

SPS CHAPTER REPORT REVIEW

Outstanding Chapter Selection Guidelines

Latest revision: 3/31/2011

Purpose

In order to assist ZCs and AZCs as they work together to review, compare and reward the efforts of the chapters in each zone as objectively as possible, the following scoring system is suggested.

Outline of Review Criteria

Each performance criteria has a suggested point range, interpreted as follows

5: Chapter report conveys exemplary activity in this area. It would be difficult to imagine ways that this activity level could be improved or expanded.

...

0: Chapter report does not mention this criterion.

a) Interaction with campus community (0 to 5 points)

Consideration of the chapter's participation in local SPS meetings, social events, student recruitment and retention efforts and/or interactions with the department's alumni.

b) Interaction with professional physics community (0 to 5 points)

Consideration of the chapter's participation in zone meetings, national SPS meetings and/or other professional meetings

c) Interaction with SPS National Programs (0 to 5 points)

Consideration of the chapter's participation SPS programs, award opportunities, projects. SPS membership should also be considered.

d) Interaction with the off-campus public community (0 to 5 points)

Consideration of the chapter's outreach efforts (grades K-12 or the general public) and/or community service

e) Other efforts to further SPS Purpose and Mission (0 to 5 points)

Note: This category will be double weighted

Consideration of the other important outstanding chapter characteristics, including but not limited to:

- *How the chapter report conveys
 - *passion and enthusiasm*
 - *efforts to identify and improve areas that may be lacking*
 - *the level of student leadership development*
 - *the way the chapter has met the unique needs of their department/school**
- *How the chapter report helps the reader understand the role of the chapter in the overall purpose and mission of SPS:*

"The SPS exists to help students transform themselves into contributing members of the professional community. Course work develops only one range of skills. Other skills needed to flourish professionally include effective communication and personal interactions, leadership experience, establishing a personal network of contacts, presenting scholarly work in professional meetings and journals, and outreach services to the campus and local communities."

SPS CHAPTER REPORT REVIEW GUIDELINES, P.2

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Other Notes

- Each report will be reviewed by the zone's ZC and AZC, along with a second ZC and AZC. Thus, each ZC and AZC will be responsible for the review of two zones' reports.
- Each chapter report will receive a total score between 0 and 30 from each reviewer.
- The scores of all reviewers will be averaged.
- Discussions should begin among the reviewers about their final recommendations (during which time scores may be changed to reflect new insights or to correct mistakes).
- The Zone Councilor and Associate Zone Councilor must reach consensus in each zone. This team is responsible for sending final recommendations based on the scores and discussion to the national office for those chapters which report outstanding efforts.

Selection as an Outstanding Chapter

- Numerical scores are meant as guides only in order to more objectively assess the efforts of each chapter.
- Chapters will be recommended as "outstanding" based on relative rankings and consensus among reviewers.
- There is no specified number of outstanding chapter designations within any zone.

Example Spread sheet

Chapter	Interaction with campus community (0 to 5)	Interaction with professional physics community (0 to 5)	Interaction with SPS National Programs (0 to 5)	Interaction with the off-campus public community (0 to 5)	Other efforts to further SPS Purpose and Mission (0 to 5) <i>double weight</i>	Total Score
Acme University	5	3	3	2	4	21