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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 you to become thoroughly 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
Senior Lecturer in Education
Faculty 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. Strands
4. Cross registration
5. 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 Innovation by Design: Projects in Educational Technology
T-525 Realizing the Potential of Online Professional Development
T-550 Designing for Learning by Creating
T-561 Transforming Education through Emerging Technologies

Winter session course

HT-123 Informal Learning for Children

Spring semester courses

T-523 Formative Evaluation for Educational Product Development
T-530 [*Designing and Producing Media for Education]
T-545 Engagement and Learning
T-553 Teacher Learning and Technology
T-560 Universal Design for Learning
T-565 Entrepreneurship in the Educational Marketplace
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 2013-2014 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 another HGSE or a cross-registered course. This requires submitting a petition describing the relevance of your work in the course to the field of
educational technology. The petition form is available on the home page of the TIE internal site. Your petition must be submitted before the end of the semester in which you are taking the course, and must be approved by your advisor and by the TIE Faculty Director.

3. **Strands**

Although there is no “distribution” requirement, we encourage you to prepare for a leadership career by taking at least one course in each of our three broad curricular areas:

- 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 and processes that support and enhance learning. TIE courses deal with a wide variety of tools and media, organized around complementary theoretical and practical approaches.

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 Innovation by Design: Projects in Educational Technology
- T-530 [Designing and Producing Media for Learning]
- T-561 Transforming Education through Emerging Technologies
- T-581 Advanced Design Studio

**Courses emphasizing the transformation of education with new technologies**
- HT-500 Growing Up in a Media World
- T-525 Realizing the Potential of Online Professional Development
- T-553 Teacher Learning and Technology
- T-560 Universal Design for Learning
- T-565 Entrepreneurship in the Educational Marketplace

**Courses emphasizing research, evaluation, and assessment**
- T-523 Formative Evaluation for Educational Product Development
- T-545 Engagement and Learning
- T-550 Designing for Learning by Creating
- S-150 *Advancing the Public Understanding of Education

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.
4. 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 fall course at MIT, but not two at either HBS or MIT.

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: http://coursecatalog.harvard.edu/icb/icb.do?keyword=CourseCatalog&pageid=icb.page335057

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 at the appropriate time. Please note that spring courses at MIT will not count towards HGSE degree credit due to our different academic calendars. (You may register for a spring course at MIT, but only with the understanding that it will not count toward the 32 credits required for the Ed.M.)

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 http://coursecatalog.harvard.edu/icb/icb.do?keyword=CourseCatalog&tabgroupid=icb.tabgroup104752
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, http://isites.harvard.edu/icb/icb.do?keyword=CourseCatalog

5. 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.

Essential information that is important to 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 Registrar’s Office.
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 Coordinator, Rilda Kissel.

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.

Course enrollment and any subsequent changes to your plan of study, including adding or dropping courses, require your advisor’s permission.

We make every effort to assign an advisor aligned with your goals and experience. However, if you find that your advisor is not a 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 Registrar’s Office.

All forms for Registration are available online at: http://www.gse.harvard.edu/about/administration/registration/forms/index.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, internship forms, course petitions, and upcoming
event listings.

The TIE Public Web Site (http://www.gse.harvard.edu/tie)
TIE’s public Web site is primarily a resource for potential applicants.
This site includes reports of informal TIE seminars and other recent
events. The Alumni and Careers page of the public site showcases
some of the career pathways that a TIE degree can open to you.

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 fellow students 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 going over quota.

Harvard Gmail is the browser portal that you can use to read your
HGSE e-mail via the Internet from anywhere:
http://start.mail.harvard.edu
Listservs
There are two listservs for the TIE community: HGSE_TIE and TIE2014.

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.

TIE2014 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 TIE2014@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 Registrar’s Office
- the *Courses of Instruction* catalogue and the course schedule, both available on the Web at http://www.gse.harvard.edu/academics/catalogue/index.html
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 Tuesday, August 27, and Wednesday, 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.

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.

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 20 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 20 (by paying a late fee). However, if you drop a class after September 20 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.

Any courses added or dropped past the September 20 deadline will incur an initial $50 late fee (then an additional $10 for each subsequent week) as well as a DRP note on your transcript.

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 meetings and complete all of the reading so you can participate in class discussions. Some professors may want you to 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.

