INFORMATION FOR VISITORS AND NEW INSTRUCTORS
Teaching Undergraduate Courses in the Harvard Government Department

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This document contains information for new instructors in the Undergraduate Program in Government. Please note that you will also receive other orienting material from the Department Administrator, Frankie Hoff, on such matters as payroll, expense reimbursement, and general office procedures.

I. GETTING STARTED

Getting Your Harvard ID and PIN number

In order to access online resources, you need a Harvard ID (HUID) and online PIN, which will allow you to access Harvard’s secure sites, such as your course iSite. Until you submit your I-9 form and get cleared for payroll, you cannot obtain an HUID. Please contact the Government Department Administrator, Ms. Frankie Hoff, for help with these issues: fhoff@fas.harvard.edu, (617) 496-6343.

Once you have an HUID, go to the ID office at 953 Holyoke Center (at 1350 Massachusetts Ave.) to get your ID card. Once you have your ID number, you can get a PIN at http://www.pin.harvard.edu/

II. TEACHING IN GOVERNMENT

For general information on constructing a syllabus, teaching, grading, the examination process, etc., please consult “Information for Faculty Offering Instruction in Arts and Sciences, 2010-2011, available here: http://www.registrar.fas.harvard.edu/fasro/faculty/handbooks.jsp?cat=faculty&subcat=information

The academic calendar for 2010-2011 can be found on the Registrar’s page at http://www.registrar.fas.harvard.edu/fasro/common/calendar.jsp

It may also be helpful for you to know that FAS will run on a special schedule at the beginning of the fall 2010 semester due to the Labor Day holiday. The first day of classes, Wed, Sept 1 will run on a Monday schedule. Thus if you are regularly scheduled to teach on Wednesdays, your first class will be on Wednesday, Sept. 8. If you are regularly scheduled to teach on Mondays, your first class will be Wed., Sept. 1. All other days will run as usual. Study card day is Thursday, September 9.
Types of Government Courses

Within the Government department, there are several different course types. These types are identifiable by number:

10 – 50: Introductory/Foundational Courses: often taken by freshmen and sophomores, and usually with high enrollment.

90: Undergraduate Seminars (see “Special Information for Limited Enrollment Courses” below for more information)

91r: Supervised Reading and Research: This is a departmental independent study you may undertake with a student. The student will ask if you would be willing to oversee his or her independent study, and together you will develop a syllabus for the course. Gov 91r must be approved by the Director of Undergraduate Studies, Prof. Cheryl Welch, before the student registers for the course. Petition forms can be found in the Student Services office in K151 or online at [http://www.gov.harvard.edu/undergraduate_forms](http://www.gov.harvard.edu/undergraduate_forms). Please note that a Gov 91r course may not count for concentration credit; it may not substitute for a requirement or elective.

97: Sophomore Tutorial: a required course for all Government concentrators, usually taken in the spring of the sophomore year.

98: Junior Research Seminars (see “Special Information for Limited Enrollment Courses” below for more information)

99r: Senior Thesis Writers’ Workshop: all senior thesis writers register for this full-year course while they are writing their theses.

1000-level: Undergraduate Lecture Courses: These are primarily lecture courses with unlimited enrollment. You are eligible to hire Teaching Fellows (TFs) if the enrollment is over 18 (see “Hiring TFs” for more information). Mostly undergraduates will enroll in these courses, although occasionally graduate students will also enroll in them.

2000-level: Graduate Courses: usually have low enrollment, mostly Government graduate students, although advanced undergraduates are allowed to enroll with your permission. If you allow an undergraduate to enroll in your 2000-level course, you must sign that student’s Study Card (next to the name of the course).
Special Information for Limited Enrollment Courses (Gov 90 & 98)

Gov 90 (Undergraduate Departmental Seminars) and Gov 98 (Junior Research Seminars) are limited to 16 students (for faculty-led seminars) or 12 students (for TF-led seminars).

**Government 90**: These seminars offer teaching faculty in Government the opportunity to meet with highly-motivated students on a topic of current interest in political science. Gov 90s are open to both concentrators and non-concentrators and enrollment is at the discretion of the instructor. Please note that Gov 90s do not fulfill the research seminar requirement for honors in Government and they are not lotteried by the Undergraduate Office.

