

Online Course on Professional Standards and Ethics in Teaching Annotated Campus Resource List for GSIs

Module 1 Promoting Learning through Diversity: The Inclusive Classroom

GSI Teaching and Resource Center

301 Sproul Hall

510-642-4456

<http://gsi.berkeley.edu>

gsi@berkeley.edu

The GSI Teaching and Resource Center provides pedagogical support and guidance for Graduate Student Instructors. Programs include fall and spring teaching conferences, noon-hour workshops, course improvement grants, teaching awards, confidential consultations, courses on teaching and learning in higher education, and the Language Proficiency Program for GSIs who do not speak English as a native language. The Center publishes its Teaching Guide for GSIs. Located in 301 Sproul Hall, the Center houses a library of books, articles, videos, and other reference materials on teaching.

Resources to accompany this online course and to assist you in all aspects of your teaching are available on the Center's Website. Of particular interest are:

Online Teaching Guide for GSIs

<http://gsi.berkeley.edu/teachingguide2009/index.html>

Teaching Effectiveness Award Essays

http://gsi.berkeley.edu/awards/tea_index.html

Information about Berkeley Students

UC Undergraduate Experience Survey (UCUES), Office of Student Research

<http://ucues.berkeley.edu/2007/core2007resp.html>

Cal Stats Brochure. UC Berkeley, Vice Chancellor of Budget & Finance, Office of Planning and Analysis

<http://metrics.vcbf.berkeley.edu/calstats.pdf>

Campus Climate and Compliance Office (CCAC)

<http://ccac.berkeley.edu/>

The Campus Climate and Compliance (CCAC) Office monitors and evaluates campus efforts to meet requirements under 1972 federal legislation which prohibits all forms of sex (Title IX) and race (Title VI) discrimination in educational institutions that receive federal funding. The Office has the responsibility to implement procedures for providing prompt and effective responses to complaints of hostile work/academic environment, sexual or racial harassment, or other discrimination concerns. Further, the office has oversight responsibility to initiate, coordinate or

conduct investigations into claims of violations of campus policy in all areas covered under Title IX and Title VI law.

**Assistant Vice Provost, Campus Climate and Compliance
Title IX and Title VI Officer**

Nancy Chu (Consultation, Advising, and/or Reporting)
510-642-2785

http://ccac.berkeley.edu/who_we_are.shtml
tixco@berkeley.edu

Provides policy information and guidance when responding to incidents of possible sexual or racial harassment, and other forms of discrimination.

Compliance Education Manager

Maria Lucero Padilla (Outreach Training, Advising, and Referral)
510-643-9707

http://ccac.berkeley.edu/what_we_do.shtml
complianceeducation@berkeley.edu

Directs and coordinates campus education and training efforts for faculty, staff and students, specifically in sexual/racial harassment prevention and generally, on issues of equity and campus climate concerns. Provides in person education and training for academic departments and administrative units.

Compliance Complaint Resolution Officer

Denise Oldham
510-642-6020

http://ccac.berkeley.edu/what_we_do.shtml
dworldham@berkeley.edu

Monitors and provides consultation on issues of employment discrimination under Title VII
Provides policy information and guidance when responding to incidents of possible sexual or racial harassment, and other forms of discrimination.

**Module 2
Teaching Students with Disabilities**

Disabled Students' Program (DSP)

260 César Chávez Student Center
510-642-0518

<http://dsp.berkeley.edu>

The Disabled Students' Program serves students with disabilities of all kinds, including mobility, visual, or hearing impairments; speech impairments; chronic illnesses such as AIDS, diabetes, and lupus; seizure disorders; head injuries; painful conditions such as back injuries and carpal tunnel syndrome; psychological disabilities such as bipolar disorder and severe anxiety or depression; attention deficit disorder; and learning disabilities. Services are individually designed and based on the specific needs of each student as identified by DSP's Specialists. The Program's official website includes information on DSP staff, UC's disabilities policy, application procedures, campus access guides for most university buildings, and portals for students and faculty/proxy respectively.

Consult DSP if you have questions about how to implement academic accommodations.

“Teaching Students with Disabilities” is available from DSP and available at <http://dsp.berkeley.edu/TeachStudentsWithDisab.html>.

Disability Access Services

510-642-2795 (mobility), 510-643-6456 (communications, e.g., interpreters/captioning)
Contact this office if you have physical access concerns about your classroom, or want information about how your academic department arranges for accommodations for department lectures/events.

