

Resources for Advisors

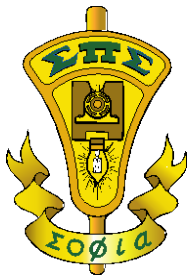


SIGMA PI SIGMA
The physics honor society

SPS & Sigma Pi Sigma



SPS is the **Society of Physics Students**, open to all who have an interest in physics and astronomy. SPS Chapters are chartered at two-year and four-year colleges and universities. Founded in 1968



ΣΠΣ is the physics honor society, housed within the Society of Physics Students. Sigma Pi Sigma chapters are restricted to colleges and universities of recognized standing that offer a strong physics or astronomy major. **ΣΠΣ is a life long opportunity to connect to the wider community.**

Founded in 1921

SPS: a chapter-based society

National Initiatives & Local Impacts

- Professional society *explicitly* designed for students **and mentors**
- Purpose: **help students transform themselves** into members of the professional community, support advisers, and enhance departments
- SPS provides extracurricular professional development and networking opportunities:
 - Further knowledge, competence, enthusiasm, & social responsibility
 - Effective communication & personal interactions
 - Leadership experience
 - Presenting scholarly work at professional meetings & journals
 - Local & national outreach services (connect to your world)

SPS National Council

18 zones, which are represented by:

- Zone Councilor (faculty)
 - Elected for three year terms, two consecutive term limit
- Associate Zone Councilor (student)
 - Elected annually, two year consecutive term limit

Leadership: SPS Executive Committee

- SPS President
- Sigma Pi Sigma President
- AZC student representative
- AIP Member at-large
- SPS Director
- AIP Executive Director

