

# WHERE DO I GO?

## A RESOURCE ROADMAP FOR TFS

Teaching is a collaborative activity that happens across different units in the FAS. Use this quick guide to know where to go for your different teaching needs and support.

Check in with your course head, head TF, or teaching team about:

- Roles and responsibilities in the course using the [Pre-term Planner](#)
- Checking in on students
- Mid-semester feedback
- Course policies (including generative A.I.), grading, student questions
- Reflecting on the semester

### COURSE HEAD

### DEPARTMENT

Check in with your department administrator about:

- Printing, copying, scanning course materials, required books
- Reserving space in department-controlled classrooms
- Materials for exams
- Teaching assignments and compensation

Visit these campus offices with your questions about:

- [Academic Technology](#): Canvas sites, Zoom, Harvard-supported digital tools
- [Registrar](#): Sectioning, booking classrooms, enrollment, end-of-term feedback
- [Library](#): Course reserves, research skills
- [Disability Access Office](#): Student accommodations
- [Digital Accessibility](#): Creating digitally accessible course content
- [Education Support Services](#): Classroom technology (A/V needs)

### CAMPUS OFFICES

### THE BOK CENTER

Come to the Bok Center to:

- Learn about and reflect on your teaching
- Build your communication skills and develop professionally
- Join an interdisciplinary community of practice
- Explore resources and consult with us on topics including inclusive teaching, grading and feedback, and language and communication