Spring 2019
Head TF Orientation

January 22, 2019

Program in General Education
Harvard College
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Laura Hess</td>
<td>Acting Director</td>
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<tr>
<td>Kat Veach</td>
<td>Assistant Director</td>
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</tr>
<tr>
<td>Karen Galvez</td>
<td>Course Coordinator</td>
<td>SLS &amp; SPU [HUM]</td>
</tr>
<tr>
<td>Jeff Hayes</td>
<td>Course Coordinator</td>
<td>ER, SW &amp; USW</td>
</tr>
<tr>
<td>Doug Woodhouse</td>
<td>Course Coordinator</td>
<td>AI, CB</td>
</tr>
<tr>
<td>Bradley Craig (Anna Hopper)</td>
<td>General Education Pedagogy Fellows</td>
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Today’s Orientation

- GSAS Support for Head TFs & TFs
- Role of the Head TF
- Administrative Responsibilities
- Who Are Our Students?
- First Week of Classes & Beyond
- Teaching in Gen Ed
- Resources
Jacqueline Yun
Director of Student Services
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 & 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
Who Are Our Students?

Sindhumathi Revuluri
Associate Dean of Undergraduate Education
First week of classes & beyond

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

- Students with disabilities
- Students with difficulties
## Current Gen Ed Requirements

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AI</td>
<td>Aesthetic &amp; Interpretive Understanding</td>
</tr>
<tr>
<td>CB</td>
<td>Culture &amp; Belief</td>
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<tr>
<td>EMR</td>
<td>Empirical &amp; Mathematical Reasoning</td>
</tr>
<tr>
<td>ER</td>
<td>Ethical Reasoning</td>
</tr>
<tr>
<td>SLS</td>
<td>Science of Living Systems</td>
</tr>
<tr>
<td>SPU</td>
<td>Science of the Physical Universe</td>
</tr>
<tr>
<td>SW</td>
<td>Societies of the World</td>
</tr>
<tr>
<td>USW</td>
<td>United States in the World</td>
</tr>
<tr>
<td>SoP</td>
<td>Study of the Past</td>
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## New College Requirements (Fall 2019)

### General Education

<table>
<thead>
<tr>
<th>Number</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>1</td>
<td>Empirical &amp; Mathematical Reasoning</td>
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<tr>
<td>2</td>
<td>Aesthetics &amp; Culture</td>
</tr>
<tr>
<td>3</td>
<td>Science &amp; Technology in Society</td>
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<tr>
<td>4</td>
<td>Histories, Societies, Individuals</td>
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<tr>
<td>5</td>
<td>Arts &amp; Humanities</td>
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<tr>
<td>6</td>
<td>Science &amp; Engineering</td>
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<tr>
<td>7</td>
<td>Social Sciences</td>
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### Questions?

See Advice for Students on the Gen Ed website

Contact us: [generaleducation.fas.harvard.edu/questions](http://generaleducation.fas.harvard.edu/questions)
• Why is your course “Gen Ed”?

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

- “Teaching in Gen Ed”
  Bok Center Winter Teaching Week
  Thursday, January 24th

- Support for Teaching in
  Gen Ed: An Online 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

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