

# HARVARD COLLEGE

## PROGRAM IN GENERAL EDUCATION

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## CHECKLIST FOR HEAD TEACHING FELLOWS

*The following list, while by no means comprehensive, is designed to help you understand course policies and determine – in conversation with your course head – the scope of your responsibilities as Head TF. Please note that while you may have a great deal of autonomy as Head TF, the course head is ultimately responsible for the intellectual and pedagogical design and content of the course.*

### Course policies

- What will the policy be for excused and unexcused absences?
- What will the policy be for collaboration?
- What will the policy be for extensions for assignments and for late assignments?
- What will the policy be for missed exams?
- What will the policy be for grading disputes?

### Sections

- What are the goals for sections?
- Who will prepare lesson plans and prepare content for weekly sections?
- Will all sections be expected to follow a single lesson plan? If not, how much variation should there be and how will consistency across sections be ensured?

### Teaching staff meetings

- Who will communicate expectations to teaching staff about their roles and responsibilities?
- When will the first meeting be held, who will organize and lead it, and what will be discussed?
- Who will lead regular meetings of the teaching staff?
- What will the duration, time and frequency be of those meetings?

### Assessments

- Will the teaching staff be included in developing assignments and exams? If so, how?
- Who will determine grading practices and standards?
- How will consistency of grading across sections be achieved?

### Pedagogical training & professional development

- How will pedagogy be discussed at teaching staff meetings?
- Are there particular Bok Center programs and services the teaching staff should be encouraged to take advantage of (e.g., fall or spring teaching conference, practice teaching sessions, video consultation or classroom observation)?
- How will the teaching staff get feedback on their teaching during the term?
- Will the course head observe sections?
- Should the teaching staff observe each other's sections?