**Government 98**: These seminars are designed for junior concentrators who have elected the honors program. Honors candidates are required to take at least one research seminar. The seminars have two primary aims: 1) to allow students to explore in depth an important topic in political science, and 2) to prepare students to write a successful senior honors thesis. Each Junior Research Seminar will guide students through the process of research, beginning with topic selection and culminating in the submission of a substantial research project at the end of the term. Enrollment is limited, and is determined by a lottery based on student preferences. This lottery is administered by the Undergraduate Program office. The seminars are open to other Government concentrators and to non-concentrators on a space available basis.

**The Gov 98 lottery** will be held on Friday, September 3. The first session of a Gov 98 is generally an introduction and overview designed to give students a clear sense of the course before they rank their preferences in the lottery. If the first meeting of your Gov 98 is held before the lottery (i.e., if your regularly-scheduled class meeting time is on Wednesday 9/1 or Thursday 9/2), you may meet at your regularly scheduled time. If the first meeting of your Gov 98 is held after the lottery (i.e., if your regularly-scheduled first class time is on Monday 9/6 or Tuesday 9/7, or if you will be away at APSA during your regularly-scheduled first class), the Undergraduate Program office can schedule a one-time “intro session” for your seminar so that students can gain information about the course before listing their preferences on the lottery form. Please contact the Undergraduate Program for more information about this option.

**Classroom Reservations**

You will be contacted by the Department twice a year regarding your classroom preferences; in June for the Fall semester, and in November for the Spring semester. For each class that you’ll be teaching, you’ll receive a form where you can indicate what rooms/buildings you prefer and any accommodations (audio-visual, etc) that you may need. Please return this form promptly to the Department. To reserve CGIS space for non-classroom use or for small, one
time meetings, TF meetings, etc. go through http://cgis.fas.harvard.edu/room_and_equipment_scheduling.html. Descriptions of all CGIS meeting space are available at http://cgis.fas.harvard.edu/meeting_rooms.html.

**Audio-Visual Needs**

To reserve an A/V technician for a course or event within CGIS, request use of a laptop, or any other A/V needs, please contact the CGIS Audio Visual office at 617-495-9807 or mtscgis@fas.harvard.edu. **Classrooms in CGIS do not automatically come with equipped with computers. If you need a computer to run Power Point, for example, you must request that a computer be delivered to the classroom beforehand (usually with a week’s notice).**

**Due dates for written material and final grades**

All written assignments, including seminar papers, must be due no later than the last day of Reading Period. For AY 2010-11, those dates are Sunday, Dec. 12 (fall) and Thursday, May 5 (spring).

Any course that does not have a final exam (such as a seminar) must submit the final grades to the Registrar by the following dates:

- **Fall Term:** Friday, December 17
- **Spring Term:** Tuesday, May 10

Given this timeline, you may want to make the due date for a final paper a few days earlier than the last day of Reading Period, in order to give yourself enough time to give all of the papers a thoughtful reading and grading.

**How to structure your course (assignments, exams, etc.)**

*Foundational (Gov 10, 20, 30, 40, 50) and 1000-level courses:* these courses often will incorporate class/section participation, short papers, and midterm and/or final exams. It is not common to require a long, final paper in these courses.

*Seminars (Gov 90, Gov 98, Graduate):* these courses usually incorporate class participation (including presentations) and written work. It is unusual for them to include exams. Gov 90 may require a long final paper, or may divide the writing assignments into shorter papers. Gov 98 and graduate seminars usually require a long (20-30 pages) final paper. In addition, Gov 98 must include instruction of
certain research elements. Please contact the Director of Undergraduate Studies, Prof. Cheryl Welch, for more details.

**Book Ordering and Desk Copies**

Textbooks can be ordered through The Coop. They can be contacted at (617) 499-2223 or by e-mail at textbooks@thecoop.com. Books should be ordered no later than July for the fall semester and no later than November for the spring semester. Note that the Department does not reimburse instructors for books purchased for course preparation.

