

Course Planning Period (CPP) Guide | HGSE 2014-15

Pre-Course Planning Period Tasks

Due	Item	Who Can Help	More Information
May 6	Respond to outreach from programs about preferred teaching times	Academic Affairs	Program Administrators and staff in Academic Affairs reach out to most faculty in April to get a range of preferred teaching times for use in the Master Scheduling process, running through May.
May 23	Complete new online course form	Office of the Registrar	Revise course description and provide logistics and preference information for coming year, using forms sent by the Registrar.
May 23	Advertise Teaching Fellow positions and recruit Teaching Fellows	Academic Affairs and your faculty assistant	Create or revise TF job descriptions to be advertised and make requests for the coming year's TF appointments.

Phase I: One-on-One with Your Faculty Assistant

Due	Item	Who Can Help	More Information
<input type="checkbox"/> Target Date _____	Meet one-on-one with faculty assistant	Your faculty assistant	Phase I of CPP: during late May for Fall; early November for January Term / Spring; late April for summer term. Meet with your assistant to discuss required texts, syllabus, iPac, using this guide as your Course Planning Period checklist.
<input type="checkbox"/> Target Date _____	▶▶ Identify Teaching Fellow(s)	Your faculty assistant and Academic Affairs	Have you selected potential TFs yet? When TF positions are formally approved (by the start of classes), you may notify TFs that their positions have been confirmed so that they can complete the hiring process.
<input type="checkbox"/> Target Date _____	▶▶ Submit textbook orders	Your faculty assistant	Email the Harvard Coop with your textbook order: textbooks@thecoop.com
<input type="checkbox"/> Target Date _____	▶▶ Submit iPac readings list	Your faculty assistant and Gutman Library	Submit your iPac readings list to your faculty assistant by assigned due dates. Your assistant will submit the iPac index and PDFs to Carol Kentner for copyright. carol_kentner@gse
<input type="checkbox"/> Target Date _____	Create or revise syllabus	Your colleagues and your faculty assistant	Ask colleagues or your faculty assistant for examples of syllabi.
<input type="checkbox"/> Target Date _____	Activate and setup course iSite	Your faculty assistant and IT	In July, all course iSites are created for the coming year. Activate your iSite, provide permissions to TFs and faculty assistant, and set up content and global access permissions. Your official class list, constantly refreshed, is also on iSite. it_onestop@gse
<input type="checkbox"/> Target Date _____	Place materials on library reserves	Your faculty assistant and Gutman Library	Reserves management is now integrated with iPac material. Provide reserve copies via your faculty assistant. Requests must be submitted via the Reserves Tool.
<input type="checkbox"/> Target Date _____	Establish office hours	Your faculty assistant	There are several options, including sign-up sheets on door, iSite tool, Wikispaces tool, faculty assistant scheduling. Determine preferred method with your faculty assistant, and he or she will update the Appointments information on your web profile.
<input type="checkbox"/> Target Date _____	Submit course IRB, if required, and prepare for connecting students to any required human-subjects training	Academic Affairs	Courses involving projects with human subjects require Harvard IRB approval or exemption, and may require district-level approval. Harvard requires students in courses involving research training with human subjects to complete CITI ethics training and/or NIH training: cuhs.harvard.edu , matthew_miller@gse

▶▶ = Essential step faculty member must take to enable faculty assistant's pre-course work.

Phase II: Course Preparation

During this phase, you and your faculty assistant will complete tasks discussed during your earlier one-on-one conversation.