Disability Resolution Officer

California Hall
510-642-2795
<http://acads.chance.berkeley.edu/ada.shtml>
esc@berkeley.edu

Refer students here who do not believe that you or the Instructor of Record is providing an accommodation that has been approved by Disabled Students’ Program.

Assistant Provost, Academic Compliance and Disability Standards

California Hall, University of California, Berkeley
510-642-2795
acads@berkeley.edu

Contact this office if you have questions about the extent to which you are required to implement an accommodation approved by the Disabled Students Program (DSP).

Campus Access Guide

<http://access-guide.berkeley.edu>

Exam Proctoring Information

<http://dsp.berkeley.edu/proctoring>

Overview and answers to commonly asked questions about the campus’s centralized proctoring Service.

<http://dsp.berkeley.edu/proctoring>

Online request for exam proctoring services.

Berkeley Plan for Accommodating Students with Disabilities

<http://dsp.berkeley.edu/BerkAcomPolicy.html>

“Teaching Students with Disabilities” (online guide)

<http://dsp.berkeley.edu/TeachStudentsWithDisab.html>

Technology Access

Assistive Technology Teaching and Learning Center

<http://attlc.berkeley.edu>

UC Berkeley's web design guide includes information on web page basics, creating multi-platform web pages, designing for usability, and the legal and policy issues associated with constructing and maintaining a website, amongst other topics

Educational Technology Services (ETS)

9 Dwinelle Hall

510-642-2535

<http://ets.berkeley.edu>

Educational Technology Services (ETS) is the central campus resource providing course websites, classroom technology support and installation, webcasting, multimedia production, teleconferencing, video and audio, and technology support for University events. ETS also provides consulting and training on how to use these and other tools for effective teaching, learning and communication.

DSP/TRIO Student Support Services

“Universal Design: Promoting Access to Instruction for All Students”

<http://dsptrio.berkeley.edu/UniversalDesign.html>

The Disabled Students' Program (DSP) has developed this useful general overview of universal design for the university context.

Universal Design for Learning (UDL)

Center for Applied Special Technology (CAST)

<http://www.cast.org>

The Center for Applied Special Technology (CAST) is a nonprofit organization that works to expand learning opportunities for all individuals, especially those with disabilities, through the research and development of innovative, technology-based educational resources and strategies. With Universal Design for Learning (UDL) as a blueprint, CAST researches and develops educational strategies and tools that integrate new brain research and multimedia technologies with effective teaching practices.

Universal Design for Instruction © (UDI)

<http://www.facultyware.uconn.edu/home.cfm>

The Universal Design for Instruction (UDI) project at the University of Connecticut provides a broad range of information and tools to enhance the design and delivery of instruction for diverse college students. In particular, the UDI Project seeks to enhance the educational opportunities of students with disabilities in postsecondary education and is funded by grants from the U. S. Department of Education.

Module 3

Creating an Educational Environment Free of Sexual Harassment

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Campus Police Department

1 Sproul Hall

Emergencies: 911

Emergency number if calling by cell phone: 510-642-3333

Business and Non-Emergency number: 510-642-6760

<http://police.berkeley.edu>

Campus Police Department — Threat Management Unit

1 Sproul Hall

510-642-6760

Non-emergency phone line to report threats of harm to individuals, groups, or structures.

<http://police.berkeley.edu/admin/ucpdadthreatcomm.html>

Link to UC Police's Threat Management Unit Bulletin, which outlines reporting criteria for threatening or inappropriate communications.

University Health Services — Social Services

510-643-6074

<http://uhs.berkeley.edu/Students/Counseling/socialservices.shtml>

UHS's Social Services provides confidential counseling and other forms of assistance to help students manage problems that can emerge from illness such as financial, academic, legal, family concerns, and more. In addition, Social Services specializes in helping students with the following: pregnancy, alcohol/drug problems related to one's own or a family member's use, sexual assault/rape, relationship or other violence. There is no limit to the number of visits for students grappling with issues and occasions associated with violence against women.

Gender Equity Resource Center — Sexual Harassment/Sexual Assault Resource Specialist

(Advocacy and Support)

202 César Chávez Center

510-642-5727

<http://students.berkeley.edu/osl/geneq.asp>

The Gender Equity Resource Center is committed to providing a full range of services and programs that promote and support equity and social justice for all members of the UC Berkeley community. The Center houses Women's Programs and Services; Lesbian, Gay, Bisexual, Transgender Programs and Services; and the Sexual Harassment Advocacy and Peer Education Team. Staff resource specialists are available for crisis intervention counseling, discussing options for resolution, technical assistance and documentation, interpreting campus policies and procedures, and general support.