For desk copies, please contact Craig Lajoie in the Government Department at clajoie@gov.harvard.edu or 617-496-7202. Please keep in mind that it normally takes at least 3-4 weeks to obtain these books from their publishers.

**Photocopying**

Faculty with ladder appointments are expected to use their TAD (Teaching and Development fund) for course preparation and class-related expenses such as class handouts. There is a modest allotment in the Undergraduate budget for photocopying. Visitors and Lecturers should contact Joanna Lindh in the Department Office for a copy code that will allow them to use the office copier to reproduce course syllabi and other course materials (for example, short class handouts). The Office cannot pay for photocopied course readings, which should be made available in electronic form on the course website or be available for purchase in a packet.

**Creating Your Course Website (iSite) and Course Materials**

Once the online catalog is live and posted for the academic year, you’ll be able to see your course listings. You can access your course website (or iSite) through the course listing. You can get information, FAQs and assistance online at http://isites.harvard.edu/icb/icb.do?keyword=course_isites_help. Craig Lajoie and Tricia Vio in the Government department can also answer any quick questions you may have about setting up your course site.

Harvard University requires that copyright permission be acquired for all course materials. Materials that are linked to your course website via Hollis have their copyright permissions paid for by the library. Extensive information about copyrights can be found on the Office of the General Counsel’s website http://ogc.harvard.edu/ under Publications and Advisories. Gnomon Copy is willing to clear copyrights, create and sell a sourcebook for you. Additional
information can be found at http://www.gov.harvard.edu/pub/finances. Many faculty, however, simply provide students with the citations for material (primarily articles) that can be found on HOLLIS, thereby eliminating the need to clear copyrights. You may also put PDFs of materials up on your course website. Selections from books are restricted to a total of about 10% of the book.

**Library Course Reserves**

Requests for all courses should be submitted using the Reserves List Tool through your course web page. Specific instructions on submitting requests can be found at:

http://hcl.harvard.edu/info/reserves/instructions.html

As long as you are listed in the Registrar's catalog as the instructor for the course, you will find the course web site listed on the Courses tab of your http://my.harvard.edu/ page. You can assign others (a TF or assistant, for example) administrative access to the site. If you are unsure of where to begin, call your supporting library or contact Lamont Library (617-495-2452, reserves@fas.harvard.edu) and they will orient you to the process and make the appropriate referrals.

**Hiring Teaching Fellows (TFs) for Your Course**

The following guidelines represent the standard practice for hiring teaching fellows. If you have questions about this process, please contact Thom Wall, the Graduate Program Administrator.

Introductory, 1000-level and methodology courses may hire instructional support FTEs, or Teaching Fellows.

All TF appointments are contingent upon course enrollments. Government courses must have a minimum of 18 FAS/GSAS students to guarantee the first section. Because Harvard does not have a pre-registration system, appointments are not guaranteed until after Study Cards have been submitted.

For Introductory and 1000-level courses in which teaching fellows run weekly sections that accompany lectures given by a faculty member, target size should be 18 students for the first section, and 15 for each additional section. Courses with an enrollment of more than 100 students may appoint a Head TF.

Smaller sections may be needed in quantitative method courses to help students develop the necessary skills and to compensate teaching fellows for the large amount of problem set grading. In these courses, the target size should be 15 for the first section, and 12 for each additional section.
Group sophomore tutorials average 8 students per tutorial.

Teaching fellows are not provided for auditors in courses. Only regular enrollments recognized by the FAS Registrar's enrollment figures, including students cross-registered from another faculty of the University or MIT, are supported. In those cases in which the same course is offered simultaneously (i.e. with the same set of lectures) but with different course numbers by FAS and another faculty of the University, FAS instructional funds can be used only for students enrolled in the FAS version of the course.

**TF Payroll:** Once you have offered a teaching appointment, the TF should download and complete the TF appointment forms, available on the Department’s website and submit the forms to Thom Wall. International students should check with the International Office to verify work eligibility.

**Shopping Week and Study Card Day**

The first week of classes at Harvard is known as “Shopping Week.” During this time, students attend or “shop” different courses in order to decide which ones they want to take. The last day of Shopping Week is Study Card Day, on which students will officially register for courses.

