family, when with the fraternity, and more.

Use the online document to collaborate on the assignment in preparation for Meeting 2.

My Values Questions:

"How do Theta Tau's principles align in each area of your life?"

"What do you believe will be the hardest expectation to meet?"

"How might you do a better job of living up to this ideal?"

Meeting #2: Professional Development

Agenda

Code of Conduct: development of a basic expectations document for pledges

Commons: a fast-paced activity to help pledges and members connect around common interests

Chapter Communications: exchange of contact information and a follow-up activity to refine techniques for keeping everyone connected and in communication

Academic Success: questions and answers about academic advice between brothers to pledges

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting

Academic Success Worksheet

In your group, introduce yourself by answering the following questions:

- What is your greatest career aspiration?
- What area do you feel like you need to develop to do well?
- How can the brothers of Theta Tau help you?

Ask brothers to share their advice

Ask the questions you developed for brothers.

If time permits, discuss other advice specific to your major.

Academic Success Reflection Questions:

What are your goals for the semester (including academic, personal, and professional aspects)?

What skills will you need to be successful?

How can Theta Tau be helpful? How can you help others?

List three brothers that might be able to help.

Personal Management Reflection

Review your schedule again. How has it changed in the past month?

How well are you investing your time in comparison with your goals? Your values? Your priorities?

What have you learned about managing your responsibilities in the past 4 weeks?

What could you do to continue improving?

What are you doing differently based on the academic success meeting?

Where are you still falling short of your goals?

What might you do to continue improving?

Meeting #3: Chapter Operations

Agenda

Map of Theta Tau – Part 1: a drawing and calculation exercise that teaches national and regional structure

Officer Interviews: a round-robin fireside chat with each officer about officer structure and leadership skills

Event Planning: introduction of the brotherhood event and a brief lesson in action planning

Personal Progress Check-In: a review of lessons learned about personal and time management

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting

Officer Interview Worksheet

During this activity, you have 5 minutes with five officers in your chapter: Regent, Vice Regent, Scribe, Treasurer, and Corresponding Secretary. These are dedicated members of your chapter who have taken on leadership positions, and have developed important skills along the way, and this provides you with a few uninterrupted minutes to hear their story.

Each officer will share one or more of the leadership skills they've been able to hone in their position, and offer advice for assuming a leadership position in the chapter. They'll have time for one question, so now is your time to ask. By the end of the exercise, you should have thoughts on how you can learn some of the following leadership skills as a member of Theta Tau. Jot down your thoughts as you hear from each officer.

Comments from the Regent:

Responsibilities

Skills required

Comments from the Vice Regent:

Responsibilities

Skills required

Comments from the Scribe:

Responsibilities

Skills required

Comments from the Treasurer:

Responsibilities

Skills required

Comments from the Corresponding Secretary:

Responsibilities

Skills required

Brotherhood Event Instructions

As a group, you will plan and coordinate a brotherhood event for all members and pledges in the chapter. The goal of this project is to learn the mechanics of event planning and practice your leadership skills through a learn-by-doing experience.

The event should meet the following parameters:

- A fun, interactive event that helps members and prospective members build stronger friendships
- Takes place during Meeting 8
- One hour in length
- On or near campus
- Open and relevant to all brothers
- Planned and organized by pledges with advice, coaching, and support from the Pledge Instructor and other chapter officers
- Low-cost (less than \$20 per attendee)
- Funding should be provided by the chapter
- Aligns with the principles, values, expectations, and policies of Theta Tau, the university, and local community

Consider games, service activities, teambuilding events, dinners, and similar ideas. Remember that the objective is to be interactive and build friendships, so events such as movies and video games don't count.

Use the time and lessons provided during this meeting to begin develop your ideas and plans. The chapter officers in attendance and the worksheets on the next two pages will guide you through the planning process. Continue your work after the meeting, and be prepared to provide updates during Meetings 4 and 5.

