



ALPHA KAPPA PSI

The Professional Business Fraternity

Bridge to Brotherhood Participant Manual



First Version
Fall 2018 – Spring 2019

Congratulations on your decision to pledge
Alpha Kappa Psi Professional Business Fraternity!

On behalf of Alpha Kappa Psi, congratulations on your invitation to pledge the world's Premiere Developer of Principled Business Leaders!

Over 100 years ago, Alpha Kappa Psi was founded by 10 individuals looking to supplement their classroom education in business. Since then, we've grown to accept all majors, races, genders, orientations, religions, and walks of life. Alpha Kappa Psi was founded on the principles of educating its members, and the public, to appreciate and demand higher ideals in business and to further the individual welfare of members during college and into the world of mankind.

You are beginning the journey into an experience unlike any other at your university, and truly unlike any other shared by other organizations around the world. Alpha Kappa Psi has identified you as having the potential to join us in living our Core Values of **Brotherhood**, **Knowledge**, **Integrity**, **Service**, and **Unity** in all you do. Alpha Kappa Psi's pledge education process is one designed not to just make you a good pledge, but to develop you into an impactful brother in your chapter, your university, and the world.

The objective of the pledging process is to provide you with the skills to unlock your potential to be a leader and a member of something bigger than yourself. Alpha Kappa Psi is a laboratory for the real world; it is within our brotherhood that one can try something new and exciting and know that our members will support the learning experience, whether or not it leads to success. At the end of your pledge process, step back and reflect on the change in you as a person...I think you'll be pleased not just at what Alpha Kappa Psi taught you, but at what Alpha Kappa Psi helped you find already within you.

Alpha Kappa Psi is something you join for life. From pledging your local collegiate chapter to participating as a member of an alumni chapter or a fraternity volunteer after graduation, the process you are embarking on is only the first step in a lifetime of brotherhood and service to something bigger than yourself. I look forward to calling you my Brother.

Welcome to the threshold!



Michael G. Dickerson, CFV
Fraternity President

The overall educational strategy of Alpha Kappa Psi is a comprehensive educational philosophy and operational approach addressing curricula and content development, testing, and delivery mechanisms. It is a complete leadership program focused on the traditional student experience and the transition to alumnus that breeds life-long affiliation.

Leadership Defined

Leadership is the ability to guide, develop, and inspire others who share a common purpose by applying knowledge and skills to practical situations.

Three Key Practices have been identified for the Fraternity's leadership initiatives:



Active Learner

The willingness and active effort to continuously grow in knowledge, skill and competence.



Principled Decision Maker

The process of gathering information, weighing consequences and accepting responsibility for choosing a course of action.



Change Agent

The ability to shape the thoughts and actions of others to drive positive growth.

Learning Objectives:

By the end of the program, incoming members will be able to:

- Build a fraternal network
- Construct a path for approaching difficult situations
- Define principled business leadership
- Describe AKPsi's Key Practices
- Describe the expectations of being an Alpha Kappa Psi member
- Describe what it means to be a values-based membership organization
- Explore a comprehensive set of professional and leadership skills
- Explore the fraternity history, structure, and policies
- Identify lifelong commitments
- Practice a commitment to servant leadership and personal accountability
- Reflect on the purpose of Alpha Kappa Psi
- Summarize professional skills and tools on a résumé, portfolio, and in interviews
- Translate chapter, personal, and professional experiences into the leadership development process

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Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

Joining Alpha Kappa Psi should elevate your leadership skills and practices, and prepare you for entering the workforce. One way we seek to accomplish this is through our Pledge Education Program. This program in which you are participating should allow you to:

- Describe your personal values and their relation to Alpha Kappa Psi's Core Values and Guiding Principles.
- Construct an academic plan which leads you to achieve the highest scholarship of which you are capable.
- Illustrate a fundamental knowledge of the history and organization of the chapter, fraternity and college or university.
- Create meaningful and sustaining friendships.
- Describe the benefits and responsibilities of membership in Alpha Kappa Psi.

Additionally, you should never be placed in an environment or situation where your personal values or ethics are jeopardized. Therefore, you have the right not to participate in activities which you feel uncomfortable with or you believe may involve hazing. Hazing in any form is prohibited by the *Board of Directors' Statement of Policy*.

During this program, and beyond, you should not be required or suggested to participate in any activity which:

- Is illegal, immoral, violates the Student Code of Conduct on your campus or reflects negatively upon you, your chapter or the fraternity.
- Interferes with your academic pursuits or causes you to be ill prepared for academic courses.
- Treats you as a second-class citizen, in a degrading manner or requires you to relinquish your rights as an individual.
- Involves mental or emotional distress or abuse.
- Forces or suggests you consume alcohol or provide alcohol to others.
- Places you in any type of physical danger or has the potential to be unsafe.
- Does not allow you to get adequate amounts of sleep or requires an unreasonable amount of time.
- Involves pranks such as stealing, unapproved scavenger hunts, 'kidnapping', vandalizing property or harassing others.
- Requires your participation in any variation of calisthenics, 'line ups' or other confrontational questioning activities.
- Involves performing personal services for brothers including, but not limited to, cleaning, running errands or acting as a chauffeur.

If you have questions about your chapter's Pledge Education Program or activities, contact your [Chapter Educational Resource Coordinator](#) or call the Heritage Center at 317-872-1553.

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The following rules should be observed:

1. Abide by all university rules and at all times observe the honor system in class;
2. Maintain a high degree of ethical integrity with all fraternity brothers, both pledge and chapter members, in all dealings personal and fraternal;
3. Pay all fraternal financial obligations in a timely manner;
4. Endeavor to maintain a "B" average or the equivalent in all studies. An average equal to the minimum required for graduation is required to qualify for initiation;
5. Wear the pledge button (pin) on the left lapel of your coat (or on a shirt, blouse or sweater over the heart) at all appropriate meetings and events, and maintain a neat and clean appearance;
6. Participate in all pledge program activities and attend all meetings and events of the fraternity to which invited;
7. Volunteer on a committee;
8. Treat members with respect and courtesy; and
9. Protect and maintain in good condition your manual and other fraternity handbooks and materials.

Each potential member must:

1. Be enrolled in the institution at which the college chapter is located;
2. Meet the requirements or regulations with respect to rushing and pledging as prescribed by the institution at which the college chapter is located;
3. Express his or her firm interest in commerce, economics, business, or business administration, or their equivalent;
4. Have paid any required pledging fees in full; and
5. Be invited to join the fraternity and approved for pledging by the members of the college chapter.

To qualify for initiation to college chapter membership each pledge must:

1. Fulfill the qualifications for admittance to the pledge period;
2. Have satisfactorily completed the pledge program and Fraternal Exam;
3. Have paid any required initiation fees in full; and
4. Be invited to and approved for membership by the members of the college chapter.

Once initiated, every member of Alpha Kappa Psi agrees to abide by the following list of expectations:

1. Attendance at every chapter meeting and function;
2. Membership work: each member should recruit at least one new member per semester to ensure stability of the chapter;
3. Assume responsibility, be reliable and complete every task assigned and help other brothers where needed;
4. Cooperate with the president and other officers;
5. Make every effort to maintain at least a "B" average;
6. Meet financial obligations promptly;

7. Live the values of brotherhood, integrity, service, unity and knowledge;
8. Support, abide by and enforce the fraternity's Constitution and Statutory Code, *Board of Directors' Statement of Policy* as well as all other fraternity policies and directives;
9. Prepare for professional and business success; and
10. Solemnly avow *The Ritual of Alpha Kappa Psi*.

Additionally, per the *Board of Directors' Statement of Policy*, any student member who misses three scheduled meetings or required events per semester (or two per quarter) without excuses acceptable to the chapter's executive committee may be subject to suspension from the chapter.

Disability Services

Alpha Kappa Psi's membership is based on mutual respect, tolerance, and acceptance of others without bias. We work to help each other emulate our values of brotherhood, knowledge, integrity, service, and unity. Alpha Kappa Psi perceives students with disabilities as a valued identity group and integral to our fraternity's diversity. Reasonable accommodations in accordance with the Americans with Disabilities Act will be made for potential members with disabilities who require specific instructional and testing modifications to ensure everyone has equal access to our materials and activities. Students with such requirements must identify themselves to the fraternity educator or member of the chapter's executive board at the beginning of the program. Every effort will be made to accommodate students' needs.

