<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Course Coordinator(s)</th>
</tr>
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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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<td>Andrew Yegian</td>
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<td>Anna Hopper</td>
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<td>Bradley Craig</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

• First week of classes & Course Registration Deadline
• Lotteries
• Classrooms
• Sectioning
• Students with disabilities
• Students with difficulties
Teaching in Gen Ed

- 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
- Contact us: http://tiny.cc/genedquestions
• Why is your course “Gen Ed”?

• How will you help your teaching staff understand this?
Gen Ed Resources

• “Teaching in Gen Ed”
  Bok Center Fall Teaching Conference
  Thursday, August 24th

• Teaching in Gen Ed: A Guide for Instructors
  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