

# Eagle I.O Consultant Manual

Eagle I.O

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# Homepage



# Eagle I/O

Student Led Consulting Group

This is the student consultant handbook for members of Eagle I.O. Herein lie expectations, responsibilities, and strategy to keep Eagle I.O sustainable with future Montclair State University I/O Psychology cohorts...



# Chapter 1

## Introduction

- This is the participation manual for Eagle I.O student consultants. It contains the expectations, roles, and responsibilities of MSU graduate students who are *also* members of Eagle I.O.
- Members are expected to participate for 1.5 years (one Fall semester, two Spring semesters, and to be reasonably available over Winter and Summer breaks)
- As of Spring semester 2020, the ongoing projects that Eagle I.O manages include:
  - 1) a mentorship program between the 1<sup>st</sup> and 2<sup>nd</sup> year MSU I.O Masters' program student cohorts,
  - 2) an engagement survey, and
  - 3) this student consultant manual (which includes, for example, a succession plan to sustain and grow Eagle I.O)
- Future aspirations are to have Eagle I.O. be a client-facing organization that can provide student-led solutions to external clients





## Chapter 2

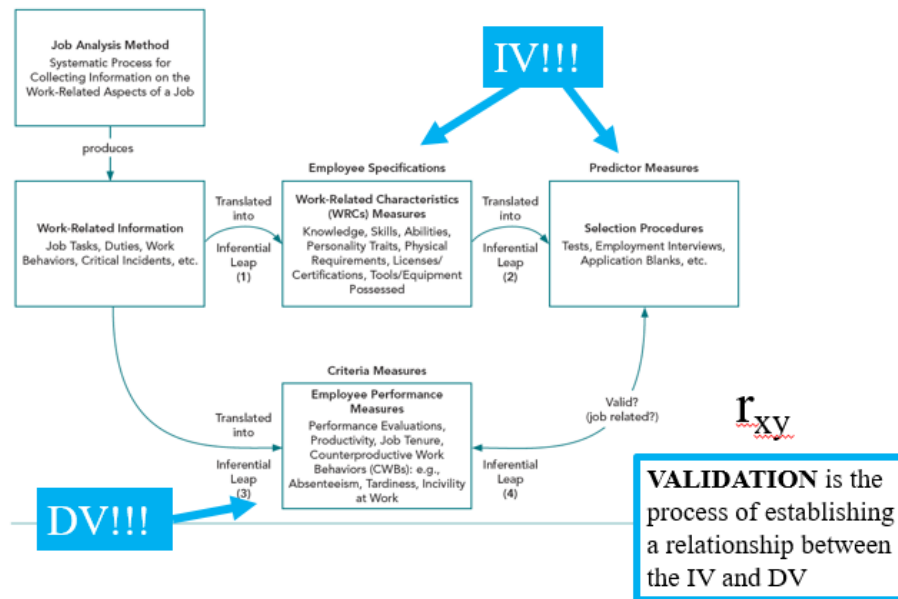
# Duties

### 2.1 Eagle I.O Expectations (Tasks aka Criteria aka DVs)

- Coordinate and attend Fall semester orientation session in Late August
- Attend mandatory bi-weekly meetings
- Contribute to Eagle I.O projects (mentorship program, survey developments)
- Attend Eagle I-O events (METRO, social meetings, mentor meetings)
- Be a professional ambassador (aligned with: 1) Eagle, 2) MSU, and 3) the larger discipline of I-O Psychology)
- Participate in completion of Eagle IO projects
- Update Handbooks to support growth of program for future cohorts
- Must participate as a mentor in the Mentorship program