Event Planning Worksheets

When you get caught up in the excitement of taking on a new project, it's easy to overlook the pitfalls, details and challenges that might come up along the way. To ensure that your project is successful, invest the time in mapping out your plans in advance.

Use the following questions to sketch out your idea in the space provided.

What is the purpose of this project? Why is it important?

What are your goals and objectives? How will you know that you are successful?

What are the features or highlights of this project? List every element that it contains.

What resources will you need? Think people, materials, time, money, etc.

List all the people you will need to help you carry out this project, including committee members, allies, peers, administrators, faculty members, advisors, etc.

Think through every aspect of your project and list anything that might possibly go wrong.

Now that you have a sketch of the project, break it down. Write major action areas in the category headings on the left, and list every action step that needs to be completed in each area. Be extremely specific. What phone calls do you need to make? Where do you have to go? What paperwork needs to be filled out? What

meetings do you need to attend? And so on. Repeat this for each action area of your project, and then fill in who is responsible, when it is due, and what resources you might need.

Remember, things don't happen overnight! Consider the timeline involved in implementing your project. What important milestones will you pass along the way? Work backwards from the event to determine critical deadlines for promotion, making reservations, holding meetings, setting up and completing other important tasks. Fill in due dates for each action item throughout the life cycle of your project.

Action Area	Action Item	Resources Needed	Delegated to:	Due Date

Meeting #4: Creating a Legacy

Agenda

Building a Legacy: Creating a Legacy presentations and a discussion about members' impact on Theta Tau

Big Brother-to-Brother Activity: big and little brothers answer questions about their fraternity experience

Event Planning Check In: a progress report on the Brotherhood Event and review of lessons in event planning

Project Launch: introduction and planning of the project and lessons in project management

Map of Theta Tau – Part 2: a review of chapter operations including meetings, procedures, and policies and a lesson in leadership

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting

Creating a Legacy Project Instructions

You are responsible for writing a short summary of how a specific individual positively contributed to Theta Tau and to society. This person can be a founder, national officer, a family member, or some other prominent Theta Tau member.

Research and choose the person on whom you would like to report, and get approval from the Pledge Instructor during Meeting 2.

Write a one-page, single-spaced summary of how this person represented the ideals and purpose of the fraternity, and how their deeds benefited society as a whole.

Submit your written assignments during meeting 4, and be prepared to present a short, 30-second summary to the group.

Big Brother-to-Little Brother Questions

Pair up with your big brother. Pick one question on your worksheet, and ask it of your brother. When you are done, give them a chance to ask you a question. Continue asking questions for about 15 minutes.

When you're in the role of listener please take notes about what you hear from each person. You don't need to list who said what, but we need to compile all of the thoughts when we're done, so please do what you need to do to remember what you heard.

What is your greatest priority outside the fraternity right now?

What can we do to support you?

What or who has made the biggest impact in your life and why?

What is one of your weaknesses and what can the fraternity do to help it become a strength?

What could you do differently to be a better brother?

What do you personally need from the brotherhood?

Why do you need this fraternity in your life right now?

What impact do you hope to leave on Theta Tau?

What impact do you hope Theta Tau helps you leave on the world?

Project Instructions

Now that you've had the chance to work on project planning with your fellow new members, it's time to take on a time-honored tradition for engineers. As an engineering fraternity, we pride ourselves on our ability to solve problems, and create solutions where others might not see an easy answer. If someone tells us it can't be done, our instinct is to prove them wrong. This is especially apparent around one of our most important values: outreach to the community.

As brothers of Theta Tau and students at colleges and universities around the country, we have access to education and resources that many people don't, and it is one of the universal goals of our fraternity to use these resources and skills to better our community and our world. What better time to start than right now?

As a new member class, you'll select one of the following projects. Your goal during this activity is to solve the problem at hand. Along the way, you'll need to work together to create an excellent end product, practice your project management skills, create an action plan, and hold each other accountable. We know you can do it.

