

**Technology, Innovation,
and Education Program
Student Handbook
2009-2010**



Harvard Graduate School of Education

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Welcome to the Technology, Innovation, and Education Program at the Harvard Graduate School of Education

You are in for an exciting and rewarding year – but it goes by very quickly! To help you get off to a smooth start, we have collected some vital and immediately useful information in this *TIE Student Handbook*.

The first chapter – “The Official Stuff” – details what every TIE student needs to know: graduation requirements, course selection guidelines, an overview of the strands which comprise the TIE curriculum, and cross registration opportunities. We count on your becoming familiar with all the information in this section. Of course your faculty advisor, TIE staff members, and I will be happy to help with any questions about these matters.

The rest of the *Handbook* contains advice and opinions about both academic and social life at HGSE and in the Cambridge/Boston area. Many thanks to the TIE faculty, alums, and staff who have helped shape this guide.

Watch for updates to this material on the TIE program’s internal Web site – <http://isites.harvard.edu/k6949> – and please contribute your own advice and opinions as you begin to experience graduate study at HGSE.

Congratulations, and best wishes for a hugely successful and enjoyable year.

For the TIE community,

Joe Blatt
Lecturer in Education,
and Director of the Technology, Innovation, and Education Program

The Official Stuff: What Every TIE Student Needs to Know

Technology, Innovation, and Education is a flexible program that gives you a great deal of freedom in designing a course of study that meets your needs.

But ... there are a few basic requirements, as well as some important options, that you need to know about:

1. Graduation requirements
2. Courses that meet TIE requirements
3. Foundational courses
4. Strands
5. Cross registration
6. Internships

Everything essential about these subjects is discussed in the next few pages.

1. Graduation requirements

To earn a Harvard Ed.M. degree you need to complete eight courses.

To earn your Ed.M. within the TIE program, five of these eight must be technology-related courses that meet program requirements. You may choose five courses from the list in section 2, which includes all courses offered by faculty in the TIE program.

Note on terminology

A “course” at HGSE is a one-semester, 4-credit offering. The terminology may differ in other faculties across the University. In the Faculty of Arts and Sciences catalogue, for example, a 4-credit offering is called a “half course” – from the old days when many (“full”) courses ran throughout the year.

You may also choose to take a module, which counts as half a course or 2 credits. If you do take a module, either plan to take two, or plan to take more than the eight courses (32 credits) required for the Ed.M. degree.

2. Courses that meet TIE requirements

Choose your five technology-related courses from the following list:

Fall semester courses

- HT-500 Growing Up in a Media World
- T-522 Educational Software Project Design
- T-527 How to Teach for Understanding
- T-540 Cognition and the Art of Instruction
- T-561 Emerging Educational Technologies
- T-510 K Ethical Dimensions of Young People's Media Use (module)

Spring semester courses

- HT-123 [Informal Learning for Children]
- T-523 *Formative Evaluation for Educational Product Development
- T-526 Power of Networked Learning
- T-530 *Designing and Producing Media for Education
- T-545 Engagement and Learning
- T-560 Universal Design for Learning
- T-565 Entrepreneurial Approaches to Educational Publishing
- T-581 Advanced Design Studio
- S-150 Advancing the Public Understanding of Education

Courses available in both semesters

- T-598 Field Experience in Electronic Technology and Education
- S-999 Special Reading or Research (if supervised by a TIE faculty member, or approved by the TIE program director)

Asterisked (*) courses may be taken only with the consent of the instructor. Bracketed [] courses will not be offered in the 2009-2010 academic year.

As part of your five required courses for the TIE degree, you may choose to replace **one** course from the list above with a cross-registered course. This requires submitting a petition which must be approved by your advisor and by the TIE program director. The petition form is available on the TIE program's internal Web site under TIE Handbook → Official Stuff → then towards the bottom of the page in the text box called "Downloads and Forms."

3. Foundational courses

TIE foundational courses provide an introduction to fundamental issues in teaching, learning, and research related to educational technologies. Among your five technology-related classes, it is recommended, but not required, that you include one of these foundational courses:

- HT-500 Growing Up in a Media World
- T-526 Power of Networked Learning
- T-540 Cognition and the Art of Instruction
- T-561 Emerging Educational Technologies

4. Strands

Beyond the foundational courses, we have developed the TIE curriculum around three areas of focus:

- Design and development of educational technologies
- Transformation of education with new technologies
- Research, evaluation, and assessment

Courses on the *design and development of educational technologies* focus on design principles that support and enhance learning. TIE courses deal with a wide variety of tools and media, including text, hypermedia, modeling and simulation software, Web sites, multi-user virtual environments, collaborative learning tools, video games, handheld devices, digital video, broadcast television, and webcasts.

