

PHI BETA KAPPA VISITING SCHOLAR PROGRAM

BEST PRACTICES

INFORMATION ON SCHEDULING

The Visiting Scholar Program offers undergraduates the opportunity to spend time with some of America's most distinguished scholars. The purpose of the program is to contribute to the intellectual life of the institution by fostering interaction between Visiting Scholars and the resident students and faculty. The Visiting Scholar spends two days on each campus, participating in class discussions, meeting informally with students, and giving a public lecture open to the academic community and the general public.

POINTS TO REMEMBER IN SCHEDULING:

- The two-day visit must be oriented to the campus as a whole, and particularly to undergraduate participation.
- All lectures and class meetings are held on the host campus.
- The complete schedule of campus events should be sent to the Scholar at least six weeks before the visit, with a copy to the national PBK office (Kathy Navascues, knavascues@pbk.org).
- Topics for the public lecture, as well as for the classroom and seminar sessions, are to be selected from the list sent to the chapters by the national office.
- The public lecture will be open to the entire university/college community and the general public.
- The Scholar will undertake no more than five assignments, including the public lecture, unless special consent is given.
- The Scholar must be provided detailed information about what is expected during the classroom and seminar sessions.
- To prepare students for class discussions, it is important to consult with the Scholar about a suitable topic, as well as an appropriate selection of the Scholar's writings for the students to read in advance of the meeting.
- Informal gatherings and meals with students should have a "collective topic" in order to focus the discussion.
- Intervals of at least one or two hours are to be left between appointments.

(For detailed information on scheduling, see following page.)

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Local Accommodations/Hospitality

The Visiting Scholar usually arrives the evening prior to the two-day engagement and leaves the morning after it is over. Thus the Scholar is ordinarily the PBK chapter's guest for two days and three nights, during which time meals, lodging, and airport transportation are the chapter's responsibility.

Whenever possible the Scholar should be given a choice of accommodations on or off campus since individual preferences vary. If lodging some distance from the campus is arranged, an office on campus should be reserved for the Scholar's use during the day.

Campus Schedule

Well before the engagement the Scholar should receive information on your campus and the course offerings in his or her field. At least six weeks prior to the visit, a tentative schedule outlining all appearances will be sent to the Scholar for approval.

Public Lecture

Since the visit should be designed to put the Scholar in touch with as many undergraduates as possible, the program will include a lecture under the auspices of the local PBK chapter and open to the university/college community and the general public. If the lecture can be scheduled at the beginning of the Scholar's stay, the impact of the visit is often greater.

Classroom/Seminar

In addition to the public lecture, the Scholar is expected to undertake no more than four other assignments, which may include classroom and seminar appearances, as well as informal meetings with undergraduates. The Scholar is free, of course, to accept more than four assignments, but his or her consent must be obtained well in advance of the visit. The schedule should allow at least one or two hours between appointments.

To ensure effective classroom and seminar appearances, the professor should provide the Scholar with the following: 1) a course description for any class or seminar that the Scholar is asked to meet; 2) information on what is expected of the Scholar during these sessions, e.g., conduct a question-and-answer period, speak informally on a given subject (best not to overload the schedule with formal classroom lectures); 3) the number and type of students in each class.

With consultation between the professor and the Scholar well in advance of the visit, the Scholar can more effectively adapt the topics to suit various audiences. The Scholar may also suggest appropriate readings for class and informal sessions.

Other Campus Appearances

To provide wide contact with undergraduates, discussion periods from which faculty members are excluded – coffee hours, brown-bag lunches, individual conferences – are encouraged. If a meal with students is planned, the session is more productive when the group has similar interests and the students and the Scholar have a general idea of what is expected. In addition to the public lecture and class/seminar topics, the Scholar is usually glad to talk informally to undergraduates about graduate work and career opportunities.

Committee on Arrangements

Some chapters find that a committee on arrangements affords the best way of working out plans for the Scholar's visit. Faculty members from the Scholar's field of interest and related disciplines should be included on the committee. Close cooperation between Phi Beta Kappa and departmental representatives is particularly important in scheduling classroom appearances and smaller, less formal meetings with undergraduates. It is helpful if the Scholar can meet beforehand with the professors in whose classes he or she will speak.

A copy of the proposed program, as well as of preliminary correspondence about arrangements, should be sent to the national PBK office (Kathy Navascues, knavascues@pbk.org).

(For information on possible committee assignments, see following page.)

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PRELIMINARY PLANNING BY A COMMITTEE ON ARRANGEMENTS

Many patterns of assignment are possible. This is the way committee responsibilities were divided by one chapter.