- As you walk around campus, the chapter house, or school office, imagine you were confined to a wheelchair. Is there a spot on campus that is not as accessible as it should be? Your project is to build a ramp for a wheelchair to access an important space at our school, house, or office.
- There are plenty of homes or yards in our community that could use some sprucing up. Your project is to approach one of these homes, and build, repair, or clean up a much-needed portion of their space.
- At large events on campus, many items that could be recycled are thrown in the trash. Your project is to create a campaign to improve our recycling statistics, and execute it at the next large campus event.
- Sometimes, the best way to use our engineering skills is as part of a larger goal. Your project is to participate in a day of work with Habitat for Humanity (or another charitable organization) as a full new member class.
- An often crucial role our chapters serve is to provide manpower or brainpower to benefit a larger event, activity, or need in the engineering school. Your project is to plan, improve, or participate in a regular activity or event for the engineering school such as EWeek, Open House, Career Day, campus tours, move in day, engineering picnic, etc.
- Want to think outside the box? After discussion with the Pledge Instructor, the chapter, or campus advisor, plan and execute an activity or project of your choosing that will benefit Theta Tau, our campus, or our community.

You should work together to finish planning and to execute this project outside of our meetings. The next time we meet, be prepared to answer the following questions:

How is the event fulfilling its purpose?

What categories and action steps might be missing from the plan?

What resources are needed?

What is the next thing that has to be done and who is responsible?

Project Planning Worksheets

Use the following questions to sketch out your idea.

What is the purpose of this project? Why is it important?

What are your goals and objectives? How will you know that you are successful?

What are the features or highlights of this project? List every element that it contains.

What resources will you need? Think people, materials, time, money, etc.

List all the people you will need to help you carry out this project, including committee members, allies, peers, administrators, faculty members, advisors, etc.

Think through every aspect of your project and list anything that might possibly go wrong.

Action Area	Action Item	Resources Needed	Delegated to:	Due Date

Meeting #5: Preparing for the Future

Agenda

Elevator Speech: a lesson and reflection in interpersonal skills to prepare for the reception

Alumni/Faculty Reception: a network opportunity where pledges practice their elevator speech

Lessons in Networking: a short presentation on networking, interpersonal skills, and career building from an alumnus or faculty member

Event Planning Check In: a progress report on the Brotherhood Event and review of lessons in event planning

Project Check-In: a progress report on the Brotherhood Event and review of lessons in event planning

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting

Elevator Speech Worksheet

An elevator speech is a short summary that quickly and simply defines a person, profession, product, service, organization or event. It reflects the idea that it should be possible to deliver the summary in the time span of an elevator ride, or approximately thirty seconds to two minutes. The idea is that, if the conversation is interesting and valuable, it will continue and become a new opportunity for friendship or partnership.

How do you define yourself?

What is your mission and purpose?

How are your talents and interests distinct from others?

What are your professional aspirations?

After answering these questions, synthesize your answers into three short talking points that you would like to share with those you meet during the networking session.

What questions might you want to ask the alumni and faculty that you are about to meet?

Personal & Career Planning Reflection

Review your schedule again. How has it changed in the past month? Two months?

How well are you investing your time in comparison with your goals? Your values? Your priorities?

What have you learned about managing your responsibilities in the past 4 weeks?

How have you been managing your academic responsibilities differently since the academic success meeting?

What might you do to continue improving your academic focus?

Write down two lessons you learned from Alumni and Faculty.

How might you incorporate these into your life?

Meeting #6: Brotherhood Event

Agenda

Brotherhood Event: an opportunity to connect and build friendships as planned by pledges

Education Program Check In: a brief review of assignments

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting

Brotherhood Event Evaluation

What worked well?

What didn't work well?

What matched / didn't match your expectations?

If you were to hold this event again, what would you do differently?

How well did the event meet the purpose, goals, and parameters that were provided?