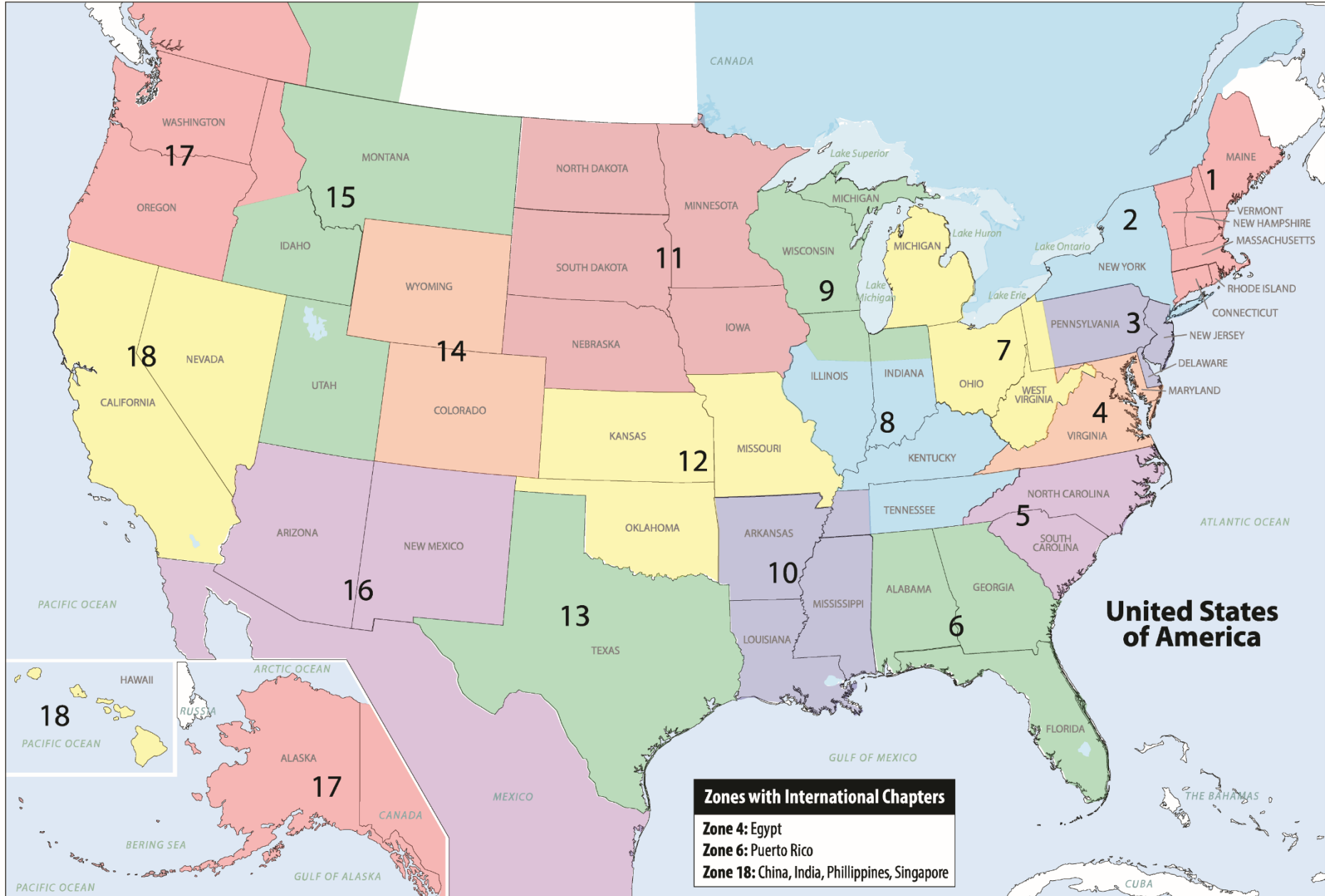
Elections in the spring of each year



Meets as a council in Washington, DC

- Committees on relevant issues
- National experience leading an organization
- Meet leaders in the field
- Make a difference your community

Society of Physics Students Zone Map



SPS National Office

Headquartered at the American Center for
Physics in College Park, MD

How SPS National can help:

- Membership & Inductions
- Archives & Records
- Awards, Grants, & Scholarships
- Outreach Programming
- Chapter Resources
- Professional Development Tools
- Member Society Connections
- Department Health

spsnational.org

sigmapisigma.org

www.facebook.com/SPSNational

[SPS and Sigma Pi Sigma Merchandise](#)



Contact us:

Monday – Friday

8:00 am – 4:30 pm Eastern

1 Physics Ellipse, College Park, MD 20740

sps@aip.org

301-209-3007

Why be an SPS Advisor?

SPS is student & community development

- Strengthen department retention and recruitment
 - Support network
 - Encourage excellence
 - Stimulate interest
- Build unique department culture and student/faculty interactions
- Promote alumni and public interest in physics
- Guide students to successful careers
- Expand personal and professional network
- Local, regional, and national community building
- Leadership within a national organization

Advisor Role & Responsibilities

- Identify chapter goals and student objectives
- Support member initiatives
- Encourage officer responsibility and development
- Liaison: chapter, faculty, SPS National, & SPS National Council
- Maintain accurate and consistent records (SPS National)
- Model professionalism and encourage student-driven initiatives
- Be active in the planning and implementation of activities
- Ask, “Have you thought about...?”
- Act as an idea and concern sounding board
- Be a source of resource information: SPS, department, & school
- Support chapter through lapses of strong leadership
- Promote yearly transition of student leadership

Record Keeping with National Office

Maintain your Chapter Account:

membership.spsnational.org

Username: *spsnational####*

Email for password resets is linked to advisor on record

Update:

- Advisor, department chair, & elected leadership contact information
- Vote in National Council elections

National Office: Communications

SPS Observer:

www.spsnational.org/the-sps-observer

- Quarterly magazine for SPS members & advisors featuring student writing, professional development, science news, and chapter resources
- Complementary for one SPS advisor per school