Courses on the *transformation of education with new technologies* focus on understanding how to improve education through technological innovation. TIE courses examine the power of distributed learning and networked environments, track emerging technologies and entrepreneurial initiatives, and investigate engagement and effectiveness in new modes of informal learning.

Courses on *research, evaluation, and assessment* enable students to analyze the process and effects of technology-enhanced innovation in a range of settings. TIE courses address assessment of initiatives and policies in classrooms, school systems, higher education, and informal learning organizations. The emphasis is on learning how to formulate research designs and to collaborate with multiple interest groups in conducting research that is both rigorous and practical.

In practice almost every TIE course touches on two or all three of these strands. However, the following rough alignment of courses with strands may help you chart a path through the curriculum that meets your own needs and interests:

Courses emphasizing design and development of educational technologies

- HT-123 [Informal Learning for Children]
- T-522 Educational Software Project Design
- T-530 *Designing and Producing Media for Education
- T-561 Emerging Educational Technologies
- T-581 Advanced Design Studio

Courses emphasizing the transformation of education with new technologies

- HT-500 Growing Up in a Media World
- T-502 Learning Media that Bridge Distance and Time
- T-540 Cognition and the Art of Instruction
- T-560 Universal Design for Learning
- T-565 Entrepreneurial Approaches to Educational Publishing

Courses emphasizing research, evaluation, and assessment

- T-506 [*Evaluation for Informed Decision-Making]
- T-523 *Formative Evaluation for Educational Product Development
- T-527 How to Teach for Understanding
- T-545 Engagement and Learning
- S-150 Advancing the Public Understanding of Education

Bracketed [] courses will not be offered in the 2009-2010 academic year.

All HGSE courses have Web sites which include a course description, syllabus, and related information. Visit the Course Catalogue for more information:

<http://www.gse.harvard.edu/academics/catalogue/>

The chapter on “Selecting Courses” provides valuable information on course evaluations, auditing, changing your schedule after classes start, and other useful guidance on academic matters.

5. Cross registration

Beyond the total of five technology-related courses required for your degree in TIE, we encourage you to explore the many outstanding courses on learning and teaching, human development, and organizational leadership offered at HGSE.

You are also invited to consider other courses throughout Harvard University and at MIT. Please note that as a member of the TIE program, you may take only *one* course at any individual school outside of HGSE. For example, you may take one course at the Harvard Business School and one at MIT, but not two at either HBS or MIT.

The essential source of information about cross registration opportunities is a series of University-compiled Web pages. To find out about courses offered in the Faculty of Arts and Sciences and in other Harvard graduate schools, consult the unified (and searchable) course catalog:

<https://crossreg.harvard.edu/OASIS/CourseCat/index.html>

For MIT course listings, the starting point is

<http://web.mit.edu/catalogue/index.html>

MIT's registration dates and first day of classes differ from HGSE. If you want to take a course at MIT, check MIT's academic calendar carefully, so that you can register in time. **If deadlines in HGSE's and MIT's calendars differ, you will be held to the earlier deadline.**

To enroll in a course at any school other than HGSE, you will need to complete the appropriate cross-registration form. These forms are available at

<https://crossreg.harvard.edu/OASIS/CrossReg/petitionpin.jsp>

Obtain the instructor's signature on the form, and then take it to the registration office of the other school, either at Harvard or at MIT. That school will send a copy of the completed form to HGSE.

For more information about cross registration, and convenient links to the petition pages, visit the central Harvard University Cross Registration site,
<https://crossreg.harvard.edu/OASIS/CrossReg/index.html>

6. Internships

Internships are open to all HGSE students. As a TIE student, you may go through the Field Experience Program, or you may take advantage of a TIE-specific internship option: You can negotiate an internship directly with the organization, recruit a member of the TIE faculty as your TIE Internship Advisor, and make official arrangements through the TIE program coordinator.

The TIE internship counts for degree credit, under the course title “T-598: Field Experience in Electronic Technology and Education.” You may take only one internship per semester and only one internship at a particular site. You may count no more than two internships toward your degree.

Additional advice on finding and arranging internships and independent study projects can be found in the “TIE Internships and Independent Studies” chapter of this handbook.

Other important policies and practices, such as the role of faculty advisors, regulations for part-time study, and rules governing fees and tuition, apply to the entire Graduate School of Education. Please consult the various official publications of the School, which are available online and from the Registration Office.

Members of the TIE community have advice and opinions on many of these topics. Some distilled wisdom from TIE alums, faculty, and staff appears in the remaining chapters of this handbook.

Getting Started

Who's Here to Help?