Meeting #7: The Theta Tau Challenge

Agenda

Brotherhood Event Evaluation: a short post-event review of planning and execution

Leadership: a lesson in handling difficult situations

Theta Tau Challenge: a case study challenge with feedback and commentary provided by brothers

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting

Decision-Making Framework

Which elements of your and Theta Tau's values, ideals, mottos, and code of conduct are called into question in this situation?

Sometimes values and principles conflict. Which of the following do you believe is most important in this situation?

- Fulfilling your duties and responsibilities
- Achieving the greatest good for the greatest number of people
- Preserving your relationship with all those involved
- Following the rules and guidelines
- Sticking to your own ideals and interests
- Aligning with culturally accepted norms and practices
- Doing that which is most effective
- Going with your gut instinct
- Finding the middle ground

What policies, laws, guidelines, protocols, or procedures are involved?

Name all the options you have for handling this situation.

What would mentors, friends, and family members advise?

Given your answers to the questions above, what path do you choose?

Theta Tau Challenge Instructions

You will receive a description of a real-life situation that Theta Tau has faced in the past. It represents the type of thing that you might face as a member. This activity - the Theta Tau Challenge - will prepare you for that situation.

Your job is to decide the best course of action. You should use what you know about our policies, our principles, our brotherhood, leadership and management practices, everything you have learned about the organization, and your own best judgment to develop a plan of action for how you would move forward in this situation.

You have 20 minutes to work

Meeting #8: Brother-to-Brother

Agenda

Brother-to-Brother Activity: one-on-one conversations among brothers and pledges about the fraternity

Group Discussion: a discussion about values, brotherhood, leadership, and Theta Tau among all brothers

Notes

Use this space to take notes

Assignments

Write down any assignments you need to work on between now and the next meeting

Brother to Brother Questions

Look around the room. Find one person who is not from your pledge class, who is not your class year, not your major, and not your roommate. Ideally, this is a brother you see and talk to least often. Pair up with them. Pick any one question on your worksheet, and ask it of your brother. When you are done, give them a chance to ask you a question. Continue asking questions for about 15 minutes.

What is your greatest priority outside the fraternity right now?

What can the brothers do to support you?

When was a time in your life that you stood up for something that was right, but not popular?

How do you want the brotherhood to be different?

What could you do differently to be a better brother?

What do you personally need from the brotherhood?

How can you take responsibility for strengthening the brotherhood?

Why do you need this fraternity in your life right now?

When have you fallen short of being a good brother to other members of the chapter?

When have you let down this fraternity?

What is your biggest fear?

What or who has made the biggest impact in your life and why?

What is one of your weaknesses and what can the fraternity do to help it become a strength?

Describe a moment where you saw a true sense of brotherhood in the fraternity?

What one thing are you most strongly committed to and believe in?

National Exam

Local/Chapter Exam

Pledge Program Evaluation

In an effort to continue the great tradition of Theta Tau and provide the most comprehensive and effective Education Program, we need your feedback. Please answer the following questions. We thank you for taking the time to give us feedback and we look forward to reading your comments.

What was your favorite part of the new member process? What was your least favorite?

Was it what you expected? Why or why not?

Do you feel like any of the activities or experiences were inappropriate? Why or why not?

How well did the activities help you learn something about yourself and your chapter? Explain.

List at least one suggestion of how Theta Tau could improve the Education Program?

Please rate each of the following activities: (1= disliked, 2= somewhat disliked, 3= neutral, 4= somewhat liked, 5= liked)

Meeting #1: Orientation	1	2	3	4	5
Meeting #2: Professional Development	1	2	3	4	5
Meeting #3: Creating a Legacy	1	2	3	4	5
Meeting #4: Preparing for the Future	1	2	3	4	5
Meeting #5: Chapter Operations	1	2	3	4	5
Meeting #6: Brotherhood Event	1	2	3	4	5
Meeting #7: My Leadership	1	2	3	4	5
Meeting #8: Brother-to-Brother	1	2	3	4	5

Chapter Roster

Chapter History