Phase III: Teaching Team Meeting

Due	Item	Who Can Help	More Information
<input type="checkbox"/> Target Date _____	Meet with Teaching Team	Your faculty assistant	Phase III of CPP: during the week of fall and spring shopping classes, instructor meets together with the TF(s) and assistant; for January Term and summer sessions, the teaching team meets just prior to the first class. This is an opportunity to clarify division of duties across the teaching team, and to finalize course details, including IT needs and course supplies.
<input type="checkbox"/> Target Date _____	Plan for shopping sessions	Academic Affairs, Registrar	In the week before the start of the semester, you will offer two back-to-back, 35-minute sessions to introduce your course to prospective students. Ideas and examples of shopping-session teaching plans? matthew_miller@gse . Scheduling issue? charles_perreault@gse
<input type="checkbox"/> Target Date _____	Request section, breakout, and other room requests	Your faculty assistant and TF	Request section rooms in <i>new</i> Events Reservation System. Want help picking conflict-minimizing section times for the students in your course? academic@gse . Remember, sections cannot meet during Community Programming Block (CPB) times of Mon 12-2, Thurs 4-5, and Fri 12-1.
<input type="checkbox"/> Target Date _____	Media needs and videorecording	Your faculty assistant and IT	Make your requests for media support (videorecording, in-classroom media tech, special setups, etc.) using the Event Reservation System. it_onestop@gse
<input type="checkbox"/> Target Date _____	Training on iSites and in-classroom media	IT Service Center	Members of the teaching team should be trained on iSites management and in-classroom use of media. it_onestop@gse
<input type="checkbox"/> Target Date _____	Manage cross-registration petitions	Office of the Registrar and faculty assistant	Students at all Harvard schools submit cross-registration requests electronically. You'll receive an email with the approval request and can forward it to someone else (assistant or TF) to manage. charles_perreault@gse , crossreg.harvard.edu
<input type="checkbox"/> Target Date _____	Managing requests to audit the course	Office of the Registrar and faculty assistant	HGSE does not require admission of course auditors; this is up to the instructor. Auditors must pay the iPac licensing fee (\$25.00) before they can be added as "guests" to the iSite.
<input type="checkbox"/> Target Date _____	Requesting course supplies	Your faculty assistant	Classroom supplies such as Post-It poster paper, markers, etc., are requested through your faculty assistant. Items other than basic supplies are purchased with your TTRF funds.
<input type="checkbox"/> Target Date _____	Schedule optional lunches or group meetings with students	Academic Affairs and faculty assistant	Many faculty host informal lunches, coffee in the Commons, or other ways to get to know students more casually. Ideas and tips from colleagues' experiences? matthew_miller@gse
<input type="checkbox"/> Target Date _____	Surveys, forms, and collecting information: using Qualtrics	IT Service Center or Academic Affairs	Qualtrics is a powerful surveying, polling, and data collection tool for use in your courses and research. Useful for collecting information from your students. it_onestop@gse or academic@gse , surveytools.harvard.edu
<input type="checkbox"/> Target Date _____	Making arrangements with field/project sites	Academic Affairs	For advice about collaborating with external sites for student projects, field-based observation, etc. matthew_miller@gse
<input type="checkbox"/> Target Date _____	Set regular teaching team meetings	Your teaching team	Most faculty members set regular (e.g., weekly) meeting times for the teaching team (instructor and TFs).

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Key Teaching and Learning Resources

Resource	Who Can Help	More Information
Research/Teaching Librarian support	Gutman Library	HGSE's research librarians are a key resource for teaching. They can partner with you on working with your students, creating customized "LibGuides" for your website, and much more. carla_lillvik@gse
Academic Technology resources and services	IT Service Center	HGSE's Academic Technology team within IT can provide a range of helpful services and consultations, including supporting, designing, and coaching teaching team members on in-class and online tools for teaching and learning. william_wisser@gse
Supporting students with disabilities	Office of Student Affairs	ads@gse.harvard.edu , bit.ly/hgseosa
Support students with their writing	Academic Writing and Research Services	Let the Writing Center know about the writing demands and skills you are developing in your course so that they can better support you, particularly any special genres or projects that they should be ready to support. sites.harvard.edu/awrs , deborah_garson@gse
Confidential support for student well-being	Office of Student Affairs	If you have concerns about a student's well-being, contact Liz Thurston, Director of Student Affairs, liz_thurston@gse
Reporting concerns about plagiarism	Academic Affairs	Jennifer Petrallia (Ed.M./CAS), Barbara Selmo (Ed.D., Ph.D.), Julie Vultaggio (Ed.L.D.) jennifer_petrallia@gse , barbara_selmo@gse , julie_vultaggio@gse
Other questions or resources for teaching?	Academic Affairs	A wealth of resources exists at HGSE and Harvard to support teaching and learning. Don't hesitate to let us know how we can help or refer your idea, request, or question to the right person. matthew_miller@gse , academic@gse