Eagle I.O Consultant Manual

Eagle I.O

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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 viable with future Montclair State University I/O Psychology cohorts...

Chapter 1

Introduction

- This is the consultant manual for Eagle I.O student consultants. It contains the expectations, roles, and responsibilities of MSU student consultants who are members of Eagle I.O.
- As of Spring semester 2020, the ongoing projects for Eagle I.O. include: 1) a mentorship program between the 1 year and 2nd year 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
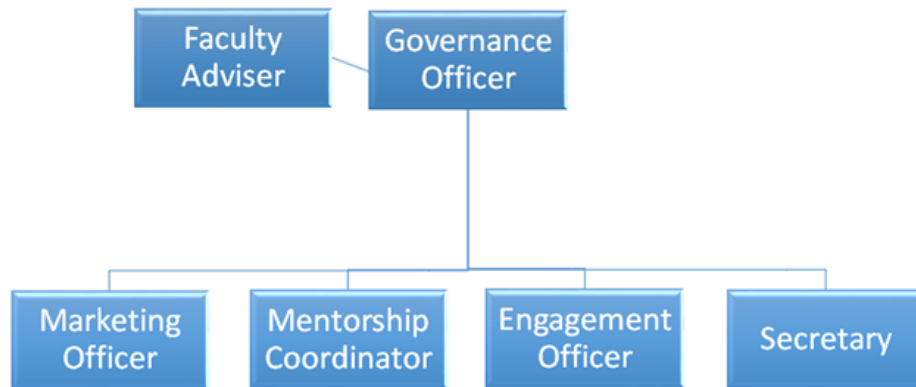
Chapter 2

Duties

2.1 Eagle I.O Expectations

- Attend mandatory bi-weekly meetings (or monthly?)
- Contribute to Eagle I.O projects (mentorship program, survey developments)
- Be able to read and respond to emails pertaining to Eagle I-O/Mentor Program in a timely manner (?Move this responsibility to Mentor Program Coordinator?)
- 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)

2.2 Eagle I.O Requirements (KSA's)

- 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
- Update Handbooks to support growth of program for future cohorts

Chapter 3

Responsibilities

These individuals function as team leads - they are responsible for the bulleted information, but they are expected to execute tasks within teams:

Faculty Advisor	Governance Officer	Marketing Officer	Engagement Coordinator	Mentorship Coordinator	Secretary
Theo-K					
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

Chapter 4

Governance

4.1 Meetings

- Time requirements of Eagle IO members
    - Necessary # of meetings: attend every meeting [miss only one]
        * If missing more than one meeting, then try calling in or provide a valid reason.
    - Keeping track of the inbox on your assigned week

4.2 Mentorship Program Management

- How to match mentors and mentees (depending on the success of this semester) consider the method used to match or if other things should be considered.
    - Form a survey team to create a qualtrics and do the matching process
    - Consolidate questions (5): name, hometown, undergrad major/minor, part/full time, and academic/applied
- Duration or partnership between mentee and mentor (semester or annual)
    - Mandatory to keep them mentor/mentee partnership for a semester
        * Ask them if they want to keep the formal relationship and/or opt out and be a mentor themselves
- 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

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:

- 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) exmplain 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 intheir new roles as part of Eagle IO, and communicate oprogress on products and governance

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