At times, HGSE can seem overwhelming. Never feel afraid to ask for help. There are many friendly, helpful people to turn to with questions and concerns, especially the TIE program staff. Returning part-time students can also be a great resource as they have spent a year navigating the HGSE waters. Find out who the returning students are and tap their experience and wisdom.

Advice from a TIE alum:

“Try to get to know at least one professor well and manage your time wisely – the year goes by very quickly.”

Your Advisor

Your faculty advisor will also be a great help in making the most of your TIE experience. Although your advisor may not have all the answers, s/he can usually point you in the right direction and help you feel welcome and supported. You should feel comfortable consulting with your advisor for specific course information, program information, internship guidance, career advice, and personal counseling about your HGSE experience.

However, if you find that your advisor is a not good match for your academic interests, personality, and needs, switching to another advisor is possible. If there is another professor with whom you feel more comfortable, ask him or her to be your designated advisor, and then fill out and return the advisor request form to the Registration Office.

All forms for Registration are available online at:

<http://www.gse.harvard.edu/~reg/PetitionsAndForms.html>.

The TIE Internal Web Site

(<http://isites.harvard.edu/k6949>)

Bookmark the internal program site. If you have a question about the program, you can find the answer on the site or in this *Handbook*. The internal program site is your primary resource for details on the TIE curriculum, upcoming event listings, and online resources.

The TIE Public Web Site (<http://www.gse.harvard.edu/tie>)

TIE's public Web site is a resource for seminar reports, samples of student projects, and TIE news. The Alumni and Careers page of the public site offers advice about the best ways to use your time at HGSE and the career pathways that open up with a TIE degree.

My.GSE – the HGSE Intranet (<http://my.gse.harvard.edu>)

You should also bookmark the Intranet page, aka My.GSE. It is your most comprehensive resource for HGSE information and directories. After you register, your homepage will automatically display hyperlinks to your courses.

Setting Up E-mail

You will have already received your HGSE e-mail and ID during the summer *Foundations* component of TIE. Although you may use another e-mail account primarily, it is imperative that you maintain your HGSE account so it's easy for the faculty, the administration, and your HGSE friends to reach you. **Your HGSE e-mail address is where you will receive all official program correspondence.**

***Please note: If you decide to forward your HGSE e-mail to another account, you are responsible for preventing your HGSE account from being over quota.**

Harvard Gmail is the browser portal that you can use to read your HGSE e-mail via the Internet from anywhere:

<http://partnerpage.google.com/mail.harvard.edu>

Listservs

There are two listservs for the TIE community: HGSE_TIE and TIE2010.

HGSE_TIE is the official TIE community list, used by current TIE students, faculty, staff, alumni, and other interested parties. This is where people in the TIE community post and discuss announcements about TIE program events, jobs, internships, projects, and more. To join HGSE_TIE, go to:

http://list.gse.harvard.edu/mailman/listinfo/hgse_tie

We strongly recommend subscribing to this listserv.

TIE2010 is the electronic forum for your cohort (and only your cohort) to discuss anything and everything that is not official. It's the place to post invitations, organize outings, sell furniture, look for housing, and socialize your virtual self – our informal cyberspace grapevine! There are no rules governing its content beyond normal “netiquette.” Address postings to TIE2010-list@list.gse.harvard.edu.

Other Guides to Check Out

There are a number of other online guides published by the HGSE community that will be very helpful when you are getting started. A few of the most helpful guides include:

- the *HGSE Student Handbook*, published by the Office of Student Affairs (OSA)
- the Student Directory published by the Registration Office
- the *Courses of Instruction* catalogue and the course schedule, both available on the Web at <http://www.gse.harvard.edu/~catalog/>

Selecting Courses

What is Shopping?

Course “shopping” is held at the beginning of each semester. During shopping you will have the opportunity to sit in on individual course introductions. Instructors will outline the course and workload, and explain any criteria and procedures for admission to the class if it is restricted.

This year, shopping for fall semester courses will take place during orientation week, on Thursday, August 27, and Friday, August 28.

Check the shopping schedule

(http://www.gse.harvard.edu/academics/catalogue/schedule/term_list_for_day_time_num.shtml) for courses, times, and locations.

The schedule will be hectic, so planning ahead is important. By looking through the first section of this handbook, the HGSE catalogue, course evaluations, and other information available on the HGSE Web site, decide which courses interest you and work out a schedule that allows you to shop those courses. Be sure to look at the course Web site for the syllabus and other information about the course.

Advice from a TIE alum:

“Shop as many classes as you can to be sure you are taking the best classes for you. Pace yourself so you don’t get overwhelmed.”