During Shopping Week is it common to have more students shopping your first class than will eventually take it. For this reason, it is a good idea to note in the syllabus whether the first class will be an intro session, with no reading required, or whether the first class will immediately cover course material. If the first and/or second meetings of your course are substantially larger or smaller than anticipated, please let the Undergraduate Program know immediately so we can work on finding you a more suitable room if necessary.

You do not need to sign the Study Card for a student unless your course is a limited enrollment course (such as a Gov 90) or a graduate course. Since the Gov 98 seminars are lotteryed and the Undergraduate Program posts the results online, you do not need to sign the Study Card of any student who lotteries into your Gov 98 class. However, if you are giving a student who is not on this list a discretionary slot in your seminar, you must sign the Study Card. Make sure you sign in the box immediately to the right of the course, not at the bottom of the Study Card, which is for the student’s Concentration Adviser’s signature.

**Grading**

When you are designing your syllabus, it is important to make clear what the components of the final grade are, and what the weighting is for each component. You should try to have this information in your syllabus as soon as possible, and
if it changes before the course begins or soon after it begins, make sure the students and your TFs know. Make sure that the TFs know the latest information on grading and are consistent in conveying this information to the students. Do not change the grading criteria in the middle of the course, especially after a graded assignment has been turned in. Do not change course assignments or grading after the final add/drop deadline. For further information on grading policy, please see “Information for Faculty Offering Instruction in Arts and Sciences 2010-11” in the sections on Course Administration: http://webdocs.registrar.fas.harvard.edu/faculty_handbook/current/chapter3/index.html Grades: http://webdocs.registrar.fas.harvard.edu/faculty_handbook/current/chapter5/index.html

Many new instructors want to know what an “A” or a “B” is at Harvard. This is a subjective question that is often difficult to answer. You may find it helpful to talk to the faculty in the Government department, or even the more experienced TFS. In the end, however, you may make your own judgment about which grades to give to your students.

**Midterm grades**

About a month into the semester you will receive a request from the Registrar for midterm grades. These are mainly for advising purposes, to give the student and the student’s Resident Dean in the House advance notice of any potential problems, and to allow the student the option of withdrawing from the course before the Withdraw Date on the 7th Monday of the semester. You do not need to submit a letter grade for the midterm grade; a SAT/UNSAT is fine. However, if a student is not performing satisfactorily, you must contact the student’s Resident Dean as soon as possible. There will be contact information for the Resident Deans in the midterm grades packet.

In some cases, especially in low-enrollment seminars, the students will not have submitted any work by the midterm point. In those cases, use your judgment about the student’s progress in the course, using other criteria such as class participation. If possible, you should take the midterm grades into consideration when writing your syllabus, and try to have some small assignments due within the first month so you will have some way to gauge your students’ performance.

**EXAMINATIONS**

The Registrar assigns a time and room for your final examination. However, photocopying the exam, obtaining exam books, and proctoring the exam (including proctoring out-of-sequence (OOS) exams for students with documented special needs and those with time conflicts) are the responsibility of
the course head. The Exam Office handles the ordering and delivery of exam books: 5-1542, fasexams@fas.harvard.edu. If you need to proctor several OOS exams and do not have enough proctors, please contact Karen Kaletka in the Undergraduate Office.

### Teaching evaluations

Teaching evaluations at Harvard are called “Q Evaluations” and are administered electronically at the end of the semester. You will receive an email from the Registrar’s office which will contain a link for you to set up your evaluation. For more information see [http://q.fas.harvard.edu/harvardQ/index.jsp](http://q.fas.harvard.edu/harvardQ/index.jsp)

### Student Records & Confidentiality

Recent changes in laws and regulations related to confidential information, including the Massachusetts Identity Theft Law and the ongoing requirements of the federal Family Educational Rights and Privacy Act (FERPA) have provided reason for us to simplify our approach to protecting confidential information, including student records, grading, exams, etc.

Harvard Enterprise Information Security Policy (HEISP) provides guidance to the University community on protected information. The HEISP can be found on the University Security and Privacy web site [http://www.security.harvard.edu/enterprise-security-policy](http://www.security.harvard.edu/enterprise-security-policy).