Engage Leadership Team Responsibilities & Requirements:

The ELT has several primary responsibilities:

1. Serve as a connection (mentor) to first year students in Engage LLC
2. Provide academic support for first year classes
3. Provide personal and professional development opportunities
4. Give back to the UTK and Knoxville community through structured community service and outreach
5. Provide a strong sense of community and support through social activities

Each member of the ELT will be required to:

1. Connect with assigned Engage LLC students once per month as a ‘check-in’ to see how they are doing and provide support (group mentoring)
2. Serve on one ELT committee and complete the requirements of committee participation
3. Participate in weekly leadership training and community development seminars

ELT Mentoring

The first year of college is difficult for any student. Pursuing a challenging curriculum such as engineering adds to the complexity and difficulty many students experience in their first year. In an effort to provide support to first year students in the Engage LLC, all ELT members will be assigned a subset of Engage LLC students to contact on scheduled intervals during each semester. The purpose of connecting ELT members (mentors) with assigned Engage LLC students (mentees) is to provide a connection that mentees to seek support and ask questions of a students who has ‘been in their shoes’. ELT mentors will be required to contact/meet with their mentees at least once per month (4 times per semester). Any face to face meetings with mentees should be conducted in group settings (at least 3 or more people per meeting) to ensure safety and comfort level of all involved. Mentoring training will be provided in the ELT weekly class.

ELT Office Hours

To provide a common time and place for Engage LLC members to seek help from ELT members, all ELT members will be required to hold office hours in Orange Hall. Office hours will be held four times per week (M,T,W,R) for 2.5 hour time periods. Each ELT member will be required to complete two 75 minute office hour sessions per month.
ELT Committees

ELT committees will have the primary responsibility for engineering specific programming in the Engage LLC. The following committees are available for participation by ELT members. ELT members are required to participate in at least one committee each semester. Committee membership can change between the Fall and Spring semesters.

Academic Support Committee (ASC) - 5 members
The purpose of ASC is to provide programming that supports the academic development of students in the Engage LLC. At a minimum, members of the ASC will be required to lead study review sessions for the common engineering courses (EF 151/157 & EF 152/158) before module exams. While support for engineering courses is the basis for the ASC, the ASC may also provide academic support for courses other than the common engineering courses. Courses that could be supported may include (but are not limited to):
- EF 151/EF 157
- EF 152/EF 158
- EF 105
- MATH 141, 142
- CHEM 120,130
The design of academic support programs will be the responsibility of ELT members and will be overseen by ELT faculty liaisons.
Minimum requirement for ASC Committee: Lead study review session for EF courses before each module (4 total per semester) including coordination of room and equipment reservations, and food provisions.

Personal/Professional Development -- Outreach/Service Committee (PPD / OSC) - 5 members
The purpose of Personal/Professional Development is to provide personal and professional development opportunity for students in the Engage LLC. At a minimum, members of PPD/OSC should 1) plan a new personal or professional development activity for Engage LLC students each semester and 2) organize the participation of (including sign ups, advertising, and ELT participation) Engage LLC students in an ongoing personal/professional development activity offered by a program or department in TCE each semester.
The purpose of Outreach/Service is to provide outreach and service opportunities for students in the Engage LLC. At a minimum, members of PPDC should organize the participation of (including sign ups, advertising, and ELT participation) Engage LLC students in two ongoing service or outreach activities offered by a program or department in TCE or the UTK campus.

Minimum requirement for PPDC / ODC Committee: Organize participation in two outreach or service activities per semester and one personal/professional development activity per semester - either LLC TCE or UTK generated (4 total per semester). Also, coordinate two prescheduled PPDC events, major focused alumni panels (11/5-6) and Engineering Lab visits (9/21).

Social Activities Committee (FUN) - 5 members
The purpose of FUN is to provide opportunities for Engage LLC members to socialize with other students in the Engage LLC. At a minimum, members of FUN should 1) plan a new fun, social activity for Engage LLC students each month, or 2) organize the participation of (including sign ups, advertising, and ELT participation) Engage LLC students in an ongoing fun, social activity offered by a program or department in TCE. Consider music, arts, and languages activities too.

Minimum requirement for FUN Committee: Organize participation in one fun, social activity per month - either ELT generated or TCE generated (3 total per semester)

Communication Committee (C^2) - 4 members
The purpose of C^2 is to provide effective and efficient communication of all Engage LLC activities to Engage LLC members. C^2 is tasked with:
- Coordinating ELT office hour staffing, and keeping track of substitutions
- Planning, coordinating, and administering monthly meetings with the ENGAGE RA's
- Designing, getting approvals, ordering, and distributing LLC T-shirts/alternate Gear
- Keeping an up to date events calendar for Engage LLC and ELT activities
- Periodically adding events to the events calendar that may be of interest to our students that are sponsored by the College, Housing, and Engineering Student Organizations
- Advertise events of other Committees through flyers, emails, social media, etc,
  - **Strong** Advertising for weekly office hours and Major Focused Alumni Panels
• Using email appropriately to contact Engage LLC members about critical events/information, including final reminders of events. (Cc McCord/Biegalski and ELT members on all email.)
• Post photos on the Engage LLC website and/or social media to document activities of the Engage LLC and ELT. Create a new social media site if needed.
• LLC Recruiting, e.g. tabling for Big Orange Preview, flyers/emails, reviewing incoming applications, etc.

ELT Training

Members of the ELT will meet once per week with ELT faculty liaisons (Biegalski and McCord) to participate in leadership training, have scheduled planning sessions for ELT activities and programming, and discuss concerns of the community. Members of the ELT will receive course credit for each semester they participate in the ELT Training course. ELT students must read the required textbook chapter before the corresponding class meeting to prepare for class.

Other Responsibilities

• Be positive - HAVE FUN!!
• Document all of your events (Take photos and send to C^2 or arrange for C^2 member to attend and document if available.)
• Encourage your Mentees to attend LLC and student ORG events
• If a situation arises where you MUST miss your office hours, your event, ELT/RA meetings, or planned LLC wide outings such as Welcome Week events, you MUST arrange for another ELT member to sub for you AND notify the communications committee.
• Track the ELT budget and plan accordingly. We anticipate ~$300-$350 per committee per semester.
• Utilize registration limits for events. In the past typically <20 students both sign up and show up. Final reminder emails can help keep track of students that sign up but don’t plan to show up.
• Submit Event Proposals for all planned events a minimum of 3 weeks prior to the event date. Once final proposal is approved by Biegalski or McCord, submit the Housing budget request to housing office at housing@utk.edu (if applicable) and conform to all dates and commitments on your event proposal.
• Attend monthly ELT/RA meetings
• Attend your weekly EF 302 meeting and do the assigned reading.