Radiations:

www.sigmapisigma.org/sigmapisigma/radiations

- Biannual magazine of Sigma Pi Sigma
- Lifetime subscriptions to keep people with a physics background connected
- Highlight $\Sigma\Pi\Sigma$ news, community updates, meetings, events, & awards

SPS News:

www.spsnational.org/about/society-media/e-newsletter

Bi-weekly e-newsletter with events, upcoming deadlines, and time-sensitive news

National Office: Resources

Careers Toolbox: www.spsnational.org/careerstoobox

- Knowledge and Skills Assessment
- Networking
- Informational Interviewing
- Writing Resumes and Cover Letters
- Job Seeking

SPS Jobs: jobs.spsnational.org

- Job-posting portal featuring internships, student research and entry-level jobs in the physical sciences
- Free to post internships, REUs, and bachelor-level jobs

Grad School Shopper: www.gradschoolshopper.org

- Provides prospective graduate students with a comprehensive resource to research and discover the best graduate program for them

National Office: Programs

Outreach: www.spsnational.org/programs/outreach

- Science Outreach Catalyst Kits (SOCKs) – free materials to use for outreach presentations
- SPS Demonstrations
 - Comprehensive guide for 20+ low cost science demonstrations

Internships: www.spsnational.org/programs/internships

- 10-week-long diverse, paid summer opportunities for physics and astronomy students in and around Washington, DC.
- Applications due January 15

PhysCon 2019: Making Waves & Breaking Boundaries

- A unique meeting of physics and astronomy students, professionals, faculty, and alumni to explore cutting edge science and professional development
- Save the date: November 14-17, 2019 in Providence, RI

National Office: Chapter Awards

Future Faces of Physics Award

- Awarded to chapters for outreach designed to promote physics across cultures.
- \$500 maximum, awarded to several chapters annually. **Due November 15**

Marsh W. White Award

- Awarded to chapters for physics outreach to grades K-12 and the general public.
- \$500 maximum, awarded to several chapters annually. **Due November 15**

SPS Chapter Research Award

- Awarded to chapters for physics research projects.
- \$2,000 maximum, awarded to several chapters annually. **Due November 15**

SPS Outstanding Chapter Award

- SPS Outstanding Chapter Awards, selected by Zone Councilors and Associate Zone Councilors, are determined by the chapter's involvement in local, zone and national SPS programs. **Due June 15**

Blake Lilly Prize

- Given to chapters or individuals for excellent physics outreach programs. **Due June 15**

www.spsnational.org/awards/chapter-awards

National Office: Individual Awards

Travel to Professional Meetings

- \$200 awards for SPS undergraduate members presenting research or reporting on proceedings at professional physics/astronomy meetings. **Due 10 days prior to meeting**

Scholarships

- Many awarded from \$2,000 - \$5,000 on basis of leadership, scholarship, two-year college attendance, interest in education careers, etc. **Due March 15**

Award for Outstanding Undergraduate Research

- Provides travel and registration to a professional society meeting and awards
- \$500 honorarium for winner and \$500 for the SPS Chapter. **Due March 15**

Outstanding Chapter Advisor Award

- \$5000 given annually to a chapter advisor who has been nominated by chapter student members. The award is divided three ways: \$3000 to the Chapter Advisor, \$1000 to the Chapter, and the remaining \$1000 to the department. **Due March 15**

www.spsnational.org/awards

SPS National Membership

SPS National Membership opens doors to opportunities locally, regionally, and nationally.

