

The background is a light grey, textured paper with various watercolor-style illustrations. There are orange and pinkish-red shapes, a blue squiggle, a blue spiral, and a blue arch. The text is centered on a yellow rectangular background.

CAPSTONE PROJECT

HANDE SEVGI
DEPARTMENT OF LINGUISTICS

2023-2024

We aimed to have:

- A more efficient teaching component in the departmental Practicum course
- A better teaching community in the department
- A better roadmap for the prospective PFs



“A more efficient teaching component in the departmental Practicum course”

We worked on:

◆

A course on Teaching
at Harvard (for G2s)

Fundamentals of teaching with
a specific emphasis on Harvard
culture (material)

◆

A course on how to design
a syllabus (for G2s)

Fundamentals of course design
and grading (material)



“A better teaching community in the department”

We had:

Our “traditional” pre-semester meetings with **new TFs and G4s**

Early August meetings with G3s and G4s addressing their questions in addition to general information tailored to the target audience (for G3 and G4s)

Regular in-person TFs meetings

Insightful gatherings for all TFs where we discuss our problems and brainstorm for possible solutions



“A better roadmap for the prospective PFs”



We drafted:



A timeline for
responsibilities of a PF

A list of important deadlines during the
academic year



A guideline for shadowing

A potentially helpful document for G2s
as well as the PF to get ready for a
shadowing and shadowing debrief
(Special thanks to Cait Moffatt and Pamela Pollock)

WHAT HAVE WE (HOPE TO) ACCOMPLISHED?

A STRONG TEACHING COMMUNITY

We, the TFs, become more aware of the fact that teaching is teamwork.

We are open to suggestions and new ideas coming from a peer TF.

We support each member of our teaching team if needed.

A STRONG TEACHING BACKGROUND

G2s have become more familiar with the teaching fundamentals.

We tried to create an open space for the teaching-related questions of G2s to provide them with a better understanding and help them to get rid of their concerns.

AN EASY-ACCESS ROADMAP

The roadmap is integrated with the related documents so that the prospective PF can get a sense of the expected task.



THANK YOU VERY MUCH!

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especially my mentor, Pamela Pollock, for their support.

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