Use the “buddy system” approach to shopping. You can’t shop every class you might be interested in taking. Attend your top priorities, and ask a friend to fill you in about courses on your “maybe” list. This is especially helpful when shopping courses at other schools.

Course Evaluations

Course evaluations are completed at the end of each semester. They are written by students who have taken the course and can help you determine whether the course should be high or low on your shopping priority list. The course evaluations are available online on My.GSE (Academic Life, then Faculty Resources & Courses), and in print in Gutman Library. Ask the librarians at the Reference Desk in Gutman to point to them. (Evaluations are also posted on some course Web sites.)

Adding and Dropping Courses

If you are a *full-time* student and you are still trying to decide on courses, you might want to register for more classes than you will ultimately take. Adding and dropping courses can be a useful strategy because it allows you to get your feet wet with a particular course. September 30 is the last day you can add a course or drop a fall semester course without it appearing on your transcript. As long as you are enrolled in four courses, there is no tuition charge for the fifth course, whether you take it or drop it. (A modest processing fee for adding or dropping a course will be added to your term bill.)

If you are a *part-time* student, your strategy should be the opposite, because you pay for each course you take. Remember, you can add a course up until September 30 (by paying a late fee). However, if you drop a class after September 8 and don't replace it with another class (in other words, you reduce the number of courses in which you are enrolled), you will pay some of the tuition, depending on the date you drop the course.

Check the HGSE academic calendar for additional information:

<http://gseweb.harvard.edu/academics/calendar/index.shtml>

Auditing Courses

You can also audit a course *with instructor approval*. Auditing is an agreement with the professor that you can participate in the course without actually registering for it, paying for it, or receiving a grade for it.

Auditing generally means that you sit in on class lectures and complete all of the reading so you can participate in class discussions. Some professors may want you to complete and turn in class assignments even though you will not be graded. You have to work out the details of auditing with the particular professor, and some professors may not allow auditors at all. Auditing does not show up on your transcripts and does not count towards HGSE or TIE course requirements.

Advice from a TIE alum:

“Auditing courses can be a great way to broaden your academic experience without overwhelming your workload.”

Shopping and Enrolling in Classes at Other Schools

Many TIE students take advantage of the opportunity to enroll in courses at other Harvard schools or MIT. In theory, you are free to attend courses at any of the other schools at Harvard or MIT; however, this is often dependent on instructor approval, prerequisites, class size limits, and so on. In the past, courses at the Kennedy School, Business School, Design School, and MIT have been popular destinations for TIE students.

You may want to write down in advance some of the reasons that you are seeking to cross-register for a particular class. It can be helpful to have this information at the ready prior to approaching a professor about taking his/her class, especially if it is a restricted course. Coming to the first class with this kind of informal “proposal” may help you in gaining admission to the class. It is often helpful to contact the professor in advance.

Please note that as a member of the TIE program, you may take only *one course* at any individual school outside HGSE.

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TIE Internships and Independent Study

TIE Internships (T-598)

Boston has long been known as an apex of high-tech innovation and creative educational production. This makes the region rich with interesting possibilities for internships.

A TIE internship, designated T-598 in the course catalogue, can complement your coursework by bringing you into contact with people, companies, and schools using technology to educate. Students receive credit for their work, which usually involves duties at the internship site and completing a paper about the internship (see #5 below). Most internships are not paid, but they offer you other rewards including hands-on experience, a mentor relationship, or a job contact after graduation.

The TIE Internship Process

1. Investigate

Students are encouraged to investigate local area organizations, businesses, and schools of interest. For leads, explore the Alumni & Careers page on the TIE public site. This is a good place to start, but not a comprehensive list. Students may also peruse previous TIE internship Site Reports for reference and contact information. This book of Site Reports is available in print only and is located in the TIE Office. Some postings of interest may also be listed with the Field Experience Program (<http://www.gse.harvard.edu/academics/other/fep/>) or may appear on the student listserv.

2. Meet with Irene Pak, TIE Program Coordinator

Students interested in T-598 internships are required to meet (either in person or over the phone) with Irene to discuss internship expectations and procedures.

3. Make contact

Students should make direct contact with organizations of interest. Often, large organizations have an Intern Coordinator or internship listings on their site.

4. Arrange an internship placement

A student is expected to secure his/her own placement with assistance as needed. One of the requirements of an internship is a designated Site Supervisor at the given location.

5. Find a TIE Internship Advisor

After the placement has been procured (or is at least in the works) students must find a TIE Internship Advisor from among the TIE faculty. The Internship Site Supervisor and TIE Internship Advisor cannot be the same person. A student's faculty advisor may also serve as his/her Internship Advisor.

