

**<Insert Semester and Year>**

**<Insert Pledge Class >**

**ΑΚΨ University Project**

<Insert Pledge Class >,

Please read the following carefully and in its entirety. Failure to follow all of the instructions will hinder your successful completion of the assignment.

The purpose of this assignment is to showcase your creativity, expectations, and values pertaining to Alpha Kappa Psi. As a pledge, it is vital to understand the purpose of your ventures and to have a goal to strive towards. This project is designed to give you the opportunity to show what you feel it is important to learn, understand, and practice to be a successful Alpha Kappa Psi brother.

For this assignment, you are to think of Alpha Kappa Psi and the Road to Brotherhood as a 4 year academic program offered by the University at Buffalo. The program is just like any other degree program, such as accounting or engineering, with the purpose of **preparing the student to be successful and fulfilled after graduation.** The purpose of Alpha Kappa Psi is to develop principled business leaders while fostering the five core values on which we are founded.

The program is intended to **build valuable knowledge and skills so that they can be used for both benefiting the Beta Iota chapter and the individual after graduation.**

Your project specifics are as follows:

* You must make these general assumptions:
  + You can ignore the University at Buffalo general education requirements
  + In order to graduate, you must complete 80 credits of study
  + Courses can only be offered in the Fall and Spring semesters and are full-semester courses
  + There are no Teaching Assistants for any course
  + Courses can hold an unlimited amount of students
* The program must have both a core curriculum and concentrations
  + The core curriculum is what all students must take and is 40 credits (this counts towards the 80 credits required for graduation)
  + There must be at least 5 concentrations to choose from
    - Each concentration must have a name
    - Each must be at least 15 credits in substance
    - Each concentration must have a department head who is an active brother
      * This does not count as an instructor as noted below (a brother may be a department head and instruct two courses)
* You must create a full course catalog of classes that are offered
  + This must be printed with a cover page and bound in some format (not stapled)
  + There must be at least 50 courses offered
  + Each course listed should contain the following information:
    - Department and course number
    - Credit hours
      * Must be 2, 3, or 4 credits
    - Brief description (1-3 sentences)
    - Any prerequisites or linked courses
    - Instructor
      * Each class must have 1 instructor
      * The instructor must be active or alumni brother who you think is best fit to teach the given course
      * Each active brother must be an active instructor once but cannot be used more than twice
  + There must be a separate section explaining the concentrations offered
    - Includes the department head and contact information
    - Includes a ½ page description of the concentration and its benefits
* You must create an advisement report
  + Must be printed one-page, two-sided and separate from the course catalog
  + Includes a suggested schedule broken into semesters
  + Includes a concentration planning grid that is a simplified breakdown of the classes required for each concentration
* You must create an acceptance letter for incoming students
  + Must be one page in length
  + Must be printed on professional paper and in color
  + Welcomes the student to the program and explains the benefits and what to look forward to in the next four years
* You must create a set of at least 4 syllabi that go in depth into the classes that are offered
  + 2 must be from core curriculum classes
  + 2 must be from different concentrations
  + Each must be unique (i.e. different formats, class structure, etc.) so as to make the most engaging and interesting class to take
  + Each must be stapled separately and be at least 2 pages in length
  + Each must include at least the following:
    - Heading with instructor and contact information
    - Full course description and details
    - “Chapters” and topics covered
    - Sample schedule of semester
    - Grading policy

As you can see this is an intensive project, so get started early. All of these requirements are only the minimums and you are expected to go above and beyond as always. All of your documents will be collected together at <Insert Time and Date>. You will have <Insert Time Limit> to present.

If you have any questions, please direct them immediately to myself or <Insert Pledge Master’s Name>.

Sincerely,

<Insert VPM’s Name>

Vice President of Membership

Alpha Kappa Psi – Beta Iota Chapter