



Harvard Department of Sociology

Information for Teaching Fellows

Audio-Visual

LCD projectors are installed in 501 and 601 WJH. (Note 4th floor is under renovation for fall of 2014). Sociology also has an LCD projector, Laptop, DVD/VHS, and two simple overhead projectors which you may reserve by emailing soc-room@wjh.harvard.edu. The Center Office (Basement of WJH, Room 12) has several overhead & slide projectors for loan. You may also reserve film projectors and VCRs from the Audio-Visual Department mtsequip@fas.harvard.edu, 495-9460.

Copying

There is a copier located in 676 William James Hall that may be used for course-related copying. If the copier in 676 is in use and you have an urgent copying need, there are copiers located in the basement of WJH or on the 14th floor for use with our crimson card (which can be signed out from the Finance Office). If you use the crimson card, please take note of the end balance shown before removing the card from the reader and indicate the balance on the copier card sign-out sheet. Note: it is strongly preferred that TFs use the copier in 676 when possible as the other machines are significantly more expensive.

Exams, Papers, and Privacy Issues

Blue books are available in the basement of the Science Center. You will need to show your ID card to obtain a supply for your course. In adherence with University policy, student papers and exams must be returned to students in a manner that protects the privacy of each student. If you are returning papers/exams by leaving them in an unlocked, central location, each paper/exam must be in an individual, marked envelope. The Department prefers that you distribute in one of the following ways: return during class, return during office hours, or arrange for Odette Binder obinder@fas.harvard.edu at the front desk in the main department office to store and distribute your materials (the third option applies to final exams/papers only).

Food

The Department cannot reimburse you for food/snacks you provide for your section meetings.

Meals for Undergraduates

If your section conflicts with dinner (or lunch), undergraduates have the option of ordering a bagged meal from their dining hall. Bagged meals are free of charge to anyone enrolled in the undergraduate board program and can be requested online at: <http://www.dining.harvard.edu/myhuds/>.

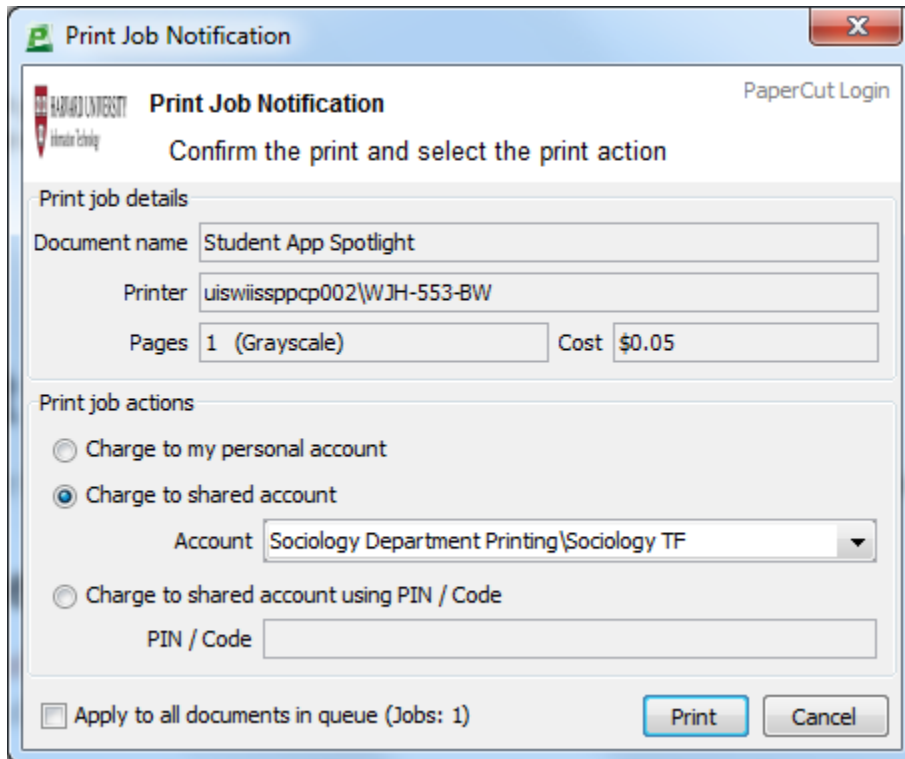
Paychecks

If you have not already done so, be sure to set up direct deposit and fill out Mass & Federal tax forms via the Harvard personnel web site (www.harvie.harvard.edu). All checks will be direct deposited on the 15th of the month (30th of the month for Teaching Assistants). Questions on payroll should be directed

to Suzanne Ogungbadero (saw@wjh.harvard.edu , 495-3507, 668 WJH). If you do not receive your payment by the expected date, do not hesitate to contact her.