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Risk Management – Alcohol and Drug Policy

All Members of Alpha Kappa Psi Fraternity shall abide by all applicable liquor control laws of the State or other jurisdiction including Colleges and Universities while participating in a Fraternity event.

Responsibilities

Although the leadership of the fraternity at any specific event, whether local, regional or organization-wide in scope, is responsible for promoting compliance with this policy, every brother of Alpha Kappa Psi is expected to assist in ensuring adherence to this policy.

In an effort to maintain and abide by this policy, members shall use the following guidelines:

1. The possession, use and/or consumption of alcoholic beverages while on chapter premises, during an official event, whether local, regional or organization-wide in scope, or in any situation sponsored or endorsed by the chapter or by the fraternity, must be in compliance with any and all applicable state, county, city and university laws or regulations.
2. No alcoholic beverages may be purchased using chapter, pledge class or fraternity funds; nor may any member, in the name of or on behalf of the chapter, coordinate the collection of or provide any funds for such a purpose. In addition, no chapter may co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups or organizations.
3. No chapter may co-sponsor an event with a brewery, vineyard, distillery, alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. This also includes earning funds from the sale of alcohol, wristbands, cups, etc. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
4. The possession, sale and/or use of any illegal drugs or controlled substances at any chapter house, fraternity sponsored event or at any event, that an observer would associate with the fraternity is strictly prohibited.
5. All rush activities associated with any chapter will be a dry rush function.
6. No alcohol shall be present at any pledge program.
7. When alcohol is served at fraternity events, one of the following options for conducting the event must be followed:
 - A. Service of alcohol on a no host, cash bar basis by a professional bartender, fully covered by liability insurance, is preferred;
 - B. A Bring Your Own Bottle (BYOB) event may be held at which only members, pledges, and invited guests of legal drinking age may bring and/or consume alcoholic beverages. The quantity of alcohol an individual may bring or possess at a BYOB event is defined as the amount a reasonable person could consume in one sitting.
8. Regardless of the option chosen, the following provisions shall apply:
 - A. No member or pledge, individually or collectively, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under the legal drinking age);

- B. Reasonable precautions will be taken by the chapter to prevent the excessive consumption of alcoholic beverages and to prevent the service of alcohol to underage persons by anyone;
- C. Members and/or guests who arrive at an event in an intoxicated state shall not be admitted;
- D. At each event, there shall be designated non-drinking members;
- E. Non-alcoholic beverages shall be provided at each event;
- F. The service of alcoholic beverages shall be cut off at a specific time, which shall be established and clearly published in advance of the event;
- G. No "drinking games" shall be permitted.
- H. The possession or use of a common source container at events or gatherings is strictly prohibited. Common source containers are generally defined as kegs, pony kegs, beer balls, trashcans, bathtubs, punch bowls, alcohol-infused fruit, or other similar device designed to store or mix alcohol in large quantities and intended for consumption by more than one individual.

Procedure

Charges of violation of this policy must be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation has been made will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed. The procedures outlined in the "**Disciplinary Procedures**" will be followed as appropriate.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.

Risk Management – Fire and Health Safety Policy

All premises used for Alpha Kappa Psi Fraternity operations, prior to, during and following occupancy, must meet all local fire/health codes and standards as well as any applicable federal, state, county and municipal laws, ordinances and regulations.

Procedure

Charges of violation of this policy on Fire and Health Safety should be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation has been made will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed. The procedures outlined in the "**Disciplinary Procedures**" will be followed as appropriate.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.

It shall be the responsibility of all members of Alpha Kappa Psi Fraternity to determine college, university or other legal jurisdiction policy regarding hazing, mental or physical, and to comply totally with such policies.

Guidelines

In an effort to maintain and abide by this policy, members shall use the following guidelines:

1. Because some forms of hazing can involve criminal conduct (such as unwanted physical contact), you must immediately report any such criminal acts to the local law enforcement authorities in addition to Alpha Kappa Psi Fraternity.
2. No member, pledge, chapter, colony or other entity of Alpha Kappa Psi shall conduct or condone hazing activities. Permission or approval by a person being hazed does not abrogate this policy. Hazing activities are generally defined as:

Any action taken or situation created, intentionally or unintentionally, whether on or off fraternity premises, to produce physical or mental discomfort, embarrassment, harassment, or ridicule or possibly cause physical harm or injury.

Such activities include but are not limited to: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; road trips, kidnapping of pledges by members, kidnapping of members by pledges; consumption of food, beverage or any other substance except in the course of regular meals; late work sessions which interfere with scholastic activities; or any other such activities carried on outside or inside of the confines of the chapter premises; but not limited to blindfolds; engaging in public stunts of buffoonery; morally degrading or humiliating games and activities; and any other activities on the part of members or pledges which are not consistent with fraternity law, ritual or policy, or any and all applicable state, county, city and university laws or regulations. Activities which could be construed as quests, treasure hunts, or scavenger hunts that are not pre-approved by the Judiciary Committee will be considered unauthorized events and by their very nature considered hazing.

3. Mental hazing would include, but would not be limited to, the activities and procedures included in the following statement of policy:
 - A. There shall be no pre-initiation activities on the day or evening prior to the day of Court of Honor or Ritual Initiation that would cause persons to be physically or mentally fatigued;
 - B. Activities during the pledge education period shall be limited to those which attempt to increase the person's knowledge of the Fraternity and the person's professional intent; these activities must be carried on in a dignified manner and must show proper respect for another person as a professional equal;
 - C. At no time during pledge education is there to be verbal abuse of an individual, including shouting, screaming and the use of profanity. This includes the use of line-ups as defined in the "**Judiciary Operations Manual**."
4. The Chapter President, in general, and the Vice President of Membership and/or Pledge Educator(s), specifically, are in charge of the chapter's Membership Education Program. If any chapter is reported to be hazing in any way, the President and Vice President of

Membership and /or Pledge Educator(s) will be held personally responsible for the chapter's actions, and may be personally disciplined by the removal of office or suspension of membership. The discipline may be levied by the Chief Executive Officer with the consent of the Board of Directors.

The Chapter is also liable for discipline in hazing cases, and the Chairman of the Board of Directors may appoint an alumni committee to hear evidence and testimony in such situations. Should the committee find the chapter in violation of the Board of Directors Policy, it may recommend to the Board of Directors appropriate punishment including suspension of the chapter's charter.

Procedure

Charges of violation of this policy on hazing must be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed. The procedure outlined in the "**Disciplinary Procedures**" will be followed as appropriate.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.

Risk Management – Investigations conducted by outside persons

It is the policy of Alpha Kappa Psi Fraternity that any investigation conducted by the chapter's school, college, university, student life department, any police agency or any other entity must be reported to the Judiciary Committee Staff Liaison at the Heritage Center within five business days of the chapter becoming aware of said investigation. This responsibility falls on the chapter executive board, chapter advisor, section director and/or regional director. Failure to report any investigation shall result in charges levied against the chapter, the chapter officers and/or chapter volunteers.

Risk Management – Publication of Inappropriate Material Policy

It is the policy of Alpha Kappa Psi Fraternity to prohibit its members from producing, publishing, and/or distributing any material, whether written or electronically as text, audio, video, or some combination of all three that could be deemed harmful to the good name and reputation of the Fraternity.

Procedure

Charges of violation of this policy on "Publication of Inappropriate Material" must be made in writing to the Chief Executive Officer. To the extent possible, the complaint should include evidence as to the nature of the violation, including, but not limited to, copies of the material and/or links to websites containing such material, along with any available information pertaining to the party or parties involved in producing, editing, or distributing the material in question.

The staff of the Heritage Center is charged with assessing validity of the complaint, and if warranted, ordering the material to be destroyed, if printed, or removed from any website, if

published electronically. It shall be the responsibility of the regional director, or his or her designee to ensure compliance with directives from the Heritage Center.

