

Quick Reference *for* Teaching Fellows

ISSUE	RESOURCES	NOTES
Practical tools for teaching	Visit the HGSE <i>TF Resource Site</i> for an array of resources: http://tf.gse.harvard.edu	Online resources and teaching tools
Development of teaching strategies and learning experiences	Visit the Instructional Moves (IM) site at https://instructionalmoves.gse.harvard.edu	IM spotlights reflective Harvard instructors high-leverage teaching strategies applicable to multiple settings and grounded in teaching and learning research.
Getting appointed and paid as a TF	Complete instructions and forms available on the HGSE <i>Finance Office, Student Employment</i> https://finance.gse.harvard.edu/student-employment	For more information, please contact Human Resources: 617-495-3471 or TF@gse.harvard.edu
Shared office space for holding office hours and meetings with students	Lisa Fischer, Space Planning and Operations Manager lisa_fischer@gse.harvard.edu	Lisa will contact TFs with assignments, if requested on TF appointment form.
Printing credits for TFs	Printing credit request form is available at the <i>TF Resource Site</i> . Questions? it_onestop@gse.harvard.edu	All TFs may receive printing credits via Crimson Cash for HGSE network printing. Fill out the form and activate at IT Service Center, Gutman 3 rd floor.
Booking rooms for section meetings, breakouts, or other course meetings	HGSE's EMS space and event reservation system: http://reservations.gse.harvard.edu Questions? roomrequest@gse.harvard.edu	Instructors should contact the Registrar about any changes for the primary class sessions. Section rooms are scheduled by TFs/faculty assistants for courses via the EMS system, not by the Registrar.
Media requests and support (e.g., recording, in-class help from a technician)	Requests or questions? it_onestop@gse.harvard.edu Need immediate help (for support during class): call (617) 496-0628	Make sure first that you have TF privileges to make requests for your course.
Canvas platform training and support; technology consultations	Questions or training? it_onestop@gse.harvard.edu http://canvas.gse.harvard.edu	Canvas training is available via appointment through the IT Service Center .
<i>my.harvard</i> Student Information System	<i>my.harvard</i> Knowledge Center: http://about.my.harvard.edu/help	Support using <i>my.harvard</i> tools including updating student profiles and course enrollment.
Writing Services for students	Writing Center: https://communicate.gse.harvard.edu	Online tutorials, workshops, in-person appointments with Writing Services teaching fellows.
Personal consultations with HGSE's Research Librarians	Research Librarians in Gutman at https://asklib.gse.harvard.edu	One-on-one sessions for TFs or students; work with our recognized team of research librarians.
Research Technology consultations and statistical software support	TF questions? stathelp@gse.harvard.edu https://its.gse.harvard.edu/research/consultation-services	Services for faculty and TFs. Generally, one-on-one appointments with students are by TF's referral first.
Supporting students with disabilities	Accommodation and Accessibility Services (AAS), Office of Student Affairs: https://osa.gse.harvard.edu/support-services	Contact AAS with all questions about supporting students with disabilities at hgsesupport@gse.harvard.edu
Supporting students who are struggling academically	Academic Coaching, Office of Student Affairs: https://osa.gse.harvard.edu/academic-coaching	Academic Coaching is free and available to all students. Coaches can provide research-based tools and strategies to help graduate students.
Questions about your students' privacy rights and academic records	HGSE Office of the Registrar, registrar@gse.harvard.edu	HGSE respects students' legal rights to the privacy of their academic information. For more information: https://registrar.gse.harvard.edu/ferpa
Plagiarism and academic integrity concern	See the <i>Student Handbook</i> at https://www.gse.harvard.edu/community/students/handbook	Talk to the instructor first about suspected plagiarism; instructors are then required to provide a report to the appropriate program deans.
Safety and emergency information	Harvard Police: (617) 495-1212 HGSE Security: (617) 495-3499	Do not hesitate to call HUPD directly if you feel unsafe or to report a campus incident.
TF course evaluations	Registrar's office: https://registrar.gse.harvard.edu You may request copies of course evaluations for TFs at courses@gse.harvard.edu	We will gladly provide PDF copies of prior evaluations for TFs for your teaching portfolio.