MT Engage Faculty Checklist for Fall 2017

1. Add the MT Engage statement to your syllabus.

2. Consider requiring students to do ePortfolio training provided by the University Writing Center, Walker Library, and MT Engage. This can serve as a beyond-the-classroom experience and qualifies students for the ePortfolio scholarship competition.

3. Send a copy of your MT Engage course syllabus by email at mtengage@mtsu.edu or by campus mail at Box 0012.

4. If you assign an ePortfolio presentation in your course, add the MT Engage ePortfolio statement to the assignment instructions.

5. Attach the MT Engage Signature Assignment rubric to the relevant dropbox(es) on your D2L course shell.* Click here for instructions.

6. Use the MT Engage rubric on D2L* to assess your students’ integrative thinking and reflection in their signature assignment. Click here for instructions.

7. Distribute MT Engage end-of-course surveys and buttons and return completed surveys to Box 0012. You will receive a packet of surveys and buttons and a link to the online survey in early November.

8. When you know your Spring 2018 teaching schedule, let MT Engage staff know which course(s) and section(s) should have the MT Engage designation on RaiderNet. We welcome new course certification requests.

9. Enjoy conversation with your colleagues at MT Engage workshops held at the LT&ITC and informal roundtable discussions at the MT Engage office in JUB 306.

10. Contact MT Engage at any time with questions and suggestions:
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    Lexy Denton, Assistant Director 615.904.8281; alexis.denton@mtsu.edu
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    Jayme Brunson, Secretary 615.898.2761; jayme.brunson@mtsu.edu

*If you do not use D2L, you can use printed copies of the rubric. Please send photocopies of the assessed rubrics to MT Engage at Box 0012 or send scanned copies by email to mtengage@mtsu.edu.