An initial warning letter shall be issued to the offending party(s) by the Heritage Center with instructions to remove, delete, or otherwise destroy the inappropriate content. Future violations of the Policy may result in disciplinary action imposed upon a member(s) up to and including suspension or expulsion from the Fraternity.

Member(s) deemed the owner of this material may appeal the decision if he/she believes the material is not in violation of this Policy. An Investigating Committee shall be formed by the regional director to review the decision. In the event that the matter in question involves individuals or chapters in more than one region, or instances where the allegation(s) involve members of the regional management team, the Investigating Committee shall consist of members of the Judiciary Committee.

Summary

Despite the subjective nature of attempting to determine inappropriate content, it is the intent of Alpha Kappa Psi to be reasonably responsive to any complainant who has an honest perception of a violation of this Policy. The Heritage Center shall have latitude to use its best judgment to evaluate each complaint based upon merit and with an eye toward how this content could be interpreted as inappropriate, offensive, or potential evidence of criminal conduct by members, guests or other third parties by the community at large.

Risk Management – Sexual Harassment Policy

It is the policy of Alpha Kappa Psi Fraternity that unwelcome sexual advances, requests for sexual favors and other sexually offensive verbal or physical contact will not be condoned or permitted, and may in fact be in violation of state and/or federal law. Nonconsensual sexual physical contact and similar acts are a crime, and you are required to immediately report any such incidents to the local law enforcement authorities in addition to Alpha Kappa Psi Fraternity.

The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to any person, which would constitute Sexual Harassment of any type or form.

Procedure

Charges of violation of this policy on Sexual Harassment must be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation has been made will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. Alpha Kappa Psi is aware of the sensitive nature of the issue of Sexual Harassment, and will endeavor to ensure the confidentiality of the complainant as well as the person charged with the violation. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed.

If fraternity involvement is deemed warranted, the procedures outlined in the “**Disciplinary Procedures**” will be followed as appropriate. Alpha Kappa Psi will consider each sexual harassment complaint by a case-by-case basis and will determine the appropriate course of action which may include deferring to other authorities to render a determination before proceeding with a fraternity investigation of the complaint.

Parties will be notified in writing within 10 days of the written complaint regarding a course of action. Follow-up may include, but is not limited to, a formal investigation or sensitivity and awareness educational training.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.

Keep the above policies for your record and return the signed Assurance below to the chapter.

By signing below, I agree that I have received and read the *Board of Directors Statement of Policy* regarding risk management. I agree as a brother or pledge of the _____ Chapter of Alpha Kappa Psi at the _____ (school) that I will abide by these policies. I will also do everything within my power to help fellow brothers and pledges follow by these policies.

Signed _____

Printed _____

Date _____

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

The purpose of our time together is to educate incoming members about Alpha Kappa Psi, its history, structure, ideals and objectives, requirements for membership and how to develop and enhance an individual's professional abilities and interests.

The requirements for the pledge process include:

- Attending the educational modules
- Completing a personal development plan
- Creating a résumé
- Conducting an informational interview
- Completing the Mid-Term Interview
- Completing all chapter-added elective requirements
- Delivering the Court of Honor Presentation
- Passing the Fraternal Exam with at least a 76%
- Reciting the anthem and creed to a member of the pledge education committee

Performance Improvement Plans:

Occasionally, there are instances when a pledge is not performing according to expectations, or is exhibiting behavior that is not tolerated in the organization. When attempts to improve performance are not successful through discussion alone, a Performance Improvement Plan may be used. A Performance Improvement Plan is an opportunity to give struggling pledges the ability to succeed, while still holding them accountable for past performance.

A Performance Improvement Plan plays a vital role in correcting performance discrepancies, but should not be viewed as a disciplinary mechanism. It should be used as a tool to monitor and measure the unmet expectations or undesired behaviors to improve performance or modify behavior. Any improvement plans given must be completed prior to Initiation.

Elective Activities:

Chapters can tailor the program with supplemental elective activities based on the needs of the chapter and university. Any electives indicated on the Program Syllabus are included as chapter-specific requirements, provided they follow all fraternity guidelines. Should a pledge not be able to complete an elective for any reason, the chapter should provide accommodations.

Financial Requirements:

The pledge fee is \$ _____ of which \$48 is sent to the Heritage Center. This covers the cost of the Participant Manual and Fraternal Exam. This is due

The initiation fee is \$ _____ of which \$84 is sent to the Heritage Center. This covers a membership certificate, membership card and membership pin. This is due

If you have concerns about meeting a requirement, talk to your Fraternity Educator on setting up a payment plan or how they can work with you to ensure you can meet all obligations.

Pledge Program Calendar

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Time Management is an important part of the pledge process. To help you organize your time, Insert the dates of the following modules and rituals to remember them.



**INDUCTION &
INDUCTION MODULE**



MID-TERM INTERVIEW



MODULE 1
Building Relationships



MODULE 5
Handling Feedback



MODULE 2
Values



MODULE 6
Emotional Intelligence



MODULE 3
Risk Reduction



**COURT OF HONOR
PRESENTATION**



MODULE 4
Interviewing



INITIATION



FRATERNAL EXAM



**NEW BROTHER
ORIENTATION**

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Chapter Contact Information

Position	Name	Email	Phone
President			
Vice President of Administration			
Vice President of Alumni Relations			
Vice President of Membership			
Treasurer			
Secretary			
Master of Rituals			

Volunteer Contact Information

Position	Name	Email	Phone
Chapter Advisor			
Faculty Advisor			
Section Director			
Regional Director			

Alpha Kappa Psi Heritage Center Contact

Position	Name	Email	Phone
Chapter Educational Resource Coordinator	Alec Morand (Area 1)	alec@akpsi.org	317-872-1553
	Kimberly Millies (Area 2)	kimberly@akpsi.org	
	Jess Seabolt (Area 3)	sjess@akpsi.org	
	Ruth Massillon (Area 4)	ruth@akpsi.org	
Associate Director of Education	Mackenzie Lauka	mackenzie@akpsi.org	317-872-1553
Associate Director of Risk Reduction/JC Staff Liaison	Liz Vickers	liz@akpsi.org	317-886-8343



Fraternal Exam Study Guide

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

The Constitution and Statutory Code of Alpha Kappa Psi requires the Fraternal Exam is to be taken by each prospective member prior to Initiation to be admitted to the Fraternity. The minimum passing score is 76%.

All material on the Fraternal Exam is covered in the following Study, and there are quizzes available to help prepare prospective members for the Exam. The quizzes will have no bearing on a prospective member's candidacy and are solely to be used as study tools. Chapter history should also be provided and learned, but is not a component of the Fraternal Exam.

Fraternity Policies

The Governing Documents of Alpha Kappa Psi are:

There are several documents within Alpha Kappa Psi that helps things work smoothly. The following are considered governing documents by which all members must abide.

1. **The Constitution and Statutory Code** - The *Constitution* and *Statutory Code* are two different sets of laws stored together in one document and is the highest ranking governing document of the fraternity. The *Constitution* outlines the structure of the fraternity and its governing bodies. It also includes definition of membership and the rights contained therein. The *Statutory Code* outlines specific chapter structures, discipline and financial policies. A chapter's bylaws MAY NOT conflict with anything in these documents. In case of conflict the *Constitution* and *Statutory Code* supersedes all documents including chapter bylaws, the *Board of Directors' Statement of Policy* and *The Ritual of Alpha Kappa Psi*. Changes to the *Constitution* and *Statutory Code* can only be made at the Chapter Congress meeting and must be approved by a 3/4th and majority vote respectively.
2. **The Board of Directors Statement of Policy** - *The Board of Directors' Statement of Policy* outlines policies as set by the Fraternity Board of Directors. This includes detailed fraternity and chapter financial policies, chapter minimum standards, detailed discipline, risk management policies, communication policies, chapter attendance at events and member attendance. A chapter's bylaws MAY NOT conflict with anything in the *Board of Directors' Statement of Policy* and this document will supersede in case of conflict. Changes to the *Board of Directors' Statement of Policy* can only be made by the board of directors by a majority vote.
3. **The Ritual of Alpha Kappa Psi** - *The Ritual of Alpha Kappa Psi* contains all necessary rituals for student and alumni chapters. This ritual manual is never to be added to or deleted from and all its rituals should be presented in their entirety. These rituals are the ties that bind brothers regardless of their chapter or experience.
4. **Chapter Bylaws** - Each chapter writes its own chapter bylaws to reflect local chapter operations. Chapter bylaws must incorporate policies from the *Constitution and Statutory Code*, the *Board of Directors' Statement of Policy* and *The Ritual of Alpha Kappa Psi*. Changes to the chapter bylaws must lie on the table for at least a week and an affirmative 2/3rd vote of the chapter is required. Any changes to the bylaws, as directed by changes in the *Constitution and Statutory Code*, *Board of Directors' Statement of Policy* and *The Ritual of Alpha Kappa Psi*, are to be automatically reflected in the chapter bylaws; no vote required. Chapters should have a committee to review the chapter bylaws and changes should be presented to the chapter, however, this document should not be always in a state of

change. Policies should be debated keeping in mind that, although chapter bylaws evolve over time, it should not be completely rewritten each year.