Printing

All TFs are enabled to receive free printing on the black and white printer in the 5th floor computer lab (WJH-553-BW). When printing from a lab machine, PaperCut will prompt you to select whether to bill the job to your personal PaperCut account or to a shared account. To take advantage of free printing, you must select “Charge to shared account” and then “Sociology Department Printing\Sociology TF” from the dropdown menu (see below).



The screenshot shows a 'Print Job Notification' window from PaperCut. The window title is 'Print Job Notification' with a close button (X) in the top right corner. Inside the window, there is a Harvard University logo on the left and the text 'PaperCut Login' on the right. The main heading is 'Print Job Notification' followed by the instruction 'Confirm the print and select the print action'. Below this, there are two sections: 'Print job details' and 'Print job actions'. In the 'Print job details' section, there are three fields: 'Document name' with the value 'Student App Spotlight', 'Printer' with the value 'uiswiissppcp002\WJH-553-BW', and 'Pages' with the value '1 (Grayscale)'. To the right of the 'Pages' field is a 'Cost' field with the value '\$0.05'. In the 'Print job actions' section, there are three radio button options: 'Charge to my personal account', 'Charge to shared account' (which is selected), and 'Charge to shared account using PIN / Code'. Below the 'Charge to shared account' option is a dropdown menu for 'Account' with the selected value 'Sociology Department Printing\Sociology TF'. Below the 'Charge to shared account using PIN / Code' option is a text field for 'PIN / Code'. At the bottom left, there is a checkbox labeled 'Apply to all documents in queue (Jobs: 1)'. At the bottom right, there are two buttons: 'Print' and 'Cancel'.

- Handouts should be posted on the course iSite whenever possible rather than printed and distributed.
- If handouts are absolutely necessary, please print only 1 copy on the printer and generate the remainder on the photocopier.
- In general, students should be asked to submit assignments on paper rather than electronically.
- If an assignment is accepted electronically, we ask that TFs grade them electronically when possible (using the commenting function in Adobe Acrobat or MSWord, or typing comments in an email). Electronic assignments should only be printed when necessary.

This printer should only be used for course-related printing. Contact Gretchen Gingo at gingo@wjh.harvard.edu with questions on printing.

Reserving Rooms

Classrooms: Once preliminary enrollments are posted, if the original classroom for your class is too large/small, you or the instructor should contact Deb De Laurell deborahd@wjh.harvard.edu. She will work with Bill Santoro in the WJH Center Office or FAS Classrooms Office to locate a more suitable space.

Rooms for sections in WJH are given out at the beginning of each term ***after all classes scheduled to be taught are assigned*** (typically the day after study cards are due). Beginning this academic year all requests for FAS classrooms will be made in FAS's new RoomBook online system. Go to the RoomBook website (roombook.fas.harvard.edu), click on "FAS Roombook" and navigate to "Reservations" in the top menu, then select "Academic Request." Enter your preferred section information (don't forget to indicate the course's recurrence!) and the number of students in your section, and you should be able to see every FAS room available that can accommodate your section size. If you prefer to narrow your choices, you can limit your view to certain areas (Harvard Yard, Extended Yard, etc.) or specific buildings (WJH, Sever, CGIS-South, etc.). Once you've selected your preferred space, a notification will be sent to the classroom administrator for that room, and you should receive an email either confirming or declining your request within 2 business days. **Note that your room is not reserved until you receive a confirmation email from the appropriate classroom administrator.**

Detailed instructions for how to use the RoomBook reservation system are available in the system. The Classrooms Office accepts section requests for classrooms in the Yard one to two weeks prior to the start of term. Requests for sections in WJH may be submitted in the RoomBook system but will not be confirmed until after Study Card Day.

Scanning

The photocopier also functions as a black-and white or color scanner. TFs can e-mail their scanned documents to themselves directly from the photocopier. Please stop by the front desk to have this functionality customized for individual use and to get a quick tutorial.

Textbooks & Course Packs:

The instructor's faculty assistant is responsible for ordering desk copies of all required texts for courses from publishers. If desk copies are unavailable, the faculty assistant will be granted permission to purchase books on behalf of instructors and TFs. The department will not reimburse TFs for books ordered without prior permission and confirmation that desk copies are unavailable. Please check with the Deb De Laurell deborahd@wjh.harvard.edu before purchasing any books. If you need to purchase a course pack, save the receipt, fill out a reimbursement form, and give it to Dotty Lukas (dlukas@wjh.harvard.edu, 682 WJH).

Note: If you are teaching a GenEd course, arrangements for payroll, texts, readers, and copying are made through their program office (see www.generaleducation.fas.harvard.edu for more info).

Updated: August 2014