Fall 2018
Head TF Orientation

August 27, 2018

Program in General Education
Harvard College
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Courses/Programs</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>Jeff Hayes</td>
<td>Course Coordinator</td>
<td>EMR, ER, SLS, SW, USW</td>
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<tr>
<td>Doug Woodhouse</td>
<td>Course Coordinator</td>
<td>AI, CB, SPU [HUM]</td>
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<tr>
<td>Anna Hopper</td>
<td>General Education</td>
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<tr>
<td>Bradley Craig</td>
<td>Pedagogy Fellows</td>
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Today’s Orientation

• Role of the Head TF
• Administrative Responsibilities
• GSAS Support for Head TFs & TFs
• Who Are Our Students?
• 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
• What do you need to do as Head TF to get ready for the semester?
Topics

- Book orders & library reserves
- 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
GSAS Support for Head TFs & TFs

Jacqueline Yun
Director of Student Services
Who Are Our Students?

Roland Davis, Ph.D.
Associate Dean of Students for Diversity & Inclusion
First week of classes & beyond

• First week of classes & Course Registration Deadline
• Lotteries
• Classrooms
• Sectioning

• Students with disabilities
• Students with difficulties
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 30th

• 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