Classes of Membership

The membership of the Fraternity shall consist of Student Members, Faculty Members, Alumni Members, Honorary Members and Suspended Members. No individual shall be denied membership on the basis of race, creed, national origin, sex, religion, marital status, sexual orientation, age, or handicap.

Risk Management Policies:

The Fraternity has the following risk management policies:

- Alcohol and Drug policy
- Fire and Health Safety policy
- Hazing policy
- Investigations conducted by outside persons
- Publication of Inappropriate Material policy
- Sexual Harassment policy

The complete policies can be found in the Participant Manual, Resource Manual, and on the website to review.

Meeting Requirements:

During the school year, chapters are required to hold two initiations.

Each month of the academic year, the chapter is required to hold a minimum of two business meetings. Student members can miss up to three meetings per semester or two per quarter; chapter-specific and should correlate to the university calendar, before they are subject to suspension from the chapter.

At chapter meetings, quorum is 50% +1 percent of the total number of eligible votes.

Duties of Alpha Kappa Psi Members:

- 1) Attendance at every meeting and function
- 2) Membership work: each member should recruit at least one new member per semester to ensure stability of the chapter
- 3) Assume responsibility, be reliable and complete every task assigned and help other brothers where needed
- 4) Cooperate with the president and other officers
- 5) Make every effort to maintain at least a "B" average
- 6) Meet financial obligations promptly
- 7) Live the values of brotherhood, integrity, service, unity and knowledge;
- 8) Support, abide by, and enforce the fraternity's Constitution and Statutory Code, Board of Directors Statement of Policy as well as all other fraternity policies and directives
- 9) Prepare for professional and business success
- 10) Solemnly avow The Ritual of Alpha Kappa Psi

Fraternity and Foundation History

Alpha Kappa Psi's Founding Date and Location:

October 5, 1904 at New York University.

Alpha Kappa Psi's Incorporation Date and Location:

May 20, 1905 in New York.

Alpha Kappa Psi Foundation Founding Year:

1951

Alpha Kappa Psi Foundation Mission Statement

The mission of the foundation is providing resources for enhancing the educational experience of future business leaders.

Month and Year Women were admitted into the Fraternity:

August 1976, by vote of the Board of Directors.

Alpha Kappa Psi's tagline

Shaping People, Shaping Business.

Alpha Kappa Psi vision

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

Locations of Alpha Kappa Psi Chapters:

United States, Canada, Europe, Hong Kong

Ten Founding Fathers (*denotes the Brooklyn Four):

- Howard M. Jefferson*
- Frederick R. Leach*
- George L. Bergen*
- Nathan Lane Jr. *
- William O. Tremaine
- Robert S. Douglas
- Morris S. Rachmil
- Irving L. Camp
- Daniel V. Duff
- Herbert M. Wright

The Brooklyn Four are credited as the four original founders of Alpha Kappa Psi.

The Objects of Alpha Kappa Psi:

The objects of Alpha Kappa Psi, adopted at the time of its founding, are:

- 1) To promote and advance in institutions of college rank, courses leading to degrees in business administration.
- 2) To foster scientific research in the fields of commerce, accounts and finance.
- 3) To further the individual welfare of its members.
- 4) To educate the public to appreciate and demand higher ideals therein.

Alpha Kappa Psi Core Values:

Brotherhood – Trust, respect, cooperation, companionship, and aid to Brother Members is the expected norm.

Knowledge – Education and experience, whether gained in the classroom or the workplace, is emphasized and shared.

Integrity – All actions, whether in business or in life, are guided by honesty, ethics, and fairness.

Service – Sharing of time, talent, and treasure with both communities and our Fraternity is a priority

Unity – A common understanding of our vision and values that transcends chapter, generation, and profession is utilized to anticipate and create the future

The Anthem of Alpha Kappa Psi

Tune: Auld Lang Syne

Should old acquaintance be forgot,

And Alpha Kappa Psi?

Shall we pass slowly out of view,

Without regret or sigh?

For Alpha Kappa Psi, my friend, for Alpha Kappa Psi;

We'll bless the days that we have spent,

In Alpha Kappa Psi.

We'll work with might and main to win

Our meed of daily praise.

But ne'er shall we in after years

Forget fraternal days!

For Alpha Kappa Psi, my friend, for Alpha Kappa Psi;

We'll bless the days that we have spent,

In Alpha Kappa Psi.

The Creed of Alpha Kappa Psi:

Alpha Kappa Psi recognizes that

We live in deeds, not years;

In thought, not breath;

In service, not in figures on the dial.

We count time by heart throbs,

When they beat for God, for man, for duty.

He lives most who thinks most,

Is noblest, acts the best.

The Symbols and Emblems of Alpha Kappa Psi



Coat of Arms

Our coat of arms is AKPsi's heraldic insignia and possesses secret significance. The objects on the coat of arms include a coin bag, Phoenician galley, chain of four links and a pair of balances. Today's version of the coat of arms was designed in 1930 and replaced the former one which was not in accord with the rules of heraldry.



ALPHA KAPPA PSI
The Professional Business Fraternity

Logo

The fraternity's logo was first created in 2001 as an alternate option to the coat of arms, it was updated in 2017. When promoting the fraternity to a corporate or non-fraternal audience, this is the preferred choice.



Seal

The fraternity's seal is used to attest charters, membership certificates and awards issued by the fraternity. The date "1905" is the year the fraternity was incorporated in the State of New York.



Flag

Alpha Kappa Psi's flag features the Greek letters in gold on a middle panel of navy blue, with panels of gold on each side. Navy and gold are the fraternity's official colors.



Jewel

Alpha Kappa Psi's official gem is the blue sapphire. It was adopted as the symbol of our alumni objectives.



Flower

The fraternity's official flower is the yellow rose. The yellow rose symbolizes joy and happiness, but most of all, yellow roses stand for friendship.

Fraternity Structure

Alpha Kappa Psi Fraternity: Not-for-profit 501(c)(7)

Alpha Kappa Psi Foundation IRS designation: Not-for-profit 501(c)(3)

Alpha Kappa Psi Websites:

Alpha Kappa Psi has three websites, linked together which can be accessed from each homepage.

- akpsi.org – houses general fraternal knowledge and leadership development for anyone interested in the organization.
- myakpsi.org – houses chapter oriented training and development for members only.
- akpsifoundation.org – houses foundation information, giving opportunities, and information on grants and scholarships.

Fees:

The Fraternal pledge induction fee is \$48.00 which is sent to the Heritage Center. The induction fee covers the costs of the pledge program resources, technology, and support.

The Fraternal initiation fee is \$84.00 and covers the costs of a Membership card and Certificate, student subscription to the Diary, and Member pin.

The Fraternal portion of student member dues is \$60 per academic term and are payable to the Heritage Center on October 15 and February 15.

Regions of Alpha Kappa Psi:

Alpha Kappa Psi is split up geographically by area and region. There are four areas, and sixteen total regions. Each region is managed by a Regional Director, who is part of the Management Team.