- Chapter Rep I:**
- ◆ Recruitment of committee on arrangements for its first meeting
 - ◆ Arrangements for the public lecture venue
 - ◆ Introduction of speaker
- Chapter Rep II:**
- ◆ Liaison with department and honors program representatives
 - ◆ Compilation of program for Scholar and national PBK office
 - ◆ Airport transportation on arrival and departure
- Sec/Treasurer:**
- ◆ Notify PBK members; notices for events calendar/faculty newsletter
 - ◆ Arrangements for campus escorts and local transportation

 - ◆ Solicitation of financial aid from co-sponsoring campus groups
 - ◆ Arrangements for payment of all bills
 - ◆ Hotel reservations
- Department Reps:**
- ◆ Circulation of “control sheet” to channel requests for appearances by Scholar in class/seminar sessions
 - ◆ Preparation of background materials on courses in Scholar’s field
 - ◆ Arrangements for an office for Scholar’s use on campus
- Publicity Rep:**
- ◆ Contact with university communications office for newspaper and radio notices
 - ◆ Possible interviews
- Student Reps:**
- ◆ Arrangements for informal student meetings with Scholar
 - ◆ Poster publicity

(For sample visit programs, see following pages.)

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SAMPLE VISIT PROGRAM

VISIT I

FIRST DAY:	
Morning	no set engagements; breakfast on own
11:00 - 12:15 PM	Political science course (Public Policy Process) with 26 sophomores and juniors. The class topic is environmental policy; the instructor suggests a discussion of "Clean Air: The Policies and Politics of Pollution Control," or on public policy theory in general
12:30 – 1:30 PM	Lunch with students and instructor to continue discussion of environmental policy
Afternoon	Brief tour of campus by student PBK members and free time before public lecture
6:00 PM	Reception and dinner: Phi Beta Kappa chapter officers, university administrators, and guests
8:00 PM	Public Lecture: "The 105th Congress in Historical Perspective" Coffee and dessert to follow lecture
SECOND DAY:	
8:00 - 8:45 AM	Breakfast with instructor of political science workshop
9:00 - 10:00 AM	Political science workshop; expected attendance, 25-30 undergraduate students, all levels. Presentation/discussion on "The Role of the Mandate in American Politics"
12:00 – 1:00 PM	Informal brown-bag lunch with students interested in graduate school and careers in government
1:30 – 2:30 PM	Upper division history course (United States History Since 1945), 41 students. The course emphasizes international and domestic affairs, the state and liberal reform, individualism, community, race and gender in American history since 1945, as well as the use and abuse of executive power. The instructor requests a discussion of "the importance of professional reputation and prestige for presidents in dealing with Congress."
5:00 – 7:00 PM	Reception for Scholar, hosted by department of political science and Pi Sigma Alpha, political science honorary
7:30 PM	Dinner with political science faculty

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SAMPLE VISIT PROGRAM

VISIT II

FIRST DAY:	
9:00 AM	Breakfast with university president and other administrators
11:00 – 12:00 PM	Early lunch with an undergraduate research group; about 30 students, mainly juniors and seniors. Informal talk on how to integrate research into the undergraduate experience, ethics in research, and any other insights and experiences about undergraduate research
1:30 – 2:30 PM	Quantum Mechanics (second semester, advanced undergraduate course), approximately 15 students, mainly seniors. A talk on the quantum mechanics of Bose-Einstein condensates at the advanced undergraduate level would be appropriate
2:30 – 4:30 PM	Time to prepare for public lecture
4:30 – 5:30 PM	Public lecture, “Bose-Einstein Condensation: Quantum Weirdness at the Lowest Temperature in the Universe” Reception following talk
Evening	Dinner with physics faculty and Phi Beta Kappa officers
SECOND DAY:	
Morning	Breakfast on own
9:00 – 11:00 AM	Available to meet individually with students and faculty; see sign-up sheet
11:30 – 12:20 PM	Lunch with undergraduate Phi Beta Kappa members and honor students, 10-12 attending
12:30 – 1:20 PM	Undergraduate Colloquium course: This course brings all physics majors together once a week to hear talks on various research subjects and on possible careers for physicists outside of academia; about 70 sophomores, juniors, and seniors. Topic, “The Circuitous Route of a Scientific Discovery”
3:30 – 5:00 PM	Participate in round-table discussion with various faculty from the physics department on innovations in teaching freshman physics
6:00 PM	Pizza-soda discussion with science majors on “What It’s Like Being a Scientist”