The advisor and the student work out learning objectives and written requirements to be included in the Learning Contract. Specific academic requirements are determined by the advisor. Most students are required to submit a 3-5 page written reflection on their internship experience. In addition, many advisors require a field journal to help integrate theoretical and practical learning.

6. Fill out a Learning Contract

Once the student has acquired both an internship (with a Site Supervisor) and a TIE Internship Advisor, the student must fill out a Learning Contract. Details about the Learning Contract, and the required form, are available on the TIE internal program site. The Learning Contract must be copied and distributed to the Site Supervisor, TIE Internship Advisor, and the program coordinator by the end of the first week of classes (September 8 for fall 2009, January 29 for spring 2010).

7. Register

If you have an internship site, Site Supervisor, and a TIE Internship Advisor arranged by Registration Day, you should sign-up for a T-598 Internship and have your TIE Internship Advisor initial the course enrollment form. Indicate a grade of Sat/No Credit on your course enrollment form. Your faculty advisor also needs to sign the course enrollment form, preferably after the Internship Advisor has initialed the T-598 listing.

If you do not have your internship arranged by Registration, you may add the course during the first week of the semester. You will need to add the internship on an Add/Drop form, obtain your academic advisor's signature, and submit the completed form to the Registration Office after making your arrangements. Depending on your course load at the time of obtaining the internship, you may elect to drop a course or carry a fifth course for the semester.

You may take only one internship per semester and only one internship at a particular site. You may count no more than two internships toward your degree.

TIE Internship vs. Field Experience Program

HGSE offers internship opportunities for students in other master's programs via the Field Experience Program (FEP). The FEP is more structured: FEP interns also participate in a seminar series led by doctoral student teaching fellows. TIE students are encouraged to enroll in a T-598 internship, but may elect to participate in an FEP internship instead. A TIE internship will count towards program degree requirements, whereas an FEP internship may only meet TIE degree requirements with the prior approval of the TIE program director.

Independent Study (S-999)

The official designation of what is often called an independent study is “S-999: Special Reading or Research.” Independent studies are fairly rare, but if there is a particular topic you are interested in researching, and no course offerings address it directly, you may want to try to set up one with a professor who is knowledgeable in that area. You may only take one independent study per semester. You may not take an independent study and enroll in an internship in the same semester without permission from the Assistant Dean for Master’s Programs.

If you are interested in an academic career, S-999 can also be a way to acquire research skills, including how to secure funding, conduct research, and publish findings. Specifically, you might try to participate in an ongoing research project as your independent study.

The rewards of becoming involved in a research project can be substantial. You probably will not be paid, but you will receive valuable experience and an impressive addition to your academic CV.

Setting up this experience will require you to be a self-starter and a self-manager. Here is how to go about it:

1. Think about your interests and determine which professor you might want to work with.
2. E-mail the professor a succinct note with your resume attached. Outline what you are interested in and what your career goals are. Be sure to mention that you are willing to work for free, to gain experience and academic credit.
3. If the professor responds positively, then fill out the S-999 form available from the Registration Office. You will be asked for a work plan and other details to be agreed with your supervising professor.
4. Make a copy of your S-999 form and give it to the program coordinator.

S-999 counts toward TIE degree credit if your supervisor is a TIE faculty member. Otherwise, to count an independent study toward your TIE degree, you must petition the TIE program director.

Technology at HGSE

The Learning Technologies Center (LTC)

Useful Contact Information

- LTC Web Site: <http://www.gse.harvard.edu/~ltc/>
- LTC Help Desk: 617-496-0628 or helpdesk@gse.harvard.edu
- LTC Front Office: 617-384-7856

The Learning Technologies Center (LTC) is located on the third floor of Gutman Library. The following is a quick overview of what is available to you; since LTC's services are continually evolving and growing, check out the LTC Web site for the most up-to-date information.

General Computing Area (GCA)

The General Computing Area (GCA), the main computing facility, is located on the third floor of Gutman Library. The GCA is equipped with 34 Windows computers. All the Windows computers have DVD/CD-RW drives.

To use the computers in the GCA you must log in, because use of the facility is limited to HGSE students. Each fall, all students are provided with a \$10.00 credit toward printing. When this credit has been exhausted, printing fees are charged to your monthly term bill.

The LTC also maintains a number of generally accessible computers in various locations around HGSE:

- Gutman Library (1st, 2nd, 4th floors): PCs with printing through Crimson Cash and P-Counter
- Gutman 302: Classroom with 30 PCs
- Conroy Commons: Kiosk with Internet access

The GCA is staffed from 9 am to 9 pm Monday through Thursday, and 9 am to 7 pm on Friday during the academic year. Hours are posted on the doors of the GCA and on the Announcement area of the LTC Web site.

