



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 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, digital voice recorders, web camera). You may reserve 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 and their online form to request equipment.

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 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

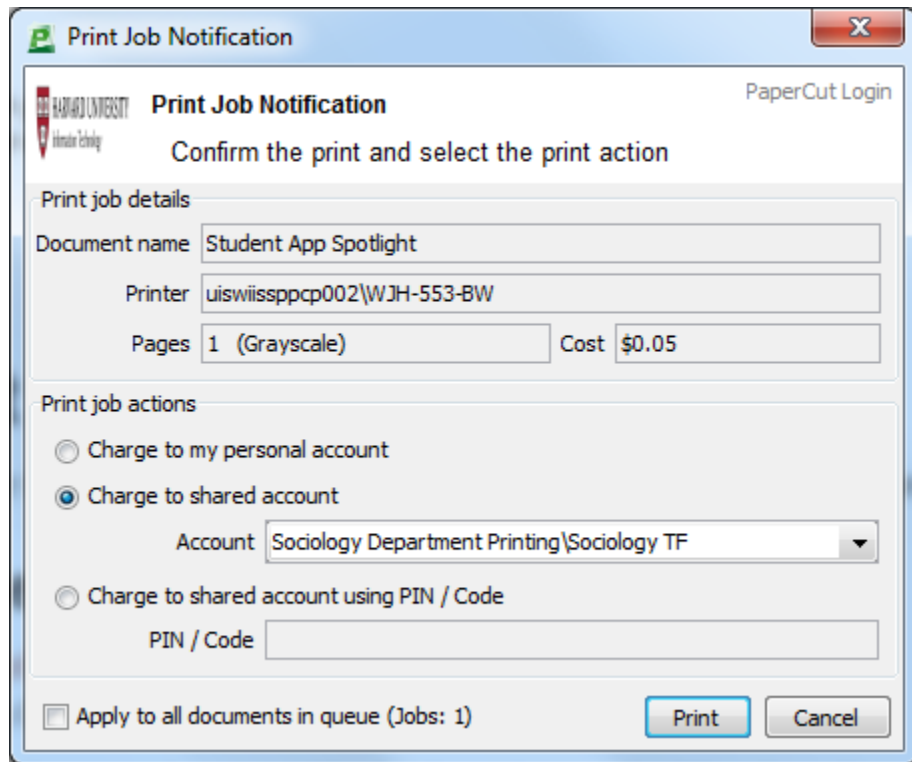
If your section conflicts with dinner (or lunch), undergraduates have the option of ordering a bagged meal from their dining hall. Bagged meals are free of charge to anyone enrolled in the undergraduate board program and can be requested online at: <http://www.dining.harvard.edu/myhuds/>.

Paychecks

If you have not already done so, be sure to set up direct deposit and fill out Mass & Federal tax forms via 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 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 image shows a Windows-style dialog box titled "Print Job Notification" with a green icon on the left and a close button (X) on the right. Inside the dialog, there is a Harvard University logo on the left and the text "Print Job Notification" and "PaperCut Login" on the right. Below this is the instruction "Confirm the print and select the print action". The dialog is divided into 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 showing "Account: Sociology Department Printing\Sociology TF". Below the "Charge to shared account using PIN / Code" option is a text field labeled "PIN / Code". At the bottom left of the dialog is a checkbox labeled "Apply to all documents in queue (Jobs: 1)". At the bottom right are 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 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 the registration deadline). All requests for FAS classrooms are now 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, 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 (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.**

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 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.

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: August 2017