- \$24 for one year membership (\$30 international)
- Save by encouraging students to join as a group

# of New or Renewing Members	Discount
5-9	5%
10-24	15%
25-39	20%
40+	25%

Visit www.spsnational.org/about/membership for bulk membership form and detailed information about registering students

Annual elections of student officers

Suggested elected officials (e-board)

- President
- Vice President
- Secretary
- Treasurer
- Others: Social Media, Outreach, Historian, webmaster

Regular meetings vs. officer meetings

Communication with SPS members

Succession planning

Connecting with Regional and National Chapters

- Host or attend a zone meeting
- Chapter trivia night
- Physics Jeopardy
- Partner up for outreach events
- Friendly design competitions
- Joint lab/industry/government lab tours
- Attend National Conferences
- Joint Spring/Fall Picnic
- Co-sponsor a speaker
- Intramural sport scrimmage

Ask your AZC and ZC for ideas and opportunities

Supporting Student Leadership

- Establish clear & attainable expectations and goals
- Monitor deadlines and provide feedback
- Communicate clearly and frequently with student officers
- Acknowledge student concerns
- Evaluate successes and failures
- Empower students to set priorities and act
- Encourage participation at all levels
- Value student voices and contributions

Chapter Recruitment

- Announcements at the beginning of classes
- Personal contacts: Bring a friend night
- First-year orientation events/tours
- Offer food when possible
- Active communication/social media presence
- Co-sponsor campus events
- Have a newcomers meeting
- Maintain and refresh hallway bulletin board
- Have events be open to new members
- Vary events: Social, service, science, and professional
- Give people meaningful tasks
- Take photos and videos for future promotion
- Big annual event (e.g., Fall picnic or industry tour)

Programming Ideas

- SPS-sponsored colloquiums: student speakers, internships, research, graduate school, invited speakers, etc
- Alumni/industry visits
- “Physics is Phun” on-campus presentation or road show
- Outreach training night with other student groups
- Astronomy nights
- Exam study nights
- Study groups and informal tutoring
- Student-faculty picnic
- Dinner with faculty
- Sigma Pi Sigma banquet and reception
- Freshmen orientation activities
- Fundraisers

See pp.18-19 of Information Handbook for more ideas!

Having a space for majors is important to department culture, retention, and recruitment

- Be intentional about a safe and inclusive space for all students
- Code of Conduct
- Student ownership of the space
- Occasional food
- Officers should play an active role in inviting others into the space

Budgeting and Fundraising

Budget

- Identify chapter priorities
 - Short term – e.g., trip, shirts, pizza
 - Long term – e.g., PhysCon, National conferences, lounge items
- Students must lead the process and communicate status regularly with you and members
- Document processes and track funds

Fundraising

- Set student-driven goals
- Sponsorships and cost matching
- Traditional projects - soda/pizza sales, T-shirt drive, tutoring, etc
- Thank supporters

Diversity and Inclusion

SPS welcomes everyone... that means be *inclusive* of *all*

Things to consider:

- Gender neutral language
- Religious calendars
- Racial/ethnic diversity in marketing materials
- Accessibility for people with disabilities
- Economic limitations
- Social considerations

www.spsnational.org/about/governance/statements/sps-statement-diversity-and-inclusivity

Dates to Remember

November 15: Chapter Award deadline

January 15: SPS Internship application deadline

March 15: Scholarships, Outstanding Undergraduate Research & Outstanding Chapter Advisor application deadline

June 15: Chapter Reports due (start before students leave)

November 14-16, 2019: PhysCon in Providence RI

Other Resources

SPS Resources for Advisors –
www.spsnational.org/resources/advisors

SPS Resources for Chapters –
www.spsnational.org/resources/chapters

SPS Information Handbook –
www.spsnational.org/about/governance/sps-information-handbook

AAPT Guidelines for Undergraduate Physics Programs -
www.aapt.org/Resources/upload/Guide_undergrad.pdf

ACPA Advisor Manual -
<https://www.slideshare.net/emyrald79/acpaadvisormanual>

Your College's Student Affairs office

Contact us

Outreach, awards, scholarships, & internships: sps-programs@aip.org

SPS membership, dues, & meetings: sps-membership@aip.org

Sigma Pi Sigma: inductions, regalia, etc.: sigmapisigma@aip.org

All other inquiries: sps@aip.org

www.spsnational.org

www.sigmapisigma.org