



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

INSTANT SCHOLARSHIP PLAN



2009- 2010 Academic Year



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Introduction

This manual outlines the steps involved in creating a scholarship program. It contains useful ideas, ready-made forms for implementing these ideas, and checklists to help you evaluate your chapter and record your progress.

This scholarship program is a great starting point, but it can be made better by you tailoring it to your own chapter's needs. Improvements include adding your own tips and deciding which parts of this program will work best for your individual situation.

The main purpose of this scholarship program is to help you initiate improvements in your chapter's scholastic performance. There is ALWAYS room for improvement, so good luck.

Section I: Evaluation¹

This section includes a **Chapter Scholarship Evaluation** form. The purpose of this evaluation is not to convince yourself that you do all of these things sufficiently, the purpose is to understand your strengths and weaknesses, and find out how to make your program stronger. *New chairs can also reference the Scholarship Chair Transition Manual available at <http://studentaffairs.case.edu/greek/scholarship/policies.html>.*

Chapter Bylaws and Policies

- ◆ Minimum GPA for new members: _____
- ◆ Minimum GPA for chapter member: _____
- ◆ Minimum GPA for chapter officer: _____
- ◆ Probation GPA: _____
- ◆ Does the chapter get grade releases? _____

Are these GPA requirements enforced? Are they sufficient?

What is the position description of the scholarship chair in your Constitution and Bylaws?

Academic Probation

What does academic probation entail? Is it enforced?

How is academic support offered to those who are struggling?

What proactive measures does your chapter have to ensure academic success?

Programming for the chapter Does the chair provide programming to the chapter by:

- ◆ Arranging outside speakers to talk to chapter members?
- ◆ Organizing a Faculty Luncheon/Dinner/Tea?
- ◆ Others?

¹ A large part of the Chapter Scholarship Evaluation was taken from a report of the Scholarship Committee at Eastern Montana College, headed by Dr. Ed Whipple, Vice President for Student Services.

Rewards and Incentives

How are chapter members who succeed academically rewarded or recognized?

New Members

Is past academic performance a major factor when choosing new members?

Does the chapter have a scholarship program for new members?

Does the new member program interfere with academics in any way?

On average, are your new initiates' grades lower either before or after their initiation?

Other questions

Does the chair have a committee? What is their role? How can they be better used?

Do you have a study room/test files/scholarship closet/etc? Is it well-maintained? Is it used?

Do you have a faculty advisor? What is their role? Are they well utilized?

What kind of budget does the scholarship chair have, and how is it used?

Do you have study tables? Generally how many people attend? Who attends and why?

Are current study tables adequate (availability/location/etc)?

Do you have study hours or quiet hours? How often? How are study hours and quiet hours enforced?

Do you use upperclassmen as tutors for other members or pledges of your chapter?

Are you satisfied with your present scholarship program?

Section II: The Committee

As scholarship chairman, you might find it difficult to implement all of your ideas alone. So grab a few eager volunteers and form a scholarship committee.

A Sample Committee:

- 1) **Scholarship Chair**
- 2) **Member from Pledge Education Committee** – ensures pledges meet academic standards, stresses scholarship to pledge class
- 3) **Brother/Sister** – in charge of keeping scholarship files organized
- 4) **Brother/Sister** – in charge of getting class schedules and academic information
- 5) **Academic Advisor**

Remember that with all the duties of a scholarship chair, delegating is very important to running a successful scholarship program. Here are some jobs the committee could help with.

Programs the Scholarship Committee can help with:

- Helping to run your weekly study tables (maybe offer several different locations/times)
- Helping to plan your Faculty Luncheon
- Keeping the chapter's scholarship files organized
- Collecting academic information from all members
- Conducting individual academic meetings throughout the semester
- Running the chapter's incentive program (A-Bank, Skippy Jar, etc.)
- Helping to incorporate academics in the new member program or recruitment
- Planning academic programs or speakers for chapter meetings

Section III: Academic Information and Tutoring

In order to facilitate an informal tutoring program in your chapter, use copies of the following form and follow this simple outline:

- 1) At the beginning of each semester, get a list of the classes each member is taking, his/her major (in case it changes), and the grade point average that he hopes to achieve that semester.
- 2) Compile a list of members and their majors and post it in a conspicuous place.
- 3) This system provides an easy reference for younger members to look up someone in his or her major, and check to see what classes that member has taken over his/her entire college career.
 - Make sure you get a list from **EVERY** member **EVERY** semester.
 - Be sure to get complete histories for the first time program is implemented.
 - Give each member a reminder of their goal GPA at midterms as a way for them to gauge their overall academic standing.

Academic Information Sheet

Name _____

Major _____

GPA Goal _____

Class Schedule

Course #	Course Name	Instructor

Section IV: The Files

A chapter's old tests, quizzes, homework solutions, and class notes can be helpful study aids.

It is the scholarship chair's duty to remind the chapter that files are for studying, **NOT COPYING** and that all items borrowed should be returned once that member is done using them. *To ensure safe return, it is best that items are signed out on a sign-out sheet if the member leaves the room with them.*

Arrange the files by course name and number. Having the professor's name is also helpful because the same course can be very different depending on who teaches it. Be sure to check through and remove outdated materials, and get reviews from brothers on what materials are needed and what is unnecessary.