<u>Area 1:</u>	<u>Area 2:</u>	<u>Area 3:</u>	<u>Area 4:</u>
Central Pacific	Eastern Great Plains	Atlantic Metro	Atlantic Gulf Coast
Desert Southwest	Western Great Plains	Central Atlantic	Carolina Coastal
Northern Rio Grande	Western Great Lakes	Eastern Great Lakes	Southern Bluegrass
Pacific Northwest	Valley Crossroads	Northern Atlantic	Southern Delta

Operational Structure of the Fraternity

Chapter Congress

The Chapter Congress is the supreme governing body of the fraternity. It is composed of voting delegates from each student and alumni chapter in good standing. The duties of the Chapter Congress are to consider and vote on amendments to the Constitution and Statutory Code. The Chapter Congress also elects the president and the executive vice president, and enacts legislation. In addition, the Chapter Congress sets the fees for student members and elects the board of directors. All of this takes place at the Chapter Congress meeting held at the Convention every two years, with the exception of the election of the board of directors which takes place annually through a mail ballot to all chapter delegates.

The Fraternity Board of Directors

The fraternity's board of directors is composed of nine alumni members elected by the Chapter Congress for terms of three years. The board in turn elects its officers who are the chairman, vice chairman, treasurer and secretary. The responsibility of the board of directors is to set policies and procedures that will guide the fraternity into the future. It acts as the supreme governing body of the fraternity between meetings of the Chapter Congress. It is charged with approving the fraternity budget, setting annual goals of the fraternity, overseeing the performance of the CEO and, most importantly, strategic planning. In strategic planning, the

board takes input from members through a variety of sources and determines the fraternity's core values, its vision for the future, or in laymen terms — what does Alpha Kappa Psi want to be known for? Further, it is charged with the responsibility of measuring how programs assist chapters and members to reach the vision. The board is the "big picture" strategic thinker of the organization much like the board of a corporation. The chairman of the board is the highest-ranking volunteer in the fraternity.

The Management Team

The Management Team is the volunteer operational arm of the organization. It is composed of the fraternity president, executive vice president, four area vice presidents and 16 regional directors. The Management Team is charged with the responsibility of servicing the chapters of the fraternity within the guidelines of policies and procedures set forth by the board of directors. The Management Team also manages a vast number of fraternity alumni volunteers, such as regional managers, section directors and chapter advisors. The fraternity president serves as the chairman of the Management Team, presides over meetings of the Chapter Congress and appoints operational committees.

The Foundation Board of Directors

The Alpha Kappa Psi Foundation, founded in 1951, is a not-for-profit 501(c)(3) organization dedicated to promoting the ideals of AKPsi. Its mission is: providing resources for enhancing the educational experience of future business leaders. The governing body of the foundation is its board of directors, comprised of nine members. It is charged with the responsibility of setting policies, fundraising goals and plans, an operational budget, and the overall vision of the foundation. A professional staff oversees day-to-day activities. The foundation funds the Academy, All-AKPsi Academic Team, Case Competition and numerous scholarships. So the fraternity can have quality speakers at its events (such as the Principled Business Leadership Institute or the College of Leadership), the foundation also underwrites expenses for many speakers through its Principled Business Leadership Fund.

The Heritage Center

The Heritage Center's staff members are the only paid employees of the fraternity. The chief executive officer has similar duties to other corporate CEOs. The CEO is charged with the day-to-day operations of the fraternity and foundation, supervision of the staff, meeting goals and objectives and ensuring the financial integrity of the organizations through budgets approved by the boards. The CEO is also charged with leading the organizations, overseeing the fraternity's Management Team and providing the boards with the information they need to do their job. To assist in the operations of the fraternity and foundation, a number of directors and clerical staff are employed to head certain areas of operations. These areas include alumni development, communication, education and training, expansion, finances, foundation fundraising and programs, meetings and events, member services, and technology.

Leadership of Alpha Kappa Psi:

Chief Executive Officer: Steve Hartman

Chairman of the Fraternity Board of Directors: John LeVering

Chairman of the Foundation Board of Directors: Alison Jennings

Fraternity President: Mike Dickerson

Fraternity Executive Vice President: Jacqueline Ginarte

Events and Programs

Alpha Kappa Psi as an organization is committed to providing its members services they cannot get anywhere else. These services come in the form of events and educational opportunities designed for its members to develop their professional, personal, fraternal and leadership skills.

The Academy - Funded by the Alpha Kappa Psi Foundation, this leadership institute is based on the contemporary concepts contained in the business best seller *The Leadership Challenge* by James M. Kouzes and Barry Z. Posner. A limited number of participants ensure the experience will be highly personal and members will build a strong network with other Alpha Kappa Psi participants from around the world. Interactive group sessions are complemented by small group discussions led by AKPsi facilitators and successful business leaders.

All- AKPsi Academic Team – The Alpha Kappa Psi Foundation's All-AKPsi Academic Team recognizes students who maintain excellence in academic standing while making positive contributions to their campus and community. From among the team members, eight outstanding individuals receive the Top Scholar award and are recognized with educational grants.

Case Competition - The Alpha Kappa Psi Foundation sponsors the Case Competition. At each event, teams compete and the top three teams are awarded scholarships. Through the Case Competition, students are introduced to the realities of decision making—including incomplete information, time constraints and conflicting goals—giving them first-hand experience in analyzing business situations.

College of Leadership – Held in conjunction with the Convention, the College of Leadership provides students advanced professional and leadership skills. Dynamic sessions, focusing on team and chapter leadership, effective recruitment strategies, fundraising and risk management, equip students with the tools needed to lead successful chapters and encourage personal growth. These programs are designed to be interactive discussions that give students opportunities to learn and share ideas from AKPsi leaders and chapters from around the world.

Convention – Held every other summer, the Convention consists of two main parts—the Chapter Congress and the College of Leadership. The Chapter Congress is made up of one delegate from each student and alumni chapter in good standing. These delegates meet in committees to review and discuss proposed changes to the Constitution and Statutory Code, and vote upon legislation and elect the fraternity president and executive vice president during the Chapter Congress meeting. Other gatherings held during the Convention include the Celebration of Brotherhood, awards luncheons and Grand Banquet. The next Convention will be held in 2019 in Dallas, Texas.

Fraternity Advisors Conference – Alpha Kappa Psi recognizes its advisors (chapter advisors and faculty advisors) are integral to the continuous education of chapter officers and maintaining successful chapters. To support these individuals, the Fraternity Advisors Conference is held each year so advisors who want to gain education on the “bigger picture” of working with successful chapters, maintaining a healthy Chapter Advisory Board, and being the best resource to the fraternity and the chapter, can take their knowledge and skills to the next level.

President's Academy - The Presidents Academy is an educational leadership experience and is designed to provide chapter presidents with in-depth learning focused on self-awareness, understanding vision, and how to be a coach to those you are leading. This weekend experience will seek to provide participants with an intimate knowledge of servant leadership and with the necessary tools to educate peers and other officers to improve communication and develop an overall chapter success plan.

Principled Business Leadership Institute – Held in multiple cities across the country, the Principled Business Leadership Institute offers students a weekend focusing on professional skill building at the individual level, while allowing for the opportunity to network with other chapters and business professionals. Attendees participate in a curriculum centered on the values of principled business leadership and the values of AKPsi—brotherhood, integrity, service, unity and knowledge.

Yellow Rose Society - Alumni are not the only ones who support the Alpha Kappa Psi Foundation with donations. With a minimum annual contribution of \$10, students can join the Yellow Rose Society and receive a monogram AKPsi lapel pin, a ribbon at events and special recognition in The Diary of Alpha Kappa Psi.

Module One: Building Relationships

This module is an opportunity to begin developing the relationships between members of the pledge class and the brotherhood. This is an opportunity to see potential connections for a Big Brother, and start building a fraternal network with one another.

Objectives touched on during the module:

- Meet the potential Big Brothers
- Discuss the expectations of the Personal Development Plan and Informational Interview

This module will touch on the following Key Skills

- Listening & Comprehension
- Oral Communication
- Relationship Building

Things to consider:

What are **you** going to do to get to know the members of the chapter?
How are you going to reach out and **practice** your relationship building?

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

To achieve something you have never accomplished requires the development of new skills. A personal development plan is a tool to assist you in your career and personal development, allowing you to tailor your experience in Alpha Kappa Psi to your own personal skill development, and decide where you want to focus your growth during the program.

