

Course Preparation Guide for Lecturers in Sociology Fall 2012

Services Offered

The Faculty Services Office (FSO) provides course preparation services to Lecturers in Sociology. Available services include:

- Acquiring desk copies of assigned texts for Lecturers and TFs
- Assistance with course readings including:
 - Uploading course documents to iSites
 - Compilation and ordering of course packs
- General course iSites assistance

The Faculty Services Office aims to provide accurate and timely course prep assistance and has implemented policies and deadlines to help facilitate delivery of a high level of service. **Lecturers in Sociology are asked to adhere to the policies and deadlines set forth.** The FSO may not be able to accommodate requests submitted outside of the deadlines and guidelines, and will handle such requests at its discretion. A [Summary of Deadlines](#) can be found on pages 4-5.

For questions or concerns about course prep policies and deadlines, please contact **Kimberly R. Lyle, Manager of Faculty Services** at klyle@fas.harvard.edu.

Text Book Orders

Lecturers should e-mail book orders to textbooks@thecoop.com for **assigned** course texts **no later than July 2** (include author, title, publication date, ISBN). Be sure to indicate which books are required and which are supplemental.

Desk Copies

Many publishers offer Lecturers one courtesy copy of assigned course texts on order at bookstores. Some publishers also offer courtesy copies of assigned texts for TFs.

If Lecturers submit desk copy requests to [Kimberly](#) no later than July 30 (include title, author, edition, ISBN), the Faculty Services Office will submit desk copy requests to publishers. Please be sure to request copies for yourself and any TFs. If requests are denied, the FSO will purchase desk copies of **required** course texts.

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If the deadline is missed, Lecturers will have to submit desk copy requests directly to publishers. If publishers deny requests, Lecturers can purchase desk copies and request reimbursement (contact [Kimberly](#) for details). **The Department will not reimburse for desk copies or directly purchase desk copies unless publishers have denied requests.**

Course Readings

iSites Course Readings

The Faculty Services Office can upload course readings and media to course iSites. To have the FSO perform this service Lecturers must deliver original texts or copies of the readings (i.e. a book, a magazine, a journal article) to the FSO in 674 William James Hall and e-mail electronic readings to [Kimberly](#). See [Summary of Deadlines](#) for more information.

Lecturers are responsible for obtaining copies of texts for reproduction. The FSO will not borrow books on behalf of Lecturers for reproduction of course readings. For information on how to obtain texts, book chapters, journal articles, etc. through the Harvard Libraries, see the [Resources](#) section of this guide. For more information about course iSites, please see the [Course iSites](#) section of this guide.

Course Packs

The Faculty Services Office can assist Lecturers with assembly and ordering of course packs. Lecturers will need to provide a list of course readings, deliver hard copies of the readings (i.e. books, photocopies of chapters) to 674 WJH, and e-mail electronic copies of readings to [Kimberly](#). See [Summary of Deadlines](#) for more information.

Lecturers are responsible for obtaining copies of texts for reproduction. The FSO will not borrow books on behalf of Lecturers for reproduction of course readings. For information on how to obtain texts, book chapters, journal articles, etc. through the Harvard Libraries, see the [Resources](#) section of this guide.

Limits on Course Readings Reproduction

The Faculty Services Office cannot reproduce more than two chapters from each text. Lecturers may want to consider having complete texts on order at The Coop if more than two chapters from a text will be assigned.

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Course iSites

The Faculty Services Office will assist Lecturers with organizing course iSites including launching course iSites, uploading course materials, and creating assignment drop boxes.

Lecturers are given administrator access to course iSites and may view or edit any part of a course iSite. Lecturers and TFs are given access to the course list and may view assignments uploaded by students, comments posted by students to discussion boards, etc. Generally, Department staff – including FSO staff – cannot view course lists, student assignments, or any other protected information. Lecturers requiring assistance with viewing course lists, student assignments, and other protected information should e-mail [HUIT](#) or call them at 617/495-9000. Technical issues should also be directed to HUIT.

See [Summary of Deadlines](#) for more iSite prep information. For online iSite resources, visit [iCommons](#). For general course related iSites assistance, e-mail [Kimberly](#).

Summary of Deadlines

Following is a summary of deadlines for Sociology Lecturers to deliver course preparation materials to the Faculty Services Office. Electronic materials should be sent via email to [Kimberly](#) and hard copies (books or articles for scanning) should be delivered to 674 William James Hall.

Some deadlines for course packs are earlier than deadlines for iSites to allow for the significant lead-time and preparation required for compilation and production of course packs. **In order for the FSO to assist all Lecturers with course needs, deadlines must be adhered to.** Lecturers are encouraged to submit materials well before deadlines, when possible. The FSO will begin course preparation services early for Lecturers that submit materials early.

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For Lecturers requiring assistance with COURSE PACKS

No later than:	
July 2	E-mail your course book order directly to The Coop
July 13	E-mail Kimberly to request assistance with course pack assembly; attach a list of readings to be included in the course pack
July 23	- E-mail most recent draft syllabus to Kimberly - Deliver hard copy materials (i.e. books, hard copies of readings) to Kimberly at 674 WJH; FSO will scan the readings and return your hard copy materials to you (usually within 10 business days)
July 30	- E-mail existing electronic course readings (i.e. PDFs of journal articles) to Kimberly - E-mail desk copy requests for <u>required</u> course texts to Kimberly. Specify the number of copies needed for Lecturers and TFs
August 24, 2012	E-mail final syllabus to Kimberly

For Lecturers requiring assistance with POSTING READINGS on course iSites:

No later than:	
July 2	E-mail your course book order directly to The Coop
July 23	E-mail most recent draft syllabus to Kimberly
July 30	E-mail desk copy requests for required course texts to Kimberly. Specify the number of copies needed for Lecturers and TFs
August 6	Deliver hard copy materials (i.e. books, photocopies of readings) to Kimberly at 674 WJH. The FSO will scan and upload copies of the readings to the course iSite, and return your hard copy materials to you (usually within 10 business days)
August 15, 2012	E-mail electronic copies of course readings (i.e. PDFs of journal articles) to Kimberly so they can be uploaded to the course iSite
August 24, 2012	E-mail final syllabus to Kimberly

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Resources

The following University resources may aid Lecturers in course preparation.

Harvard Libraries

In addition to standard library services, the Harvard Libraries offer the following options for obtaining texts and readings:

- [Borrow Direct](#) – Service can be used to borrow books currently unavailable at Harvard from Brown, Columbia, Cornell, Dartmouth, University of Pennsylvania, Princeton, and Yale. Book delivery time is four business days or less.
- [Interlibrary Loan](#) – Service can be used to borrow materials from a larger network of external libraries. Material delivery time is approximately two weeks.
- [E-Research](#) – Locate, access, and organize journal articles, citations, and other e-resources in the Harvard Collection. Use tools to search multiple e-resources at the same time, and to save sets of e-resources, e-journals, and citations.
- [Scan and Deliver](#) – Request and obtain electronically scanned portions of certain items from the library collections that are currently on the shelf. Note: **Lecturers are strongly encouraged to use this service to obtain scanned chapters of books for course readings.**

iCommons – iSites Related Assistance

The Academic Technology Group has online resources for Course iSites management including:

- Online help manuals
- Support contacts
- Video tutorials
- Survey tools

Visit [iCommons](#) for more information.

Course Pack Vendors

[Xanadu Publishing](#) – has print and digital options for course packs; ships directly to The Coop

[Gnomon Copy](#) – offers printed course packs; student pick-up from Harvard Sq. location