Sexual Harassment Advocacy and Peer Education (SHAPE) Program

202 César Chávez Center (in the Gender Equity Resource Center)

510-643-9861

<http://students.berkeley.edu/osl/geneq.asp?id=1566>

An important component of the Gender Equity Resource Center, the Sexual Harassment Advocacy and Peer Education (SHAPE) Program trains and support student interns to: increase campus awareness through education and on-going programs; dispel myths about sexual harassment and assault; and foster a climate which actively discourages sexual harassment and assault. SHAPE interns offer workshops to student groups and residential living units.

Ombudsperson for Students

(Total Confidentiality)

510-642-5754

<http://students.berkeley.edu/Ombuds>

The Ombudsperson for Students provides a confidential service for students involved in a University-related problem (either academic or administrative), acting as a neutral complaint resolver and not as an advocate for any of the parties involved in a dispute. The Ombudsman can provide information on policies and procedures affecting students, facilitate students' contact with services able to assist in resolving the problem, and assist students in complaints concerning

improper application of University policies or procedures. All matters referred to this office are held in strict confidence. The only exceptions, at the sole discretion of the Ombudsman, are cases where there appears to be imminent threat of serious harm.

Module 4

Fostering Academic Integrity

UC Berkeley Campus Code of Student Conduct
<http://students.berkeley.edu/uga/conduct.asp>

Center for Student Conduct and Community Standards
2536 Channing Way, Building E, 2nd Floor
(only accessible by a flight of stairs; please let us know if accommodation is required)
510-643-9069
<http://studentconduct.berkeley.edu>
studentconduct@berkeley.edu

The Center for Student Conduct and Community Standards provides information on academic integrity and social conduct at UC Berkeley, including: what constitutes academic dishonesty and non-academic misconduct (for both individuals and student organizations), how to report incidents, what are the procedures for investigating and resolving complaints, and what are the rights and responsibilities of students. Student Conduct also offers presentations and consultations on issues of academic dishonesty for faculty, graduate student instructors, and students.

Of particular interest to GSIs, faculty, and students are the following publications:

Instructors' Guide for Addressing Student Academic Misconduct
<http://students.berkeley.edu/osl/sja.asp?id=929>

Student Guide to Academic Integrity at Cal
<http://students.berkeley.edu/osl/sja.asp?id=928>

“Preventing Academic Dishonesty,” from *Tools for Teaching* by Barbara Gross Davis.
<http://teaching.berkeley.edu/bgd/prevent.html>

An entire excerpted chapter from *Tools for Teaching*, includes practical advice on promoting academic integrity, creating essay topics and exam questions, administering tests, grading and returning examinations, and negotiating student excuses for late or missed assignments.

In the César Chávez Student Center:

Student Life Advising Services
510-642-4257
<http://slas.berkeley.edu>

Student Life Advising Services (SLAS) is an academic counseling/advising service that assists all undergraduate students, with a primary focus on Education Opportunity Program students and students who participated in outreach programs. The SLAS office assists students in developing the skills required to succeed at Berkeley and beyond by taking a comprehensive approach to counseling/advising on academic, personal and social matters.

Student Learning Center

510-642-7332

<http://slc.berkeley.edu>

As the primary academic support service for students at the University of California at Berkeley, the Student Learning Center (SLC) assists students in transitioning to Cal; navigating the academic terrain; creating networks of resources; and achieving academic, personal and professional goals. Through various services including tutoring, study groups, workshops and courses, SLC supports students in Biological and Physical Sciences, Business Administration, Computer Science, Economics, Mathematics, Social Sciences, Statistics, Study Strategies and Writing.

Available from the SLC: “Resources for Academic Success”

http://slc.berkeley.edu/studystrategies/acadsuccess_resources.htm

Campus Life and Leadership

102 Sproul Hall

510-642-5171

<http://ilead.berkeley.edu>

Available from Campus Life & Leadership:

“Leadership & Service: Time Management Ideas”

http://students.berkeley.edu/files/osl/Student_Groups/Tip_TimeManagement%20%5BOSL%5D.pdf

Counseling and Psychological Services

University Health Services (UHS)

Tang Center

2222 Bancroft Way

510-642-9494

<http://www.uhs.berkeley.edu/students/counseling/cps.shtml>

Counseling and Psychological Services (CPS) provides brief counseling to students with personal, academic and career concerns. Professional counselors can meet with students to talk about a number of concerns such as: adjusting to school, deciding on a career or major, dealing with family or relationship issues, and coping with personal crises. All undergraduate and graduate students are eligible for CPS services, regardless of their insurance coverage.

