

Theta Tau  
Professional Engineering Fraternity

**Workbook**

**Standard Model**  
for New Member Education

**ENGINEERING LEADERS** *for Service, Profession, and Brotherhood*

# Table of Contents

Welcome Letter .....	3
Hazing Policy.....	4
Program Overview.....	5
Fraternity Information .....	7
Expectations .....	8
Schedule .....	11
Meeting #1: Orientation.....	12
Personal Planning Worksheet.....	13
Four Month Calendar .....	14
Meeting #2: Theta Tau Values .....	16
Drawing Duel .....	17
Theta Tau Principles and Ideals .....	18
Code of Conduct Instructions .....	20
Meeting #3: Professional Development.....	21
Academic Success Worksheet.....	22
Meeting #4: Chapter Operations.....	23
Officer Interview Worksheet .....	24
Brotherhood Event Instructions .....	25
Event Planning Worksheets .....	26
Personal Management Reflection .....	28
Meeting #5: Creating a Legacy .....	29
Creating a Legacy Project Instructions.....	30
Big Brother-to-Little Brother Questions.....	31
Project Instructions.....	32
Project Planning Worksheets .....	34
Meeting #6: Preparing for the Future.....	36
Elevator Speech Worksheet .....	37
Personal and Career Planning Reflection.....	38
Meeting #7: Chapter Operations.....	39
Meeting #8: Brotherhood Event.....	40
Brotherhood Event Evaluation .....	41
Meeting #9: The Theta Tau Challenge .....	42
Decision-Making Framework .....	43
Theta Tau Challenge Instructions.....	44
Meeting #10: Brother-to-Brother.....	45
Brother-to-Brother Questions: Part 2.....	46
National Exam.....	47
Local/Chapter Exam .....	48
Education Program Evaluation.....	49
Chapter Roster .....	50
Chapter History.....	51

# 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](http://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 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](mailto:central.office@thetatau.org)

[www.thetatau.org](http://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 9				
Meeting 10				

# Meeting #1: Orientation

## 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

**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							

How much time do you typically spend on sleep, exercise, studying, eating, relaxing, playing intramurals, or participating in other organizations?

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

# Meeting #2: Theta Tau Values

## Agenda

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

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

**My Values:** a personal reflection about integrating Theta Tau's ideals into members' values set

## Notes

Use this space to take notes

## Assignments

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

## 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

What are the collective expectations of Theta Tau members?

## **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 #3: Professional Development

## Agenda

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

**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.

# Meeting #4: Chapter Operations

## Agenda

**Map of Theta Tau:** 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 5 and 7.

# 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

# 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 #5: 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

## 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 5, 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 #6: 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:** An alumnus or faculty member presents a short lesson in networking, interpersonal skills, and career building.

## 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 and 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 #7: Chapter Operations

## Agenda

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

**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

**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

# Meeting #8: Brotherhood Event

## **Agenda**

## **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 #9: 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 #10: Brother-to-Brother

## **Agenda**

## **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

# Education 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: Theta Tau Values	1	2	3	4	5	
Meeting #3: Professional Development		1	2	3	4	5
Meeting #4: Chapter Operations		1	2	3	4	5
Meeting #5: Creating a Legacy	1	2	3	4	5	
Meeting #6: Preparing for the Future		1	2	3	4	5
Meeting #7: Chapter Operations		1	2	3	4	5
Meeting #8: Chapter Event		1	2	3	4	5
Meeting #9: The Theta Tau Challenge		1	2	3	4	5
Meeting #10: Brother-to-Brother		1	2	3	4	5

# Chapter Roster

# Chapter History