



# SPS NATIONAL COUNCIL

## Chapter Report Rubric

### Overview

Chapters Reports are submitted each year by chapters to showcase their activities and involvement at the local, zone, and national levels. The members of the National Council, along with staff at the National Office, review these reports to determine which chapters will receive awards, the highest being the **Outstanding Chapter Award** designation. Chapters recognized as Outstanding will be recognized on the SPS National website and will be eligible to have their advisor awarded the Outstanding Chapter Advisor award in the following two academic years.

Note that there are additional sections in the Chapter Report Template that do NOT contribute to scoring for Outstanding Chapter.

### Chapter Report Review Criteria

#### Chapter interactions with SPS Office / Regional Programs

Consideration of the chapter's participation in SPS and regional-level programs, including:

- SPS membership, chapter membership, and national office collaborations
- Zone meetings attended or hosted
- Awards applications, including service awards
- National or Regional SPS projects
- Scholarship applications to SPS and Sigma Pi Sigma
- Use of SPS Outreach materials
- Applications to the SPS Internship program
- Candidates for AZC or ZC
- Collaborations with other chapters

#### Chapter interactions with campus community

Consideration of the chapter's participation in:

- Actions to make meetings welcoming and enjoyable, creating welcoming spaces
- Strategy for promoting SPS membership and increasing inclusivity and diversity
- Activities designed for the wider campus community
- Collaborations with other student groups or professional societies on campus
- Maintaining ties with alumni from the department
- SPS sponsored social events within or outside the department
- SPS science events for the campus
- Service projects
- Fundraising for chapter activities



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## **Chapter interactions with professional physics and astronomy community**

Consideration of the chapter's participation in:

- Regional or National meeting attendance at professional societies
- Presentations at professional meetings
- Professional Development activities for students, alumni, or faculty
- Publication of undergraduate research, JURPA or otherwise
- Presentations at Zone meetings or other undergraduate research venues
- Interactions with professionals in physics, astronomy or related fields

## **Chapter interactions with the off-campus public community**

Consideration of the chapter's "scientific citizenship" efforts, including:

- Programs/interactions with/for K-12 students, teachers, or the general public
- Community service projects
- Community building events
- Other public engagement and outreach activities in which SPS is represented outside the campus community

## **How does the chapter further the SPS Purpose and Mission?**

**\*Double weighted\***

Consideration of the other important, unique, and meaningful chapter characteristics of all kinds, including but not limited to:

- Building a strong and diverse undergraduate community for all undergraduates
- Passion and enthusiasm within the chapter community and outside the chapter
- Efforts to identify and improve areas around student leadership development
- Succession planning, tradition building, and future officer development
- Ways the chapter has met the unique needs of their department/school
- Building connections to alumni and Sigma Pi Sigma members
- 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.”*



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## Scoring

Each evaluation category will be assessed points in a range of 0 to 5, interpreted as follows:

Scoring Each Review Category (5-0)
<p><b>5:</b> Chapter report conveys exemplary activity in this review category. <i>The report clearly presents enthusiastic, intentional participation in activities that fall within this category with attention to details that are useful for replication by chapters. It would be difficult to imagine ways that this activity level could be improved or expanded.</i></p>
<p><b>4:</b> Chapter report conveys significant and noteworthy activity in this review category. <i>The level of activity in this category as presented in the report clearly details an outstanding effort with little room for improvement with enough detail that other chapters might be inspired to do similar activities.</i></p>
<p><b>3:</b> Chapter report conveys considerable activity in this review category. <i>The report makes reference to several instances of effort that fall within this review category without great detail.</i></p>
<p><b>2:</b> Chapter report conveys some activity in this review category. <i>The report mentions activities related to this review category with little or no detail.</i></p>
<p><b>1:</b> Chapter report conveys little or no evidence of activity in this review category. <i>Activity/effort in this review category is mentioned only briefly. The level of activity/effort in this review category might be expanded or revised to better benefit chapter and others involved.</i></p>
<p><b>0:</b> Chapter report does not mention this criterion.</p>