Think about what is important to you. Are there any opportunities you would like to have on campus or in your community? What skills would you like to develop?

Key Skills	Definition
Analytical & Critical-Thinking	Accurately analyze and interpret relevant information in the context of organizational decision making
Confidence	Self-assuredness, reliability, and trustworthiness to complete tasks
Creative & Innovative Thinking	Conceive and implement original mechanisms and processes
Decision-Making	Cognitive ability to select a course of action among several possibilities
Emotional Intelligence	Recognize internal emotions, their meaning, their impact on and your perception of those around you
Gratitude	Expression of appreciation, genuineness, and kindness
Listening & Comprehension	Recognition of speech, sounds, and meaning of the spoken language
Oral Communication	Compose and effectively deliver ideas and thought processes in a clear and professional manner
Organization	Planning, arrangement, and administration of processes and projects
Relationship Building	Mutual understanding and connection between individuals or groups of people
Research	Systematic study of mechanisms and process to authenticate facts and determine conclusions
Resilience	Capability to recover from difficult situations
Written Communication	Proficient in language use, excellent mechanics, and uses language conventions effectively

Assess Yourself

In what area(s) do you already feel comfortable? *View the definitions on the previous page.*

Analytical & Critical Thinking Confidence Creative & Innovative Thinking Decision-Making

Emotional Intelligence Gratitude Listening & Comprehension Oral Communication

Organization Relationship Building Research Resilience Written Communication

Other:

Based off your selections in the previous questions, where do you want to improve?

Analytical & Critical Thinking Confidence Creative & Innovative Thinking Decision-Making

Emotional Intelligence Gratitude Listening & Comprehension Oral Communication

Organization Relationship Building Research Resilience Written Communication

Other:

Creating S.M.A.R.T. Goals

One type of goal is known as S.M.A.R.T. Goals, which stands for:

Specific

Measurable

Attainable

Realistic

Timely

Specific - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. To Determine if your goal is measurable, ask questions such as "How much?" "How many?" "How will I know when it is accomplished?"

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals, you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality allowing you to possess them.

Realistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly believe that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.

Timely - A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs., when do you want to lose it by? "Someday" will not work. But if you anchor it within a timeframe, "by May 1st", then you have set your unconscious mind into motion to begin working on the goal.

T can also stand for **Tangible** - A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible you have a better chance of making it specific and measurable and thus attainable.

Define Your Goals

Now that you have created the scope of your targeted skill development, what are the specifics you hope to accomplish? This can be related to your professional career or personal life, both large or small. No goal is too small.

Write down three to five goals which are important for you to achieve.

1. _____
2. _____
3. _____
4. _____
5. _____

Hold yourself accountable and list three people with whom you plan to share your goals.

1. _____
2. _____
3. _____

Track Your Progress

It is important to keep track of the progress you are making towards achieving your goals, especially if it is a long-term or complex goal. As you progress through the pledge program, keep a list of things going well and things to change in your skill development.

Things going well (accomplishments):	Things to change (improvements):



Informational Interview Guidelines

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

The purpose of an informational interview is to provide an opportunity to gather career and industry information from a professional currently working in the field. This is done through asking questions related to the aspects of the specific career or job and the professional's experience. The interview is designed as a learning experience and not meant to be a solicitation for a job or internship, but to gain knowledge about an intended career path.

As part of pledge education, each pledge is expected to conduct an informational interview. To complete the interview, pledges select an industry of interest to them, research contacts in the industry and make an introduction, followed by scheduling and conducting the interview.

Benefits

The informational interview can be beneficial to both the pledge and the professional. These benefits can include the following:

- Provides direction in choosing a career field or preparing for a career change
- Offers insight to guide future job searches
- Prepares you for an upcoming interview
- Allows you to assess your compatibility with a career
- Expands your professional network
- Improves interviewing skills

Your Responsibilities

The informational interview is not required to be held in person. If needed, the interview may be over the phone, via email or any other method feasible for both parties. By reaching out to a professional contact with the intent to conduct an informational interview, you are taking responsibility for direction of the interaction. Your responsibility for this assignment includes:

- Demonstrate desire to explore career options, personal skills, and attributes
- Generate your own list of questions addressing specific career-related aspects such as work environment, career preparation, average salary, lifestyle, a typical day, problems, referrals, and placement as well as questions about the contact's personal experiences
- Maintain professional presence and conduct during the entire interview
- Coordinate the scheduling of the interview and related details
- Have a polished and professional résumé available if the contact requests it

Making the Connection

The interview can be conducted with anyone – executives, alumni, supervisors, colleagues, family friends, or anyone you connect with in your intended industry. Usually, conversations and informational interviews are initiated through an introductory email.

Here are a few tips that can simplify the process.

- Do not skip the subject line
- Introduce yourself
- State your request
- Keep it simple
- Spelling and grammar still count

Sample Questions

The most beneficial interview will come through asking personalized questions based on the professional's experience and what information the interviewer is seeking. Below are some sample questions by category.

Industry/Career Field

1. What trends and developments do you see affecting career opportunities?
2. What are the most significant changes you have seen in the industry over the past 5 years?
3. What recommendations can you give to someone looking to enter this field?

Skills and Experience

1. What skills and education are needed to enter this field?
2. Are there additional certifications or skills which would help me stand out in the industry?
3. What can I do now that would put me in a good position to work in the industry?

More Information

1. What are some career paths to consider?
2. Who else would you recommend I speak with? When I call, may I use your name?
3. What are additional resources I should consider?

Adapted from the UNC Asheville Career Center's "*Information Interview Guide*"
https://career.unca.edu/sites/default/files/documents/Job_Search_PDFs/Informational%20Interview%20Guide.pdf

Module Two: Exploring Values

During this module, the pledge class begins to dive deeper into understanding the values and principles of Alpha Kappa Psi. This module begins to shape you into the type of brother you will be in the Fraternity as you explore the concept of Servant Leadership and enhance your connection to the organization through the start of the Big Brother/Little Brother Mentor Program.

Objectives touched on during the module:

- Identify personal values
- Discuss Alpha Kappa Psi's core values
- Define principled business leadership
- Describe what it means to be a values-based organization
- Discuss servant leadership

This module will touch on the following Key Skills

- Decision-Making
- Listening & Comprehension
- Oral Communication

Things to consider:

Do your actions and your values align?
How can you work to live by your values more intentionally?

List of Sample Values

Acceptance	Cooperation	Individuality	Recognition
Accessibility	Cordiality	Innovation	Resilience
Accomplishment	Courage	Inspiration	Resourcefulness
Accountability	Courtesy	Integrity	Respect
Accuracy	Creativity	Intelligence	Responsibility
Achievement	Curiosity	Intensity	Safety
Activity	Decisiveness	Joy	Security
Adaptability	Dedication	Justice	Sensitivity
Adventure	Delight	Kindness	Service
Agility	Dependability	Knowledge	Sharing
Altruism	Determination	Leadership	Significance
Ambition	Dignity	Learning	Silence
Amusement	Diligence	Liberty	Simplicity
Appreciation	Discretion	Listening	Sincerity
Approachability	Diversity	Lively	Skillfulness
Availability	Domination	Logic	Smart
Awareness	Drive	Longevity	Solitude
Balance	Eagerness	Loyalty	Speed
Beauty	Education	Mastery	Spirituality
Belonging	Effectiveness	Meaning	Spontaneous
Boldness	Efficiency	Merit	Stability
Bravery	Elegance	Mindful	Standardization
Brilliance	Empathy	Moderation	Status
Calm	Empowerment	Mystery	Strength
Candor	Encouragement	Neatness	Success
Capability	Energy	Nerve	Support
Caring	Enjoyment	Obedience	Sustainability
Certainty	Excellence	Open-minded	Talent
Challenge	Experience	Optimism	Teamwork
Change	Fairness	Organization	Transparency
Character	Family	Originality	Trust
Charity	Fearless	Passion	Uniqueness
Cheerful	Fidelity	Patience	Unity
Citizenship	Flexibility	Peace	Virtue
Cleanliness	Focus	Perfection	Vitality
Clear	Friendship	Persistence	Wisdom
Cleve	Generosity	Personal	Wonder
Collaboration	Goodness	Development	Work/Life
Comfort	Growth	Philanthropy	Balance
Commitment	Happiness	Playfulness	
Common Sense	Harmony	Potential	
Community	Health	Practical	
Compassion	Honesty	Professionalism	
Competence	Hope	Profitability	
Competition	Humility	Progress	
Composure	Humor	Punctuality	
Concentration	Imagination	Quality	
Confidence	Independence	Realistic	

