

Dealing with some of the logistics of precepting
9/2001 TIPS orientation (by Marion Carter)

A lot of questions can be answered (or partially so) by talking to Donna and looking through the “Academics” section of the PU web page. Most of the links provided here are found there; consider checking that out before classes begin.

<http://www.princeton.edu/Siteware/Academics.shtml>

And remember: Donna is the key contact for matters relating to the undergraduate program. Blanche is your point-person for grad program questions. Cindy handles most matters related to the building, faculty, and pay-roll.

COURSE MATERIALS

“Can you put a copy of this in the library?” “They’ve run out of course-packs at Pequod.”

Putting things on reserve: Very easy. Take materials to the reading room (A floor) of Firestone, where you’ll fill out a simple form and whalla’, there you have it.

Pequod: This is where course-packs are put together and printed and is newly located in the U-Store.

Copying things for class & precept: Contact Donna to get the copy code for the course you’re with. No need to bear those expenses yourself.

ROOM ASSIGNMENTS

“This precept room is simply not going to work. Can you see if there’s anything else available?”

“We’ve got to hold the mid-term in another room. Can you find one that’d be right?”

1st STEP = Talk to Donna.

Usually we’re asked to go directly to Jessica Shipman of the Registrar’s Office, but this year they are re-organizing the room assignment on-line, making it more important for the department to do it directly. If Donna asks you to contact Jessica Shipman directly, here’s the number: 8-3362.

2nd STEP = Poke around at rooms that controlled by departments and not open to the university more generally. Hard to tell which rooms are like this and which are not, but sometimes you can hit on an appropriate space. If you find something, organize it with the respective department and be sure to inform Donna.

If there's a particular room you're interested in, you can search here to see when it's already booked. This also has photos of every classroom.

<http://ntigger.princeton.edu/cfdocs/registrar/crmimages/classrm.cfm>
(listed under PU webpage "Academics" → "Registrar")

AUDIO-VISUALS

"We're showing a film next week. Can you get it set up?" "The guest-speaker wants to use Powerpoint."

1st STEP: Talk to Donna. The reason for this is that some AV set-ups cost the department more than others, so it's good to get clearance first. More than likely, she'll tell you to →

2nd STEP: Contact Media Services.

Depending on the room you're using, they could tell you to:

- 1) go over to their office to check out the key to the classroom's AV closet (you'll need a department code, which Donna can give to you)
- 2) have a Media Services person to come out and deal with a serious equipment room (McCosh 50), and/or
- 3) find a separate room to meet in because the one you're in can't do what you're hoping to do.

This process can take time: don't wait until a day or two beforehand to organize this.

Media Services's office is on the B floor of New South, over by the Dinky.

<http://www.princeton.edu/~media/>
media@princeton.edu
8-3196

****They're usually on the ball, but CONFIRM with them the day before****

COURSEINFO

To self, 3rd precept: "I can't remember that guy's name." Students to you: "What precept am I in?" "I found a cool website that talks just about what we did in lecture. Can you post it for the class?" "I lost the sheet with the take-home questions on it." "I didn't know we were supposed to read that for class today." ETC . . .

Courseinfo is the program that manages an interactive website for every class and can be very useful. Professors may choose to use it a lot or a little; regardless, management of it tends to fall on the preceptor(s). Through Courseinfo you can, for example:

- find photos of all the students in the course (?). At least in the previous edition you can do this – in the new format I couldn't readily see where the photos are kept.
- post announcements about assignments, lectures, important dates, films, websites related to the course, the syllabus, class-time changes, precept assignments, ETC.
- readily email the entire class, and set up email group lists by precept so you can communicate with each precept
- receive and respond to assignments (say, for example, you require some kind of preparation for precept, you can ask people to post it on the course's Courseinfo site the night before for all to access and so as to not overload your own email account), create discussion groups

It's very user-friendly – instead of going through it all here, it's really best to take 30 minutes or so to check it out.

<http://courseinfo.princeton.edu/> (listed under PU webpage “Academics”)

Most students by now should be familiar with it, unless of course they are freshmen. That said, this year's format is a little different but not dramatically so. Regardless, if you expect to utilize it, then be prepared to talk about the site and expectations during the first precept.