Module 5

GSI Ethics and Professional Responsibilities

GSI Teaching and Resource Center

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<http://gsi.berkeley.edu>

gsi@berkeley.edu

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Teaching Effectiveness Award Essays

http://gsi.berkeley.edu/awards/tea_index.html

Policies of Particular Interest to GSIs:

Graduate Council Policy on Appointments and Mentoring of GSIs

<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>

What You Need to Know About Being a GSR, GSI, Reader, or Tutor

<http://www.grad.berkeley.edu/policies/pdf/apptknow.pdf>

This handout, updated regularly by the Graduate Division, provides vital information about the types of employment available to graduate students, relevant policies, and the qualifications and duties of each step in the GSI series.

Academic Student Employee Contract

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/contract_articles/complete_contract.html

UC Systemwide Policy on Speech and Advocacy

<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc30.html>

Office of the Registrar

510-642-2261

<http://registrar.berkeley.edu>

The Office of the Registrar is responsible for registering students, processing course enrollment, and maintaining academic and personal records.

Disclosure of Information from Student Records (FERPA rules)

<http://registrar.berkeley.edu/Acad/acadforms/FERPAFaculty.pdf>

Contact the registrar if you have questions regarding the disclosure of information from student records.

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<http://police.berkeley.edu>

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<http://police.berkeley.edu/admin/ucpdadthreatcomm.html>

Link to UC Police's Threat Management Unit Bulletin which outlines reporting criteria for threatening or inappropriate communications.

Office of Emergency Preparedness (OEP)

<http://oep.berkeley.edu/>

The Office of Emergency Preparedness (OEP) is responsible for developing and implementing programs and projects in emergency planning, training, response, and recovery. The OEP website provides guidelines for what to do in case of various campus emergencies, including: earthquakes, power outages, fires, hazardous materials releases, floods, and terrorism.

Counseling and Psychological Services

University Health Services (UHS), Tang Center

2222 Bancroft Way

510-642-9494

<http://www.uhs.berkeley.edu/students/counseling/cps.shtml>

Counseling and Psychological Services (CPS) provides brief counseling to students with personal, academic and career concerns. Professional counselors can meet with students to talk about a number of concerns such as: adjusting to school, deciding on a career or major, dealing with family or relationship issues, and coping with personal crises. All undergraduate and graduate students are eligible for CPS services, regardless of their insurance coverage.

Available online from CPS:

“How to Assist the Distressed Student”

<http://uhs.berkeley.edu/home/healthtopics/distressedstudents.shtml>

“Assisting the Emotionally Distressed Student: A Guide for Staff and Faculty”

<http://uhs.berkeley.edu/students/pdf/CPS/AssistingtheEmotionallyDistressedStudent.pdf>

Practical advice on how to interact safely and effectively with students who exhibit depression violence, anxiety, hyper-activity, suspicious behavior, alcohol or drug abuse, delusions, and/or suicidal tendencies.

“Understanding and Helping a Suicidal Person: The Role of Teachers”

<http://www.sprc.org/library/helping.pdf>

Practical advice from the American Association of Suicidology on how to recognize the characteristics of and offer assistance to a person contemplating suicide.

“Look for the Signs”

Information on depression.

<http://uhs.berkeley.edu/lookforthesigns>

Depression Awareness and Suicide Prevention

On-line training for faculty and staff.

<http://uhs.berkeley.edu/home/healthtopics/index.shtml/#d>

This title links to the e-train system, which hosts the training course. CalNet authentication is required.

Ombudsperson for Undergraduate and Students and Postdoctoral Appointees

Total confidentiality.

510-742-5754

The Ombudsperson for Students provides a confidential service for students involved in a University-related problem (either academic or administrative), acting as a neutral complaint resolver and not as an advocate for any of the parties involved in a dispute. The Ombudsman can provide information on policies and procedures affecting students, facilitate students' contact with services able to assist in resolving the problem, and assist students in complaints concerning improper application of University policies or procedures. All matters referred to this office are held in strict confidence. The only exceptions, at the sole discretion of the Ombudsman, are cases where there appears to be imminent threat of serious harm.