My Top Five Values:

Value #1	Value #2	Value #3

Value #4	Value #5

Core Values

In developing principled business leaders, Alpha Kappa Psi adheres to these lifetime values:

Brotherhood	Trust, respect, cooperation, companionship, and aid to Brother Members is the expected norm
Knowledge	Education and experience, whether gained in the classroom or the workplace, is emphasized and shared
Integrity	All actions, whether in business or in life, are guided by honesty, ethics, and fairness
Service	Sharing of time, talent, and treasure with both communities and with our Organization is a priority
Unity	A common understanding of our vision and values that transcends chapter, generation, and profession is utilized to anticipate and create the future

Guiding Principles

Building Brotherhood

The esoteric quality we call "Brotherhood" is of vital importance though difficult to define. Our members, from the day they become Brothers until the end of their lives, foster a great love of the Organization and a fondness for Brother Members. While Brotherhood manifests itself in a multitude of ways, at its center is a sense of duty and respect for both the Organization and individual members. All activities and decisions that involve the Organization are guided by a sense of stewardship and selflessness. Members are anchored by the need to do what is in the best interest of the Organization as a whole and are not swayed by individual self-interest.

Lifelong Learning

College is merely the beginning of business education. Our members share their knowledge and experiences openly with the people they work with, regardless of rank or position. In addition, they seek out opportunities to share their real-world experience with Brother Members, and in doing so they enhance the lifelong learning of those members.

High Ethical Standards

While the business world offers many opportunities for success and advancement, it also requires us to make decisions about how we succeed. Our members understand the importance of making decisions and conducting business in a way that takes into account both legal and ethical considerations. Our members serve as role models through their consistently fair and ethical conduct.

Improving Communities

Much is expected of those to whom much is given. Business professionals who seek to improve the communities in which they do business improve lives and develop goodwill. Our members actively give back to their communities through volunteer activities and monetary support.

Enhancing the Fraternity for Life

College chapters serve as living laboratories for classroom concepts and professional conduct. In turn, lessons learned in the Organization prepare members for success in the business world. Because they recognize the value and importance of our Organization, our members are united in their passion to build a legacy for the future. They support the Organization through volunteer leadership and monetary gifts.

Alpha Kappa Psi is the premier developer of principled business
leaders

Module Three: Risk Reduction

During this module, the pledge class will participate in an activity that allows you to exercise your analytical and critical thinking skills to make principled decisions regarding risk reduction. This helps pledges further their understanding of the principles of Alpha Kappa Psi and prepares them for situations where their decision-making abilities will be critical to their success.

Objectives touched on during the module:

- Explore the Risk Management Policies
- Apply analytical and critical thinking skills to applicable scenarios

This module will touch on the following Key Skills

- Analytical & Critical Thinking
- Confidence
- Decision-Making
- Listening & Comprehension
- Oral Communication

Things to consider:

Do your actions elicit **proactive** or **reactive** thinking?
How can you practice **making smarter decisions** to reduce risk?

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

You have been a pledge with Alpha Kappa Psi for a few weeks and have started getting to know your pledge class. As soon as you received your Court of Honor Presentation group, your group decided to create a text group to stay in touch and work on the project. One of your pledge brothers posed in the group chat that the pledge class should host a pledge only party at his house to get to know each other even better. Another pledge brother mentioned her older sister was over 21 and would purchase alcohol for them if everyone chipped in money. Everyone agreed it was a great idea, until the night of the party. The pledge brother whose sister purchased the alcohol for everyone ended up having too much to drink and blacked out and hit her head on the staircase, resulting in a concussion.

Where did this scenario go wrong?

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You have been anxiously waiting for Big Brother Reveal to receive your big brother. To make the night more exciting, the chapter decided each pledge will be blindfolded and led to the room from outside by a guide. Once they remove the blindfold, the pledge will turn around and see his or her big brother. The room reserved in the basement of the business building holds 100 people, and when including the pledges, it brought the number of attendees to just over that amount. Since it was the only place available, the chapter decided the number was close so it would be fine because all the posters fit along the walls comfortably anyway. To ensure the little brothers did not peak and to create a certain ambience, they also kept the lights dimmed in the room. As your guide walked you through the business building you got caught up in the excitement and tripped over one of the chairs at the front of the room that the brothers had pushed off to the side. You thought nothing of it at first other than the fall hurt, but later found out you sprained your wrist.

Where did this scenario go wrong?

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With a large pledge class, it was hard to find a time for all the pledges to meet for the weekly modules. The chapter and pledge class decided the best time to meet was at 10 p.m. on Monday night. Normally, it is not an issue and you are out by 11 p.m., but one night the fraternity educator was late and did not arrive until 10:30 p.m. You considered telling him you had an exam the next morning and needed to leave so you could study, but did not want them to think you could not balance your academics and extracurriculars. The module also went over and you ended up not leaving until midnight. By the time you arrived back at your dorm and put in a few hours of studying, it was nearly 3 a.m. You managed to get a few hours of sleep before you had to leave for your exam, but struggled through the rest of the day.

Where did this scenario go wrong?

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One night while you are scrolling through your Instagram feed you notice a few pictures a chapter brother posted from a house party the previous weekend. The pictures show brothers playing drinking games, chugging beers and a few of the members in the photos are underage.

In one of the pictures a brother is wearing fraternity letters and each of the posts include hashtags referencing the fraternity.

Concerned about the image this reflects on the chapter you are hoping to join and the individual brothers whom you have gotten to know, what should do you do?

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As a new member, you are very excited to attend your first Principled Business Leadership Institute. You have heard a lot of great stories, and are really excited to network with members from other chapters and attend the sessions to enhance your professional development. The chapter set aside a certain amount of money to reimburse the registration costs of every brother attending, but it is an expectation that you attend the entire conference.

During PBLI weekend, you notice that a few brothers decide to leave the conference early to tour the city. They posted photos on social media while the conference was still occurring, so there was no doubt they were not in attendance. When you return to campus, nobody says anything and the chapter refunds them the full cost of registration even though they did not meet the expectations.

As a new chapter member, what should you do?

Module Four: Interviewing

During this module, the material starts to shift away from fraternal information into professional development. In advance of the Mid-Term Interview, this module will cover the basics of interviewing, how to prepare and what to expect, to prepare you for both the ritual and future interviews.

Objectives touched on during the module:

- Discuss the expectations before, during, and after an interview
- Share tips for preparing for an interview
- Practice selling and making connections

This module will touch on the following Key Skills

- Creative & Innovative Thinking
- Listening & Comprehension
- Oral Communication
- Relationship Building

Things to consider:

How can you **apply your experience** thus far in the pledge process to a job interview?

What can you do to better **prepare** yourself for your future career?

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Before the Interview

- **Know the details**
You don't want to be blindsided on the type of interview you are walking in on, or if you needed to prepare something ahead of time. So, get the details.
- **Show up on time**
Showing up late is the easiest way to hurt your chances. Look up where you are going ahead of time and give yourself extra time.
- **Dress appropriately**
Do you have the right clothes for the interview? Do they fit and look appropriate on your body style? Look presentable.
- **Have your interviewer's contact information**
Emergencies happen and plans can change. Make sure you know how to get ahold of your interviewer if you need to reschedule or are going to be late.
- **Research the company**
Be prepared to talk about your knowledge of the company and why you want to work there. Do you know what they do and what you would be doing?
- **Get in the right mindset**
It's ok to be nervous, but walk in confident and ready to sell yourself!

