



Harvard Department of Sociology

Getting Started for Teaching Fellows

A list of resources on some basics to get you and your course up and running.

Audio-Visual

LCD projectors are installed in 450, 501 and 601 WJH. 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 (lobby of WJH) 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

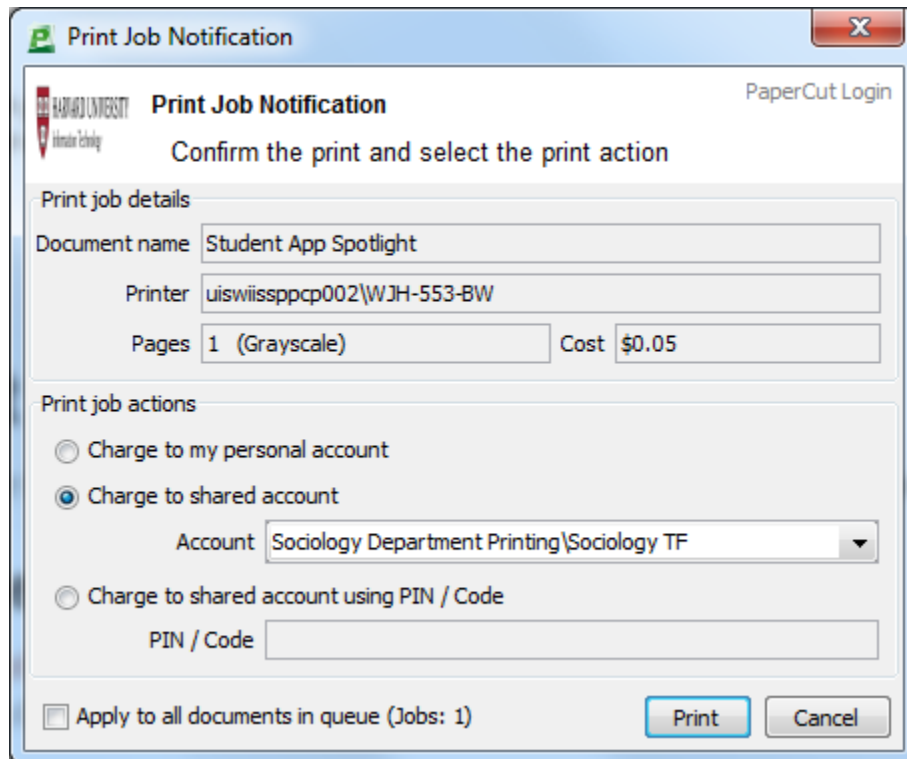
If your section conflicts with dinner (or lunch), undergraduates have the option of ordering a bagged meal from their dining hall. Bagged meals are free of charge to anyone enrolled in the undergraduate board program and can be requested online at: <http://www.dining.harvard.edu/myhuds/>.

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 has a blue title bar with a green 'P' icon and a red 'X' button. Inside, the Harvard University logo is on the left, and 'PaperCut Login' is on the right. The main heading is 'Print Job Notification' with the instruction 'Confirm the print and select the print action'. Below this is a 'Print job details' section with three fields: 'Document name' (Student App Spotlight), 'Printer' (uiswiissppcp002\WJH-553-BW), and 'Pages' (1 (Grayscale)) with a 'Cost' of \$0.05. The 'Print job actions' section has three radio buttons: 'Charge to my personal account' (unselected), 'Charge to shared account' (selected), and 'Charge to shared account using PIN / Code' (unselected). Below the selected option is a dropdown menu showing 'Sociology Department Printing\Sociology TF'. Below the unselected option is a 'PIN / Code' text field. At the bottom left is a checkbox 'Apply to all documents in queue (Jobs: 1)'. At the bottom right are 'Print' and 'Cancel' buttons.

- 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). All requests for FAS classrooms are now 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.

Rooms for your Office Hours

The Department has two small meeting rooms available to reserve for office hours (WJH 624 and 626). Each room has a small table, three chairs, and a whiteboard. They can be reserved through RoomBook (roombook.fas.harvard.edu) using the same process as for sections. Each TF may reserve a room for up to four hours per week.

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 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: January 15, 2015