<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Stephanie Kenen</td>
<td>Director</td>
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<tr>
<td>Laura Hess</td>
<td>Associate Director</td>
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<tr>
<td>Karen Galvez</td>
<td>Course Coordinator</td>
<td>EMR, SLS, SPU HUM</td>
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<tr>
<td>Jeff Hayes</td>
<td>Course Coordinator</td>
<td>ER, SW, USW</td>
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<tr>
<td>Doug Woodhouse</td>
<td>Course Coordinator</td>
<td>AI, CB</td>
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<tr>
<td>Andrew Yegian</td>
<td>Bok Pedagogy Fellows in General Education</td>
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<td>Billy French</td>
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<td>Lulie El-Ashry</td>
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Today’s Orientation

• Role of the Head TF
• Administrative Responsibilities
• Brief break
• First Week of Classes & Beyond
• Teaching in Gen Ed
• Resources
The Role of the Head TF

Strategies for success

- Developing your relationship with your course head
- Building and supporting your team
Administrative Responsibilities

• What do you need to do as Head TF to get ready for the semester?
Administrative Responsibilities

generaleducation.fas.harvard.edu

Topics

• Book orders
• Coursepacks
• Course websites
• Lecture & section handouts
• Course supplies & activities (field trips, speakers, etc.)
• Instructional lunch fund
Administrative Responsibilities

- Family Education Rights & Privacy Act (FERPA)
- Academic integrity
- Sexual & gender-based harassment
First week of classes & beyond

• Shopping Week & Study Card Day
• Lotteries
• Classrooms
• Sectioning
• Students with disabilities
• Students with difficulties
Teaching in Gen Ed

Program goals

• Help make students better citizens

• Deepen their awareness of the role of cultural traditions in their lives

• Prepare them to deal with a rapidly changing world in a constructive way

• Enable them to think more clearly about right and wrong
Gen Ed Categories

AI  Aesthetic & Interpretive Understanding
CB  Culture & Belief
EMR Empirical & Mathematical Reasoning
ER  Ethical Reasoning
SLS Science of Living Systems
SPU Science of the Physical Universe
SW  Societies of the World
USW United States in the World

One course must engage substantially with the Study of the Past
Questions?

- See Advice for Students on the Gen Ed website
- [gened_questions@fas.harvard.edu](mailto:gened_questions@fas.harvard.edu)
• Why is your course “Gen Ed”?  
• How does it meet the goals of the particular category it fulfills?  
• How will you help your teaching staff understand this?
Gen Ed Resources

• “Teaching in Gen Ed”
  Bok Center Winter Teaching Week
  Friday, January 20th

• Teaching in Gen Ed: A Guide
  generaleducation.fas.harvard.edu/teaching-gen-ed

• Gen Ed Head TF emails

• Gen Ed office
  Smith Campus Center, 4th floor
  generaleducation.fas.harvard.edu

• Teaching Writing in Gen Ed
  ♦ TF Guide
Campus Resources

- Academic Technology Group
- Copyright First Responders
- Derek Bok Center for Teaching & Learning
- Harvard Art Museums
- Harvard College Libraries
- Harvard Writing Project
- Harvard Museums of Science & Culture
- Peabody Museum of Archaeology & Ethnology