Grab whatever materials you can at the end of each semester, especially from graduating members.



Section V: Speakers and Programs

Have one member of your scholarship committee be in charge of finding a speaker to talk about some topic of interest to your chapter.

Here are some ideas for speakers and topics:

- Educational Student Services (ESS) for talks on concentration/memory, creating a study group, improving reading skills, learning styles, note-taking skills, preparing for mid-terms and finals, test anxiety, stress, and staying motivated session, time management, time management, and test taking strategies/doing better on exams, or a personalized program to suit your chapter
- The Career Center (or even a company recruiter) to talk about interviewing skills, or a variety of other career-based topics
- University Health Services for talks about nutrition, physical fitness, mental well-being, or a variety of other topics.
- Have a professor talk about interesting research projects in their field of study
- Have an alumnus or advisor come and discuss his or her job or career field
- Ask members for input in finding a topic that will interest a large part of your chapter
- Academics during Greek Week
- Have members talk about their internships, co-ops, research experiences, or jobs
- Attend a Faculty Forum or Leadership Conference as a chapter
- Healthy eating or de-stressing during finals
- Setting personal goals (academic or non-academic goals)

Section VI: Faculty Interaction

As the faculty are a vital part of your member's education, involving them in some way is very important. This is often done by hosting a scholarship luncheon, tea, or dinner. These events are an opportunity for members to invite their professors and interact with them in setting outside the classroom. Another option is to have an event that is focused more around networking with hors d'oeuvres, drinks, and mingling.

Here is a partial checklist of things to consider when you are planning a faculty luncheon/tea/dinner. *A much more complete list can be found in the [Hosting A Faculty Reception manual](http://studentaffairs.case.edu/greek/scholarship/policies.html) at <http://studentaffairs.case.edu/greek/scholarship/policies.html>.*

- Location: it could be at your fraternity or sorority house or at a neutral location such as a room in Thwing
- Food: it could be catered or home-made, casual or more sophisticated
- Dress: usually business casual
- Invitations: half the battle is motivating your members to invite their professors, the invitations should be given at least 2-3 weeks in advance
- Topics for Discussion: provide some questions or a fun quiz to help "break the ice", remind members that you can talk about things other than classes such as their family and hobbies
- Awards: you could have a small awards ceremony as part of the events that could include academic awards for members and/or awards for faculty

Section VII: Recognition

Here is a short list of possible recognition and incentive programs. Feel free to add your own.

- Recognize brothers who do well on a test or project (“Scholar of the Week”)
- Purchase a rotating plaque or award to recognize the semester’s outstanding/most-improved scholar.
- Have a scholarship dinner: those with above-average grades eat steak, those with below-average grades eat hot dogs.
- Make a chart to gauge member performance and post in a conspicuous place (ex: “A”s board)
- Use members’ own predictions of their grades and see who can come the closest (make the members challenge themselves in their prediction)
- Make posters to remind brothers of quiet hours, study hours, etc.
- Set up challenges between brothers for grades, class attendance, or another measure of academic achievement.
- Buy a jeweled badge for an outstanding scholar to wear for the semester.
- Give out prizes for all the members who are at or above your chapter’s goal GPA and the members who improved their GPA by .5 (these prizes could be cheap, but they will still get members excited)
- Create challenges teaming up either bigs and littles, pledge classes, or random groups, and the team that does the best academically or is the most improved gets a prize
- Prizes and raffles (Chipotle gift certificates, Starbucks gift certificates, or other cheap gifts) after members attend so many study tables, get a certain amount of “A”s on tests, etc. Also, raffles can be one way to offer incentives on a tight budget.
- Make breakfast for members who achieved their goal GPAs or who have a GPA above the chapter’s goal GPA

Section VIII: Recruitment and New Member Education

Academics in recruitment and pledge education can be a great way to improve the chapter's academics. *In addition, the [Offering a Scholarship for Recruitment and New Member Scholarship Program](http://studentaffairs.case.edu/greek/scholarship/policies.html) manuals offer more detailed advice on these topics. They are both available at <http://studentaffairs.case.edu/greek/scholarship/policies.html>.*

- #1:
- At your chapter rush retreat/workshop, or at the first chapter meeting of the semester, remind brothers that scholarship is an important trait to look for.
 - Recruiting and pledging good students is the best long-term strategy for improving chapter scholarship.
 - Talk about classes during recruitment to get an idea of a potential new member's academic abilities.
- #2
- After your chapter gets a pledge class, explain to the pledge the academic objectives of your chapter.
 - Make sure that they know the University and chapter requirements for initiation.
 - Arrange for their Big Brother/Sister or another responsible older member to monitor their academic progress, and help them find tutoring assistance if they need it.
- #3
- Try to make an atmosphere that is conducive to studying.
 - Set quiet hours and study hours, with some mechanism of enforcement.
 - Keep chapter reference materials and resources organized.
 - Give weekly reminders and recognition to emphasize the importance of the chapter's scholarship program.