Multimedia Lab and Audio Recording Booths

The multimedia lab, located in Gutman 306, is a self-service facility available to faculty, staff, and students for work on course-related multimedia projects. This space can also be reserved for video recording and for hands-on training on a Mac application, such as iMovie.

Additionally, the LTC features two audio recording booths, located in Gutman 304. Each booth contains a Mac and a PC along with appropriate audio recording software and equipment. Uses of the space include recording audio clips, creating audio podcasts, group workspace for multimedia projects, and spillover space for the multimedia lab when that lab is being used for video recording.

For more information about these spaces, including hours and online help, please visit the multimedia lab's Web site:

<http://isites.harvard.edu/k1967>.

Circulating Media Equipment

LTC maintains a collection of educational media equipment that students may borrow for instructional use. Most resources are available on a first-come, first-served basis; loan periods for circulating equipment vary. Contact the Front Desk for more information. The collection currently includes the following:

- Digital voice recorders
- Digital transcription kits
- Digital still cameras
- Mini DV camcorders with tripods

Duplication and Viewing Facilities

Several viewing rooms throughout Gutman Library, as well as video and audio duplication systems in Gutman 307, are available to the HGSE community on a first-come, first-served, walk-in basis. Contact the LTC Front Desk for more information.

Ethernet and Wireless Connection to the Internet

The GCA has a number of wired network jacks that can be used with your laptop. Many of the classrooms on campus are also wired. To connect your laptop to the HGSE network, you must meet the HGSE hardware and software minimum standards:

<http://www.isites.harvard.edu/icb/icb.do?keyword=ltc&pageid=icb.page84511>

LTC will provide students with information about where to obtain free anti-virus software to install on their own laptops.

Wireless access to the Harvard network is available throughout all three principal HGSE buildings: Gutman Library, Larsen Hall, and Longfellow Hall.

Users must authenticate before they can connect to the wireless network. Students can connect using both “GSE” and “Harvard University” SSIDs. To initiate the authentication process, open your preferred browser and an authentication page will appear.

Please note that GSE wireless is intended for conveniences such as checking e-mail and Web browsing. The wireless network should not be used to stream video or download coursepack materials.

Please contact helpdesk@gse.harvard.edu if you experience problems connecting.

Media Requests for Student Meetings and Events

For student meetings or events where media and/or technical assistance is required, please contact the LTC front office or e-mail bookltc@gse.harvard.edu. Please note that services are available on a first-come, first-served basis: the more advance notice given, the better.

Technical Training

Hands-on technical training events are offered periodically on a variety of software applications. All trainings are free and take place in the LTC (unless otherwise noted). For training offerings and dates/times, please visit:

<http://my.gse.harvard.edu/icb/icb.do?keyword=gseintranet&pageid=icb.page56208>

For only \$15 per year, HGSE students are able to access excellent online training on office productivity and design media from Element K (<http://www.elementk.com/>). Choose from over 300 courses, such as Microsoft Office applications courses (beginner, intermediate, advanced), Flash, Dreamweaver, Adobe Acrobat, and so on. To register, please contact Bob Lyle at Element K at 800-456-4677 x2305. Be sure to let him know you are a student from HGSE and want the “silver” package for Office Productivity and Design & Media suite (OP/DM).

Personal Technology

HGSE students are eligible for student discounts for both hardware and software at the Harvard University Technologies Services Web site: http://www.uis.harvard.edu/technology_services/. In order to access this site, you need a Harvard ID and PIN.

Course Web Sites

HGSE uses a Harvard-created course management system called iSites. Faculty use of course iSites ranges from simply posting announcements, documents, and digital assets, to inviting students to submit assignments electronically, to conducting group work online.

HGSE Resources

Office of Student Affairs

The Office of Student Affairs (OSA) is located in 046 Longfellow Hall. This office offers HGSE campus and community information, crisis intervention, disability services, student association information, student resources, housing information, and a number of other resources useful during your time as a student. OSA also organizes the Orientation and Commencement activities. Check out their Web site: <http://www.gse.harvard.edu/~osa>.

Libraries

HGSE's Gutman Library is very user-friendly. You can sign up for workshops on conducting library research or for one-on-one assistance on your research topic. To sign up for training sessions, please visit the Reference Desk.

There are many useful links from the Gutman Library homepage (<http://www.gse.harvard.edu/library/>). For example, **HOLLIS Catalog** will help you find books, journals, etc. in Harvard's 90+ libraries; **E-Research @ Harvard Libraries** provides a set of tools to access e-resources, e-journals, and articles; and **Web Sites for Educators** provides a selection of Internet sites of interest to researchers and practitioners in education, including ERIC and Usable Knowledge.