### 2.2 Eagle I.O Requirements (KSA's aka Predictors aka IVs)

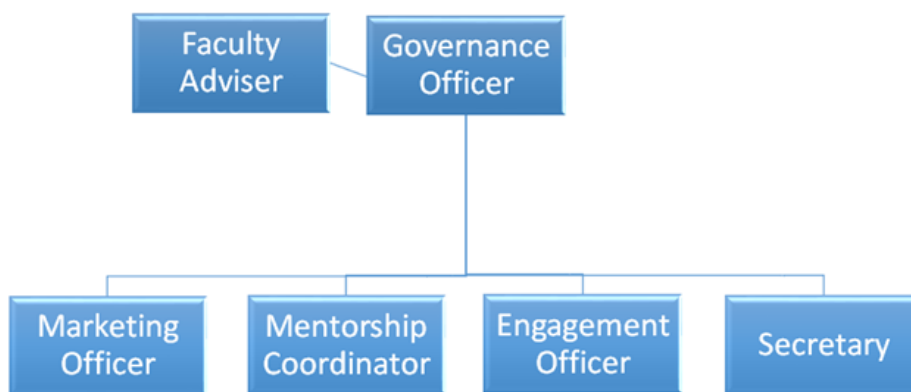
- Ability to work in a team-based environment
- Be receptive to group members opinions and suggestions
- Collaborate with group members to facilitate growth in current and future projects

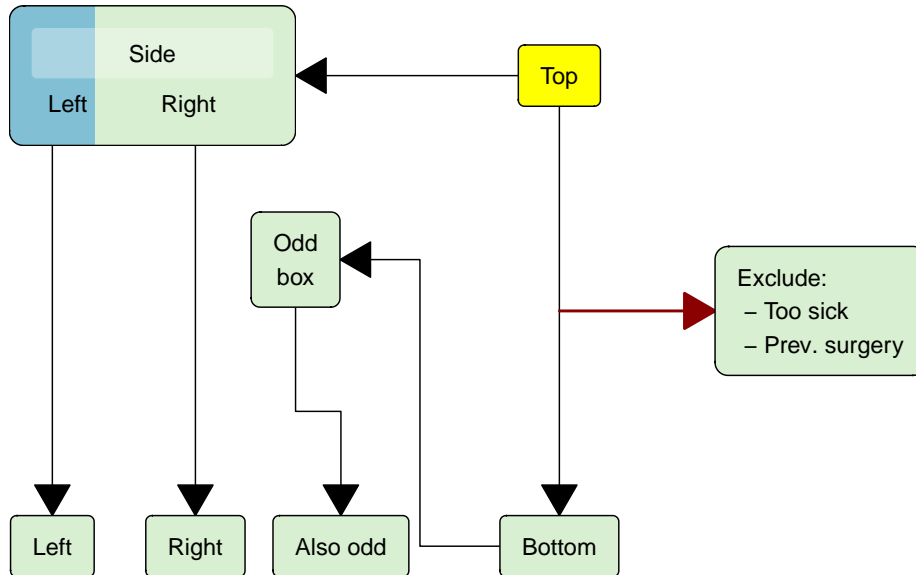


## Chapter 3

# Responsibilities

As of Spring Semester 2020, the organizational structure of Eagle I.O is:





Additional roles can be assigned on an as needed (e.g., project-by-project) basis. The primary responsibilities of these position holders is presented below. Note that elected officers and program managers always function as team leads - they are ultimately responsible for the listed information, but they are expected to execute tasks within teams:

Faculty Advisor	Governance Officer	Event/Marketing Officer	Engagement Coordinator	Mentorship Coordinator	Parliamentarian
Long-term visioning (5-year plan)	Meet with advisor to create bi-weekly agenda	Create and keep web page updated	Administration, scoring, and reporting	Keep track of mentor-mentee communications	Seek out and follow-up on project leads
Annual goal-setting and monitoring (projects, clients, research)	Ensure group dynamic is working	Maintain alumni relations and contact information	Norms development and maintenance	Ensure all incoming first year students have a mentor (pairing process)	Check Eagle IO email and communicate
Budgeting and staffing	Lead bi-weekly meetings	Maintain and update flyer for promotion of group	Ongoing validation studies and technical report generation	Update calendar of activities and communicate with program participants	Take notes during meetings and uploading to share drive
	Groupme coordinator	Coordinate logistics of annual events (orientation, mid year soiree, SIOP, etc)	Delegating project related tasks to others	Keep track of mentors and mentees - Holding them accountable for meetings and communication	Keep track of the agenda during meetings

