

ΦΘΚ Advising 101

"The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."

ADVISOR'S ROLE

Advise - Teach - Mentor

STRUCTURE - *Phi Theta Kappa has three levels:*

- Local level - Campus Chapters.
- Regional level - 29 regions. Each has: Regional Coordinator, meetings, and awards
- International level - Approximately 1200 chapters from around the world.

ORIENTATION AND INDUCTION

- Recruit students to accept membership when they are invited to join
- Be visible on campus posters; shirts; bulletin board
- Promote Phi Theta Kappa, so students, faculty, administration are aware of the organization
- Make the orientation as exciting as possible.
- Make the Induction Ceremony as impressive as possible.

OFFICER TRAINING

- Determine your officer structure to fit your chapter/campus
- Elect officers & Report officers in PAM, so they receive valuable information.
- New officer training/retreat
 - Leadership development and teambuilding activities
 - Set goals for: Five Star Chapter Development program/Each Hallmark/ One Honors in Action Issue
 - Develop yearlong calendar of activities including...
 - Chapter Meetings, orientations, inductions, activities, events
 - Deadlines for 5-star, Hallmark Awards, Scholarships
 - Your college's academic calendar
 - Regional meetings
 - International Convention and the International Honors Institute

DATES AND DEADLINES (GENERAL)

- Jan – Jack Kent Cooke Scholarship Deadline
- End Jan/Beg Feb – Hallmark Award Entries due
- Mar – 1st Friday – Honors Case Study due
- April – International Convention
- April/May – Leaders of Promise & Coca Cola Foundation Scholarship applications due
- May 31 – 5-Star update due
- June – International Honors Institute
- Sept 30 – 5-Star update due
- Sept/Oct – Honors Seminar Series
- Nov – 19th Founders day

- Dec – 1st Friday – Hallmark Awards for college presidents/administrators; Nota Bene submissions; All USA Academic Team Applications; Guistwhite Scholarship Applications.
- Dec 31 – Final 5 Star update; end of Pinnacle year.

FIVE STAR CHAPTER DEVELOPMENT PROGRAM

- Guideline for specific activities to ensure excellence in Phi Theta Kappa programs
- The Advisor or Chapter President can complete forms on-line—see dates above.
- The College Project under level 3--encourages chapters to meet with appropriate administrator(s) and determine a project would be beneficial to the college to help it fulfill its mission.

SCHOLARSHIP HALLMARK

Primary Focus– Honors Study Topic

Secondary Focus – recognize and encourage scholarship; mentoring or tutoring

LEADERSHIP HALLMARK

Primary Focus – Leadership Roles/Positions on campus, in the community and in region or beyond

Secondary Focus – Leadership Development for members and others

SERVICE HALLMARK

Primary Focus – International Service Program

Secondary Focus – Other service activities unrelated to the International Service Program

FELLOWSHIP HALLMARK - Incorporated into the other Hallmarks and includes activities within the chapter, on campus, in the community, and in the region or beyond.

HONORS IN ACTION:

- Use the Honors Study Topic as the prism through which not only scholarship, but also leadership, service and fellowship are viewed by the Chapter.
- Use the Honors Program Guide <http://www.ptk.org/experience/> to select one issue to research; from the research, plan activities – many sample projects.
- Keep Detailed Records--Journal during the planning, research, activities, impact and reflection following activities. Use Honors in Action Planning Model - <http://www.ptk.org/honors/guide/honors-in-action-planning-model/>
- Record Quantifying (numbers) and Anecdotal (quotes—what people said)
- Debrief after each activity – what went well, what could have been improved, what impact it had on participants and members.

HALLMARK AWARDS

- Your chapter can enter Hallmark Awards on both Region and International level
- Go to www.ptk.org/hallmarks or contact your Regional Coordination for information on Awards.
- Chapter Awards and Individual Awards
- Start Writing NOW! – write up your goals, process to set and review goals. Write up each activity as it is completed as if submitting it for the award.

- Advisor's Role in Hallmark Awards Process – teach members about Hallmarks, Honors in Action, suggest research, oversee writing, check for accuracy, suggest edits, sign off. Do not write or rewrite entry. It must be student's work.

COLLEGEFISH.ORG – all Phi Theta Kappa scholarships, transfer information, track your students. Sign in with PAM ID

RESOURCES

- The Phi Theta Kappa website www.ptk.org contains the most current information.
- Advisor Corner: www.ptk.org/advisor leadership briefs for training, programs, forms
- Use PAM (Personal Assistance Manager) Pam.help@ptk.org or 800-946-9995 ext 3561
- When in doubt send questions to member.services@ptk.org
- Key Services – Key.Services@ptk.org or 877-PTK-1918
- Barb Murray, Chapter Relations Manager, Barb.Murray@ptk.org 800-946-9995 ext 3628