While at Harvard, a "must see" is the Widener Library, one of the world's premiere university libraries. Harvard boasts many other fabulous libraries, including the Medical School Library, the Business School Library, and the Law School Library. Your Harvard ID will get you into all campus libraries and give you borrowing privileges at many of them.

Writing Resources

The Research and Instruction Services Department at Gutman Library is a great source of help and information:

http://www.gse.harvard.edu/library/services/research_instruction/index.html

Career Services

TIE coursework and program offerings aim to prepare graduates for a variety of exciting careers in the field of technology in education. HGSE's Career Services Office (CSO) can help you use your new skills and knowledge to network and find a job:

<http://www.gse.harvard.edu/about/administration/careers/>.

On the CSO Web site, register with "Hired," an online resource that can notify you of job postings fitting your profile. CSO has over 4,000 organizations that actively recruit on-campus and through job postings. You can get assistance with your resume and interviewing techniques in a one-on-one session with a CSO advisor.

The CSO also offers a number of career information panels throughout the year, as well as special events during the spring semester. "Career Days," a series of networking and informational opportunities, take place in several cities around the country.

Life Inside and Outside Harvard

So you want a life outside your coursework at HGSE? It's a challenge, but it is possible. There are some amazing things to see and do in the Cambridge/Boston area. Here are some suggestions from TIE students and staff. This list is in no way exhaustive.

Information

General Tips

- Review the HGSE Class of 2006's survey coordinated by the Student Government Association (SGA):
<http://gseacademic.harvard.edu/~sga/survey06/>
- Many TIE students have successfully used Craig's List-Boston to buy and sell furniture, bikes, and technologies, etc.
<http://boston.craigslist.org/>

Free Publications

You can pick up most of these in dispensers and stores around Harvard Square.

- *The Boston Phoenix* is a weekly paper that has just about anything you could possibly need, including event listings, movie, book, and music reviews.
<http://www.bostonphoenix.com/>
- *The Improper Bostonian* has selected listings and is a kind of "what's hot" around Boston. <http://www.improper.com/>
- *The Weekly Dig* has a funny, irreverent, and usually liberal take on local and national news similar to the tone of "The Daily Show." <http://www.weeklydig.com/>
- *Stuff at Night* is in the same vein as *The Improper*, with good listings and hip attitude. <http://www.stuffatnight.com/>

Radio Stations

The Boston area has two public radio stations as well as many college stations. Here's a partial list:

- WGBH, 89.7 FM (NPR) <http://www.wgbh.org/>
- WBUR, 90.9 FM (NPR) <http://www.wbur.org/>
- WHRB, 95.3 FM (Harvard Radio) <http://whrb.org/>
- WZBC, 90.3 FM (Boston College) <http://www.wzbc.org/>
- WMBR, 88.1 FM (MIT) <http://wmbr.mit.edu/>
- WERS, 88.9 FM (Emerson College) <http://www.wers.org/>

Food and Entertainment

Cheap/Interesting Movies

- Somerville Theater, \$5 before 6 pm, \$7 after 6. Take the T outbound to Davis Square – the theater is right next to the T stop. <http://www.somervilletheatreonline.com/>
- Capitol Theater, \$5 before 6 pm, \$7 after 6. On Mass. Ave. in Arlington. Drive or take the 77 bus up Mass. Ave. into Arlington – the bus stops directly opposite the theater. Also at <http://www.somervilletheatreonline.com/>
- The Brattle Theatre, close to HGSE in Harvard Square, screens classic, cutting-edge, and world cinema with a different feature almost every day. <http://www.brattlefilm.org/>
- The Harvard Film Archive, fascinating films on campus at the Carpenter Center. <http://www.harvardfilmarchive.org/>

Live Music

Boston and Cambridge are great places to check out local bands and see national touring artists. Listings can also be found in any of the publications listed in the “Free Publications” section.

- Passim, Harvard Square. <http://www.clubpassim.org/>
- TT the Bears, Central Square. <http://www.ttthebears.com/>
- The Middle East, Central Square. <http://www.mideastclub.com/>
- Avalon Night Club, Kenmore Square near Fenway Park. <http://www.avalonboston.com/>
- The Paradise Lounge, Commonwealth Ave. near Boston University. <http://www.thedise.com/>

- The Milky Way Lounge, Jamaica Plain.
<http://www.milkywayjp.com/>

Favorite Boston/Cambridge Spots and Events

- Boston Public Gardens
- Esplanade Skating/Biking Trail on the Charles River
- Minuteman Bike Trail, 11 miles of shaded, 12-foot wide trail through Somerville/Cambridge/Arlington/Lexington
<http://www.minutemanbikeway.org/>
- Walden Pond in Concord
- The Head of the Charles, annual crew races, takes place October 17-18, 2009. <http://www.hocr.org>
- The Boston Marathon takes place on Patriot's Day, Monday, April 19, 2010. <http://www.bostonmarathon.org/>

