



Harvard Department of Sociology Getting Started for Teaching Fellows

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

Audio-Visual

LCD projectors are installed in all Sociology classrooms. Sociology also has the following equipment which can be borrowed for courses and other departmental presentations: an LCD projector, two windows laptops, speaker phone, and accessories and adaptors (apple display adapter, laser pointer/clicker, digital camera, web camera). You may reserve these items by emailing Odette Binder (obinder@fas.harvard.edu) or Deb De Laurell (deborahd@wjh.harvard.edu). Once your request has been processed you will receive an email confirmation. Media & Technology Services (MTS) in the Science Center B-02 also offers a variety of equipment that is free of charge for course use. See the MTS website (<http://ims.fas.harvard.edu/rental-equipment>) for more information or to request equipment using their online form.

Copying

There is a copier located in 676 William James Hall that may be used for course-related copying. The department cannot reimburse for copies made through external vendors (e.g. Gnomon, Kinkos, Staples, FlashPrint).

Exams, Papers, and Privacy Issues

Blue books can be obtained from the Sociology front office or from the basement of the Science Center. If picking up blue books from 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. The Department prefers you distribute papers and exams by returning them during class, returning them during office hours, or by arranging for front office staff to store and distribute your materials (this option applies to final exams/papers only). You may also return papers/exams by leaving them in an unlocked, central location but each paper/exam must be in an individual, marked envelope.

Food

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

Meals for Undergraduates

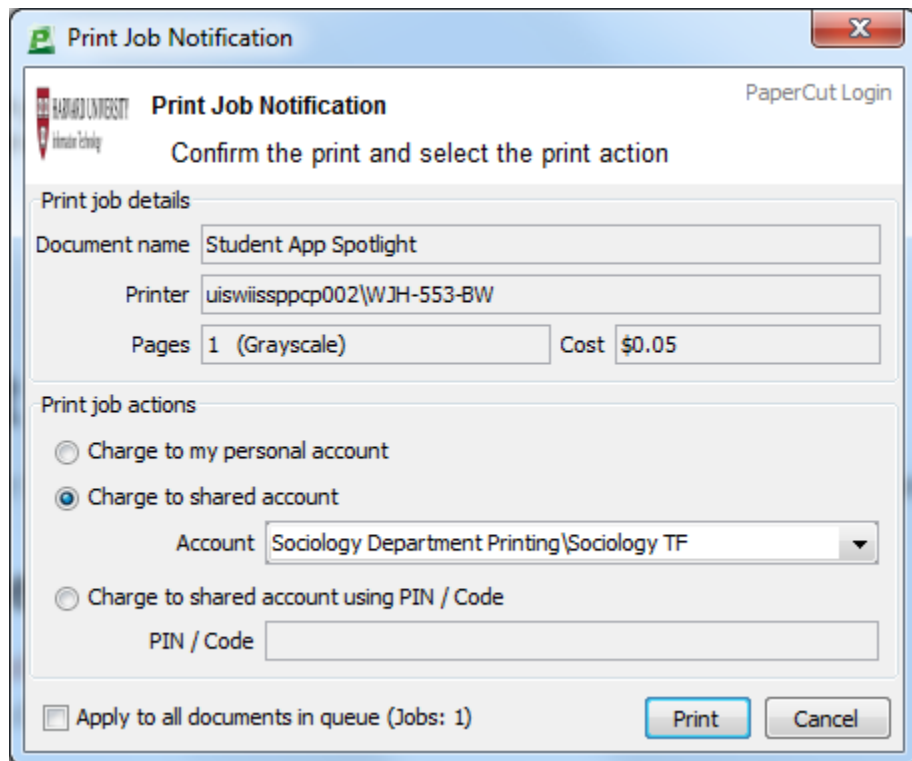
If your section conflicts with dinner (or lunch), undergraduates have the option of ordering a bagged meal from their dining hall. Bagged meals are free of charge to anyone enrolled in the undergraduate board program and can be requested online at: <http://www.dining.harvard.edu/myhuds/>.

Paychecks

If you have not already done so, be sure to set up direct deposit and fill out Mass & Federal tax forms via PeopleSoft (see the Harvard personnel web site www.hr.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 Jessica Matteson (matteson@wjh.harvard.edu, 495-3813, 660 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. It features the Harvard University logo and the text 'PaperCut Login'. The main heading is 'Print Job Notification' followed by the instruction 'Confirm the print and select the print action'. The 'Print job details' section includes: 'Document name' (Student App Spotlight), 'Printer' (uiswiissppcp002\WJH-553-BW), 'Pages' (1 (Grayscale)), and 'Cost' (\$0.05). The 'Print job actions' section has 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 selected option is a dropdown menu showing 'Account' as 'Sociology Department Printing\Sociology TF'. At the bottom, there is a checkbox for 'Apply to all documents in queue (Jobs: 1)' and two buttons: 'Print' and 'Cancel'.

- Handouts should be posted on the course website 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 Jessica Gauchel (jgauchel@fas.harvard.edu) with questions on printing.

Reserving Rooms

Classrooms: Once preliminary enrollments are confirmed after the registration deadline, 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 the FAS Classrooms Office to locate a more suitable space.

Rooms for sections in WJH are confirmed at the beginning of each term **after all scheduled classes are assigned** (typically the day after the registration deadline). All requests for FAS classrooms should be made in FAS's online system RoomBook. Go to the RoomBook website (roombook.fas.harvard.edu), click on "FAS Roombook" and navigate to "Reservations" in the top menu. Select "Academic Request." Enter your preferred section information, including the section's recurrence pattern, 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 (including rooms in WJH controlled by Sociology). 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.**

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 the registration deadline.

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. WJH 674 and 453 *cannot* be reserved for office hours.

Scanning

The photocopier also functions as a black-and-white or color scanner. TFs can scan documents to a group directory from the photocopier. Please stop by the front desk 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. 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.

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