<table>
<thead>
<tr>
<th>Name</th>
<th>Title</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>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>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
- 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
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
Who are our students?

Roland Davis, Ph.D.
Associate Dean of Students for Diversity and Inclusion
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: 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**
Teaching in 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
- Contact us: http://tiny.cc/genedquestions
• Why is your course “Gen Ed”?

• How will you help your teaching staff understand this?
“Teaching in Gen Ed”
Bok Center Winter Teaching Week
Friday, January 19th

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
tfguide
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