Favorite Inexpensive Restaurants

- Charlie's Kitchen, 10 Eliot St., cheap food, wide selection of beers on tap, and a fully stocked jukebox upstairs.
- Darwin's, fantastic sandwich and coffee spot on Mt. Auburn St.
- Au Bon Pain, multiple locations, affectionately known as ABP. <http://www.aubonpain.com/>
- Mr. and Mrs. Bartley's Burger Cottage, famous hamburger joint at 1246 Massachusetts Ave. in Harvard Square. (cash only)
- Veggie Planet, excellent vegetarian food on Palmer St. in Harvard Square. (cash only) <http://www.veggieplanet.net/>
- Anna's Taqueria, fabulous burritos in Porter and Davis Square.
- Felipe's, equally good burritos right in The Garage in Harvard Square.
- RedBones, good soul food and BBQ in Davis Square.
<http://www.redbones.com/>
- Pinocchio's Pizza & Subs, \$2 for one piece of regular pizza at 74 Winthrop St. in Harvard Square.
- Grendel's Bar, a Harvard Square tradition, has a "happy hour" daily 5-7 pm when all dishes are half price if you buy a drink. <http://www.grendelsden.com/>
- Border Café, free chips and salsa, huge sodas, split a fajita dinner for \$9, at 32 Church St. in Harvard Square.

- Spangler Cafeteria, across the river at the Harvard Business School. It's worth the walk. Great food and an elaborate, fresh salad bar. Don't forget to check out brunch on Sundays. Bring cash.
<http://www.hbs.edu/mba/studentlife/spanglercenter.html>
- Wagamama, a popular European franchise that specializes in Asian noodle and rice dishes on JFK Street.
<http://www.wagamama.com/>

Conroy Commons

Conroy Commons is HGSE's dining hall and is located in the basement of Longfellow Hall. Conroy serves breakfast and lunch Monday through Friday during the academic year. Many HGSE students also bring their lunch to school and eat in Conroy.

Grocery Stores

- Market Basket, 400 Somerville Avenue, Somerville, 617-666-2420.
- Market in the Square, 60 Church St., in Harvard Square, salad bars, sandwiches, etc., 617-441-2000.
- Trader Joes: <http://www.traderjoes.com/locations.asp> 617-491-8582.
- Whole Foods (<http://www.wholefoods.com/>) has three Cambridge locations.

Shopping (Inexpensive Clothes)

- Second Time Around, Harvard Square. Great used/designer clothes.
- Urban Outfitters Bargain Basement, Harvard Square. The only one of its kind.
- The Episcopal Church Thrift Store, located behind Larsen Hall.
- Garment District, on Broadway outside of Kendall Square. Great for funky used and new clothes. Extensive selection for Halloween. <http://www.garment-district.com/>

Transportation

Bike it!

- Cheapest place to buy a bike is at a yard sale. Yard sales are always happening in the Cambridge-Somerville area, usually on Saturdays. Look for signs posted on the street or check the newspaper.
- Quad Bikes is the non-profit bicycle shop for the Harvard community. They offer new and used bikes, classes, repair services, and even storage. <http://www.quadbikes.org/>
- Ace Wheelworks: <http://www.wheelworks.com/>. This independently owned bike store and longtime sponsor of the Harvard Cycling Team, sells quality used and new bikes.
- Another Cambridge institution (since 1972) is the Broadway Bicycle School, a collectively-owned bicycle repair shop. They teach people how to fix their bikes in addition to selling new and used bikes, parts, and accessories. 351 Broadway in Cambridge, 617-868-3392. <http://broadwaybicycleschool.com/>

The “T”

Discount MBTA passes can be purchased through the Office of Student Affairs at a savings of 11 percent on all MBTA fares. Fall semester passes are effective from September 1 through December 31 and spring semester passes from February 1 through May 31. Visit the Office of Student Affairs, Longfellow 046, for further information. Visit <http://www.mbta.com> for subway, commuter rail, and bus routes, schedules, and maps.

Introducing Visitors to Harvard

- Free tours of the University are given by the University News and Information Center.
(http://www.news.harvard.edu/guide/to_do/index.html) The tours meet and leave from the Holyoke Center, 1350 Massachusetts Ave.
- Students get free admission to Harvard Museums and can bring one visitor for free. The extraordinary Glass Flowers exhibit in the Harvard Museum of Natural History is a very popular destination.
- A number of information resource guides about the Boston/Cambridge area are available in the HGSE Office of Student Affairs.