

MT Engage Faculty Checklist

Welcome to the new semester! Consult the important information and resources below for your MT Engage class(es).

Please:

- ✓ Confirm the MT Engage [statement](#) has been added to your syllabus.
- ✓ Send your syllabus by email to mtengage@mtsu.edu or by campus mail to Box 0012.
- ✓ Encourage students to apply for the [MT Engage Scholarship Competition](#).
- ✓ Encourage students to attend ePortfolio [peer tutoring](#) and training provided by [MT Engage](#), consultants at the [University Writing Center](#), and Walker Library's Technology Services [Tech Coach](#). These can serve as "beyond the classroom" activities for MT Engage classes.
- ✓ Share the link for the [student resources](#) page of the MT Engage website with your class. This page has information about ePortfolio training and resources, including links to how-to videos and Lexy Denton's how-to presentation.
- ✓ Use the MT Engage [Signature Assignment rubric](#) on D2L or create your own customized rubric to assess your students' integrative thinking and reflection. If using the MT Engage Signature Assignment rubric, attach it to relevant dropbox(es) on D2L. *Instructions are at https://mtsu.edu/mtengage/docs/F18_ApplyingRubric.pdf. If you do not use D2L, you can print copies of the rubric, which is available at https://mtsu.edu/mtengage/docs/F18_SigAssignRubric.pdf.

You can:

- ✓ Find additional resources at the "Info for Faculty" tab on our website at <https://www.mtsu.edu/mtengage/index.php>.
- ✓ [Schedule](#) an ePortfolio training session at Walker Library during your class meeting time.
- ✓ [Certify](#) a new class using our new dynamic course certification form.
- ✓ Contact MT Engage staff at any time with questions and suggestions:
 - Julie Myatt, Director 615.898.2563; julie.myatt@mtsu.edu
 - Lexy Denton, Assistant Director 615.904.8281; alexis.denton@mtsu.edu
 - Rebecca Rogers, Secretary 615.898.2761; mtengage@mtsu.edu