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.
TIE Internships and Independent Study

TIE Internships (T-598)
Boston has a global reputation as a center of information technology, innovation and creative educational production. This makes the region rich with possibilities for rewarding 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 Rilda Kissel, TIE Program Coordinator**
   Students interested in T-598 internships are required to attend a mandatory meeting led by Rilda in the beginning of each semester 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 distributed to the Site Supervisor, TIE Internship Advisor, and the program coordinator by add/drop deadline (September 20 for fall 2013, February 14 for spring 2014).
7. Register
If you have an internship site, Site Supervisor, and a TIE Internship Advisor arranged by Enrollment Day, you should sign-up for a T-598 Internship and obtain the approval of your TIE Internship Advisor. Indicate a grade of Sat/No Credit on your online course enrollment form.

If you do not have your internship arranged by Enrollment Day, you may add the course by the add/drop deadline (September 20 for fall 2013, February 14 for spring 2014.) You will need to add the internship on an Add/Drop form. 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 take only 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 Studies.

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 Registrar’s 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) 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 and facilities are continually evolving and growing, check out the LTC Web site for the most up-to-date information.

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

E-mail
All HGSE students receive a Harvard branded Google apps for education (aka gmail) account. To log in, go to http:start.mail.harvard.edu.

• username: three letters and three numbers (i.e. abc123)
• password: Set this up the first time you log in. If you forget your password, contact the help desk at 617-496-0628 or helpdesk@gse.harvard.edu.

Accessing Wireless on Campus
As a Harvard affiliate, you have access to three options for connecting to wireless on campus:

• Harvard Secure: The first time you use this network you will need to go through the set-up process (estimated completion time: five minutes). Once configured, you will not need to enter your username and password when you access wireless on this network from the same computer.

• Harvard University: You will be prompted to authenticate via HUID / PIN each time you connect.

• Harvard Guest: This network is open to anyone. It is much slower than the other two networks, so use this network only if you are unable to connect to one of the other networks.
Please note: If you connect your computer to the internet on campus, you are required to have a current anti-virus program.

GSE wireless is intended for conveniences such as checking email and Web browsing. The wireless network should not be used to stream video or download iPa© materials. Please contact helpdesk@gse.harvard.edu if you experience problems connecting.

**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 over 30 PCs with Windows 7 OS (log-in required). Generally speaking, GCA hours follow library hours. Hours are posted on the doors of the GCA and on the home page 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 Mac applications, such as Final Cut Pro.

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.

**Viewing and Duplication Facilities**
Viewing rooms are located throughout Gutman Library. Video and audio duplication systems are located in Gutman 307. All are available to the HGSE community on a first-come, first-served, walk-in basis. Contact the LTC front desk for more information.
**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://isites.harvard.edu/icb/icb.do?keyword=ltc&pageid=icb.page38726&login=yes](http://isites.harvard.edu/icb/icb.do?keyword=ltc&pageid=icb.page38726&login=yes)

In addition, the vast online training resource Lynda.com is free to Harvard students. Please visit [lynda.harvard.edu](http://lynda.harvard.edu) for information on how to take advantage of this introduction to hundreds of software packages, including all the most popular programs in use at HGSE. Note: You must be on campus the first time when you register.

**Printing**

Printing is available from public workstations in Gutman library. Printing will be charged to your term bill. For information about printing please visit: [http://asklib.gse.harvard.edu/a.php?qid=17766](http://asklib.gse.harvard.edu/a.php?qid=17766).

**Technology Purchases**

HGSE students are eligible for student discounts on hardware and software purchases at the Harvard University technologies services web site: [http://www.uis.harvard.edu/technology_services/](http://www.uis.harvard.edu/technology_services/) (log-in required).

**Borrowing 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
Media Requests for Student Meetings and Events

To request media for meetings and/or events, complete your request via the media request form at http://hugse9.harvard.edu/media_requestor/. Please note that services are available on a first-come, first-served basis. The more advance notice given, the better.

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 on the first floor of Gutman Library. 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 the OSA 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 on the second floor of the Library.

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; and Web Sites for Educators provides a selection of Internet sites of interest to researchers and practitioners in education.

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.
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.

Advice from Recent Graduates
Over the past several years TIE students have offered advice on their favorite places to eat, study, meet friends for drinks, take visitors, and spend their free time. Their recommendations have been compiled into a Google map. Use this map (http://tinyurl.com/lhgf4g7) as a reference while you explore the Cambridge and Boston Area.

Gutman Commons
Gutman Commons is HGSE’s dining hall and is located in the first floor of the Gutman Library. The Commons serves breakfast and lunch Monday through Friday during the academic year. Many HGSE students also bring their lunch to school and eat at Gutman Commons.

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 for further information. Visit http://www.mbtacom for subway, commuter rail, and bus routes, schedules, and maps.

Introducing Visitors to Harvard
  o 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.