Harvard Summer School Faculty Orientation, 2020
Friday, May 1, 10:00am-12:30pm

10:00-10:10  Introduction and Overview
• Welcome (Karen Flood and Sandra Naddaff)
• Main resources for Summer School faculty (Angela Wright, Rob Koelzer)

10:10-10:30  Supports for Summer School Students
• Contacting Dean of Students office with concerns (Mark Addison)
• How to work with the Accessibility Services Office (Linda Sullivan)
• Academic Integrity issues (Rob Neugeboren)
• Referring students to the Academic Tutoring Program (Margot Vona)
• Secondary School Program students (Bill Holinger and Gina Neugebauer)

10:30-10:45  Special concerns with students in online settings
• Caysie Carter Harvey, Associate Title IX Officer

10:45-10:50  Break and stretch!

10:50-11:20  Teaching Strategies for Online Courses
• How can I maintain my students’ attention for 3 hours over Zoom? (Karina Lin, Susan Goldstein)
• Communication with students in Canvas (Sarah Ledoux, Karina Lin)
• What are my choices for exams in online courses? (Sarah Ledoux)
• Future training opportunities

11:20-11:30  Leave Main Zoom meeting, Join a Zoom meeting below

11:30-11:55  Lessons from Returning Faculty
• Room 1: Tips learned from converting an on-campus course to online (Maria Luisa Parra, with Kerry Foley).
  https://harvard.zoom.us/j/99280529652?pwd=bDJhSEFHQkc0YTJhBhE5OEptVllwQT09
• Room 2: Engaging students effectively over Zoom for 3 hours (Jenny Stine and Tad Davies, with Susan Goldstein).
  https://harvard.zoom.us/j/97261361501?pwd=Q3IteUdYaUtQZG1taVlrR1JtaFppQT09
• Room 3: Using Canvas effectively for student participation and communication (Karyn Gunnet-Shoval and John Paul Rollert, with Joanna Do).
  https://harvard.zoom.us/j/94460354245?pwd=ZW5zUnRZeaGVHUnhhaxBdE9YTXdWZz09
• Room 4: Community building with students participating “on demand” (George Soroka, with Karina Lin).
  https://harvard.zoom.us/j/91668955401?pwd=N3B4b0RDeUlvdjkvMVdvckh5Y2NFZz09
• Room 5: Converting exams and assessments to the online setting (Graeme Bird, with Sarah Ledoux).
  https://harvard.zoom.us/j/93759030917?pwd=NHBvci1lMzgrZ1NraG1paDdEQU1QT09

11:55-12:00  Rejoin main Zoom meeting [LINK, password: 360727)

12:00-12:30  Q and A about preparing for Summer School courses
Presenters and Contact Information:

Summer School Dean’s Office
- Sandra Naddaff, Dean of the Summer School, snaddaff@fas.harvard.edu
- Karen Flood, Associate Dean for Academic Affairs, kflood@fas.harvard.edu, (617) 998-1133
- Robert Koelzer, Assistant Director for Academic Administration, robert_koelzer@harvard.edu, (617) 998-9601
- Angela Wright, Summer School Coordinator, angelawright@fas.harvard.edu, (617) 495-4733

Dean of Students’ Office
- Robert Neugeboren, Dean of Students, neugebor@fas.harvard.edu
- Shirley Greene, Associate Dean of Students, shirleygreene@fas.harvard.edu
- Mark Addison, Student Case Manager, mark_addison@fas.harvard.edu
- Margot Vona, Director of the Academic Tutoring Program, mhvona@fas.harvard.edu
- Linda Sullivan, Director of the Accessibility Services Office, accessibility@dcemail.harvard.edu

Secondary School Program (Main Office number: (617) 495-3192; ssp@summer.harvard.edu)
- Bill Holinger, Director, William_holinger@harvard.edu
- Gina Neugebauer, Assistant Director, neugebauer@fas.harvard.edu

Harvard’s Title IX Office
- Caysie Carter Harvey, Associate Title IX Officer, Caysie_carter@harvard.edu

Department of Teaching and Learning, Division of Continuing Education
- Sarah Ledoux, Manager of Instructional Technologies, InstructionalTechnology@dce.harvard.edu
- Joanna Do, Academic Web Technology Consultant, InstructionalTechnology@dce.harvard.edu
- Karina Lin, Faculty Development Specialist, karinalin@fas.harvard.edu
- Susan Goldstein, Online Education Web Conference Consultant, susan_goldstein@harvard.edu
- Kerry Foley, Manager of Course Design, Kerry_Foley@harvard.edu

Faculty Presenters (assisted by the Teaching and Learning team)
- **Room 1**: Maria Luisa Parra teaches HUMA S-220: Frida Kahlo's Mexico: Women, Arts, and Revolution, parra@fas.harvard.edu.
- **Room 2**: Jennifer Stine teaches MGMT S-4000: Organizational Behavior, jenny@academicleadershipgroup.com, and Tad Davies teaches EXPO S-25: Academic Writing and Critical Reading, vdavies@fas.harvard.edu.
- **Room 3**: Karyn Gunnet-Shoval, teaches STAT S-150: Intermediate Statistics: Methods and Modeling, and SSCI S-100a: Proseminar: Introduction to Graduate Studies and Scholarly Writing in the Social Sciences, gunnetshoval@fas.harvard.edu, and John Paul Rollert teaches MGMT S-4150: Leadership, rollert@post.harvard.edu.
- **Room 4**: George Soroka teaches GOVT S-20: Introduction to Comparative Politics, and GOVT S-113: Democracy's Century: Democratic Transitions in Comparative Perspective, soroka@fas.harvard.edu
- **Room 5**: Graeme Bird teaches MATH S-3: Quantitative Reasoning: Practical Math, Graeme.Bird@gordon.edu