During the Interview

- **Watch your body language**
Don't give them a reason to doubt your abilities, so watch your posture, hand gestures, eye contact and smile!
- **Speak up!**
It does you no good if they can't hear you!
- **Don't focus on your weaknesses**
They are going to hire you based off what you're good at, focus on your strengths and how you can benefit them!
- **Ask for clarification**
If they ask a question you don't understand, ask!
- **Don't talk bad about previous experiences**
If you talk poorly about a bad experience, they will think you'll eventually talk poorly about them as well.
- **Wait to discuss salary**
Don't seem to eager. Let them bring it up first.

After the Interview

- Remember to ask questions before you leave, including what the next steps are and when you should expect to hear from them.
- Send a thank you note and be sure to follow up if they don't!

Module Five: Handling Feedback

During this module, the pledge class will reflect on their experience at the Mid-Term Interview and focus on feedback. Pledges will receive their Mid-Term Interview feedback and discuss what to do next, as well as have the chance to practice giving feedback.

Objectives touched on during the module:

- Discuss the importance of importance
- Discuss the difficulties of giving and receiving feedback
- Review a model for giving feedback
- Discuss tips for giving and receiving feedback
- Practice giving and receiving feedback

This module will touch on the following Key Skills

- Analytical & Critical Thinking
- Emotional Intellgence
- Listening & Comprehension
- Oral Communication
- Relationship Building
- Resilience

Things to consider:

How do you handle receiving feedback, both **positive and negative**?

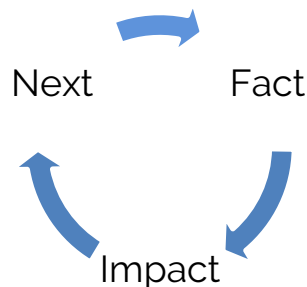
What do you **do** with feedback you've received?



Giving and Receiving Feedback

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The Robert Greenleaf Center for Servant Leadership has developed a model for giving feedback. It follows the pattern of Fact, Impact, Next.



- Fact: What happened?
- Impact: What was the result?
- Next: What will we do next time?

Following this model can help both the person delivering feedback avoid inputting personal biases, and the person receiving feedback to hear how their actions are affecting others.

Giving Constructive Feedback

It can be difficult to give feedback because of the unknown in how the other person will react. Follow the tips below to help focus on providing constructive feedback which targets the person's behavior and how it made you feel personally.

Tip	Example
Make sure your intention is to be helpful; Use "I" statements;	Ensure you are sharing information to benefit them as opposed to just getting a feeling off your chest. "I am frustrated you did not complete your assignment on time, causing us to turn it in late. Next time I need you to consider the timeline."
Deal only with behavior which can be changed;	Don't confuse behavior with personality. They can't change how their voice sounds or if they prefer to spend time by themselves.
Describe the behavior you see, do not evaluate it;	Explain what happened so the person can understand what needs to happen.
Focus on the behavior, not the person;	Don't let personal biases get in the way and focus on a specific action and its impact.
Be as specific as you can be (use examples);	"Tuesday when we had lunch at Steak and Shake, you said..."
Explain the impact of the behavior on you;	"When you said that, I felt..."
Remember the value of silence.	Give them time to digest what you said before asking questions.

Receiving Feedback

When receiving feedback, it can be difficult to digest what may come across as negative. Not all feedback is bad, and should be treated as an opportunity to improve as opposed to a reason to critique your behavior.

Tip	Example
Do not explain or try to defend your behaviors;	"I never did that..."
Ask clarifying questions only;	"From what you've said it seems..."
Focus on the value the information may have to you;	Ask yourself, "how can I use this information to better myself?"
Paraphrase what you heard to ensure proper clarification;	"In other words..."
Say thank you;	"I appreciate your feedback..."
Decide what you want to do with the feedback.	Not all feedback should be taken, make a personal judgement on what to do next.

Mid-Term Interview Rubric

What are your thoughts and impressions looking at your feedback from the Mid-Term Interview Rubric? How are you going to take this information to improve?

Module Six: Emotional Intelligence

During the final module before Court of Honor, the pledge class will look critically at the personalities of their presentation groups and how to work in a team environment. They will learn about the basics of emotional intelligence, how understanding personality types can play into group dynamics, and apply their new knowledge to their own experience in their Court of Honor Presentation groups.

Objectives touched on during the module:

- Identify the elements of emotional intelligence
- Discuss the team styles in the DISC assessment
- Evaluate the styles in the Court of Honor Presentation Groups

This module will touch on the following Key Skills

- Analytical and Critical Thinking
- Confidence
- Decision-Making
- Emotional Intelligence
- Listening and Comprehension
- Oral Communication

Things to consider:

How do you **work** with people who learn differently than you?
What do you **do** when there is conflict in a team?

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In his book titled "Emotional Intelligence - Why It Can Matter More Than IQ" 1995, Daniel Goleman, an American psychologist, developed a framework of five elements that define emotional intelligence:

1. Self-Awareness – People with high emotional intelligence are usually very self-aware. They understand their emotions, and because of this, they don't let their feelings rule them. They're confident – because they trust their intuition and don't let their emotions get out of control.

They're also willing to take an honest look at themselves. They know their strengths and weaknesses, and they work on these areas so they can perform better. Many people believe that this self-awareness is the most important part of emotional intelligence.

2. Self-Regulation – This is the ability to control emotions and impulses. People who self-regulate typically don't allow themselves to become too angry or jealous, and they don't make impulsive, careless decisions. They think before they act. Characteristics of self-regulation are thoughtfulness, comfort with change, integrity, and the ability to say no.
3. Motivation – People with a high degree of emotional intelligence are usually motivated. They're willing to defer immediate results for long-term success. They're highly productive, love a challenge, and are very effective in whatever they do.
4. Empathy – This is perhaps the second-most important element of emotional intelligence. Empathy is the ability to identify with and understand the wants, needs, and viewpoints of those around you. People with empathy are good at recognizing the feelings of others, even when those feelings may not be obvious. As a result, empathetic people are usually excellent at managing relationships, listening, and relating to others. They avoid stereotyping and judging too quickly, and they live their lives in a very open, honest way.
5. Social Skills – It's usually easy to talk to and like people with good social skills, another sign of high emotional intelligence. Those with strong social skills are typically team players. Rather than focus on their own success first, they help others develop and shine. They can manage disputes, are excellent communicators, and are masters at building and maintaining relationships.

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<p style="text-align: center;">C</p> <p>Appears reserved and somewhat timid Is quiet Focuses on details Asks many questions Studies specs and other information carefully Proceeds with caution Does not easily express disagreeing viewpoints</p>	<p style="text-align: center;">D</p> <p>Often appear to be in a hurry Is direct, says what they are thinking May be blunt States their own opinions as facts Interrupts others May talk to many people at the same time Wants to know "what is the bottom line?" Is aggressive/demanding</p>
<p style="text-align: center;">S</p> <p>Appears calm Does not get easily excited Listens carefully Nods and goes along Is easy-going Asks questions and inquires about the specifics Seems to have strong opinions but does not express them vocally</p>	<p style="text-align: center;">I</p> <p>Is open and friendly Talks a lot Gets easily excited Is animated Talks about people he/she knows Does not focus much on details Does not listen for long</p>

Using the chart above, determine which styles are represented in your Presentation Group and discuss your preferred styles. Is your team weighted heavily in one area or another? What might be missing from your team? How might this affect how your team functions?

Team Member	Preferred Style	Behavior or Characteristic

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This is a list of resources available to assist you throughout the pledge education process and throughout membership.

Fraternl Exam Quiz Links

Fraternity Policy Quiz: <https://www.surveymonkey.com/r/leadpolicyquiz>

Fraternity History Quiz: <https://www.surveymonkey.com/r/leadhistoryquiz>

Fraternity Structure Quiz: <https://www.surveymonkey.com/r/leadstructurequiz>

Website: www.myakpsi.org

- About:
 - AKPsi Today
 - AKPsi History
 - Board of Directors
 - Heritage Center Staff
 - Management Team
 - Governing Documents

- Collegiate Chapters:
 - Programs
 - Personal and Professional
 - Road to Brotherhood

- Programs:
 - Educational Events:
 - Academy (application required)
 - Case Competition
 - College of Leadership
 - Convention
 - Fraternity Advisor Conference
 - Officer Training
 - President's Academy
 - Principled Business Leadership Institute
 - Foundation Scholarships
 - Member Accident Protection