# Chapter 4

## Governance

### 4.1 Meetings

- Time requirements of Eagle IO members
  - Meetings are mandatory - there is one excused absence per academic year (Fall and Spring)
    - \* If you miss *more than one* meeting, and cannot call or make other arrangements for your virtual attendance, you will be put on probation (1 semester term)
    - \* If you miss another meeting while on probation you will be expelled from Eagle IO and fed to **Sir pSyCaDeLiCaT** in an agonizingly painful yet exceedingly beautiful ceremony
  - Keep track of the inbox *if you are Communications Officer*

### 4.2 Mentorship Program Management

- How to match mentors and mentees
  - Revisit the method used to match and whether other factors should be considered.
  - Form a survey team to create a qualtrics survey and do the matching process
  - Work to match along 5 dimensions:
    1. name
    2. hometown
    3. undergrad major/minor
    4. part/full time,
    5. academic/applied

- Duration or partnership between mentee and mentor (semester or annual)
  - Mandatory to keep them mentor/mentee partnership for a semester
- Involvement of professors in mentor program beyond Dr. Kulas and Dr. Dan
  - Meetings between mentors and mentees at least 3
    - \* Meeting 1: Individual Development Plan
    - \* Meeting 2: I/O related event
    - \* Meeting 3: formal/informal event

### 4.3 Consultant Development Plan

- Either have each consultant discuss and fill out their own individual development plan in terms of Eagle I.O. or have a development (filled out together) for the organization
  - Potential skills: professional, technical, or R-related skills
  - Meet with Kulas in *April of 1st year* to determine personal consultant goal that will be accomplished prior to graduation (in roughly 1 year)

### 4.4 What to do for *Legitimacy*

If at some point Eagle I.O wishes to integrate within the broader MSU infrastructure, there are templates for doing so that exist at other Universities. Here is one recommended set of steps taken from the University of Texas:

Share the Organization's Structure: All students are required to write and submit a constitution. See Chapter Two for sample constitution

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Resources and contact lists
- Mailing lists
- Historical records, scrapbooks, and equipment

## Chapter 5

# Succession Planning

- Framework:
  - Lens to get new mentees
  - Recruitment and selection
  - Identify possible Eagle IO members
  - Criteria:
    - \* GPA
    - \* Organizational Citizenship Behavior (OCB's)
    - \* Involvement in Mentorship program
- Process:
  - Role assignments will be discussed after first years have shadowed for a semester (shadowing occurs Spring semester)
    - \* Shadowing = come to meetings

Timeline

Actions

Outcomes

Deliverables

November of 3rd Semester

Eagle IO will send out to current first years an invitation to become part of the the group

Get an estimate of how many students are interested in joining Eagle IO

Email invitation

December of 3rd Semester

Determine how many first year students are interested in joining Eagle IO

Select best candidates based on criteria to join

Criteria to join: GPA above 3.5, Applied/academic experience (i.e. internship, research), Attend I/O related event (i.e. Metro, SIOP, Eagle IO events)

January of 4th Semester

Send out email to people selected to join Eagle IO

Finalize how many people will be joining the group

Agenda for first meeting with new Eagle IO students

February of 4th Semester

Have first meeting with new Eagle IO students

Onboarding: The purpose of this meeting will be to a) explain expectations of members, b) provide guidelines as a member and mentor, and c) get a sense of the roles that are available and what new members are interested in

The purpose of the meeting should include presenting current projects to first year students and set dates for future meetings that allow all new members to attend, and plan agenda for next meeting.

April of 4th Semester

Last Eagle IO meeting for the year: Conclude succession plan

Select students to be placed in their new roles as part of Eagle IO, and communicate progress on products and governance

Role fulfillment for Eagle IO and ensuring new members have access to Eagle IO documents/projects