

Graduate Student Instructor TEACHING & RESOURCE CENTER

Basics for GSIs Advancing Your Skills

Ethics Course Annotated Campus Resource List

Annotated Campus Resource List

This list compiles all the resource lists from the five modules.

Module 1: GSI Ethics and Professional Responsibilities

Module 2: Creating Inclusive Classrooms

Module 3: Teaching Students with Disabilities

Module 4: Fostering Academic Integrity

**Module 5: Creating an Educational Environment Free from
Sexual Harassment**

**Download PDF of Annotated Campus
Resource List**

All links below open in a new tab or window.

Module 1: GSI Ethics and Professional Responsibilities

GSI Teaching & Resource Center

The GSI Teaching & Resource Center is an academic unit in the Graduate Division that provides pedagogical support and guidance for GSIs. Programs include teaching conferences for first-time GSIs, workshops, course improvement grants,

GSI Center Programs and Services

Teaching Conference
for First-Time GSIs

GSI Professional
Standards and Ethics
Online Course

Course Overview and
Objectives

Enrollment
Instructions

Online Ethics
Course: Frequently
Asked Questions

Sexual Harassment /
Sexual Violence
Prevention Training:
Requirements for
Graduate Students

**Ethics Course
Annotated Campus
Resource List**

Workshops,
Seminars, and
Institutes

Certificate in Teaching
and Learning in
Higher Education

Grant Programs

teaching awards, confidential consultations, the GSI Professional Standards and Ethics in Teaching Online Course, the Certificate in Teaching and Learning in Higher Education, and the Language Proficiency Program for GSIs who do not speak English as a native language. The Center maintains the online Teaching Guide for GSIs and houses a physical library of books, articles, videos, and other reference materials on teaching.

GSI Teaching & Resource Center

301 Sproul Hall

510-642-4456

gsi@berkeley.edu

Resources of particular interest:

Online Teaching Guide for GSI

Teaching Discussion Sections

Facilitating Laboratory Sections

Conducting a Midterm Evaluation

Grading Student Work: Grading Rubrics

Award-Winning Teaching Ideas: GSI Teaching Effectiveness Award Essays

These are short essays by outstanding GSIs identifying and responding to a problem they encountered in a class, laboratory, or section they taught. The GSIs' experiences span nearly 60 different departments and programs on campus.

Certificate Program in Teaching and Learning in Higher Education

The How Students
Learn Project
Language Proficiency
Program
Consultations with
GSI Center Staff
Award Programs

Policies of Particular Interest to GSIs

Graduate Council Policy on Appointments and Mentoring of GSIs (pdf)

Graduate Student Academic Appointments

Academic Student Employee Contract

UC Systemwide Policy on Speech and Advocacy

UC Berkeley Campus Code of Student Conduct

UC Berkeley Religious Creed Policy

**Guidelines Concerning Scheduling Conflicts with
Academic Requirements**

Office of the Registrar

120 Sproul Hall

510-664-9181

The Office of the Registrar is responsible for registering students, processing course enrollment, maintaining and protecting the privacy of student records, reserving classrooms, determining residency, and assisting special populations such as U.S. veterans.

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

Disclosure of Information from Student Records (FERPA guidelines) (pdf)

Students of Concern Committee

510-664-4218

Submit a care report

The purpose of the Students of Concern Committee is to provide a means for early intervention of at-risk students through collaboration with campus departments, faculty, and staff. Students exhibiting behaviors that are of concern in relation to their personal, physical, and emotional well-being should be referred to this team of professionals. Please see the website above for a list of behaviors of concern.

The Students of Concern Committee is a multi-disciplinary body of stakeholders from across the University that receives referrals pertaining to students of concern, collects additional information, and identifies and enacts appropriate strategies for

addressing the situation. These stakeholders include Counseling and Psychological Services, the Center for Student Conduct, the Office of the Dean of Students, the Disabled Students' Program, the UC Police Department, and several other offices.

Feel free to call for consultation prior to submitting the report if you are hesitant, have questions, or need immediate advice.

The Students of Concern Committee is not meant to be the sole mechanism of communication and will not take the place of services provided by Counseling & Psychological Services, Center for Student Conduct, University Police, or other established student services.

Campus Police Department

1 Sproul Hall

Emergency calls, including from cell phones: 510-642-3333

Business and non-emergency number: 510-642-6760

Crime Prevention Strategies and Services

The UC Police Department's safety guidelines for the campus community

Campus Police Department — Threat Management Unit

510-642-6760

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

Office of Emergency Management

The Office of Emergency Management is responsible for developing and implementing programs and projects in emergency planning, training, response, and recovery.

Safety Preparedness for Persons with Disabilities

WarnMe Emergency Alert Service

Center for Student Conduct

510-643-9069

The Center for Student Conduct administers the campus Code of Student Conduct, encouraging student accountability, promoting academic integrity, and connecting students to resources that foster their success.

Counseling and Psychological Services

Located in University Health Services (UHS), Tang Center
2222 Bancroft Way
510-642-9494

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.

Selected Resources from Counseling and Psychological Services:

Promoting Student Mental Health: A Guide for UC Faculty, Staff, and GSIs

The Gold Folder: A reference for Faculty, Staff, and GSIs to Assist Students in Distress

Suicide Prevention at Cal — UHS Tang Center

Be Well at Cal

Look for the Signs: Depression, Suicide, and How to Help

Webinar for GSIs: Supporting Students in Distress: GSIs and the Gold Folder

What You Need To Know about College Students and Suicide

Ombuds Office for Undergraduate and Graduate Students and Postdoctoral Appointees

510-642-5754

The Ombuds Office 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 Ombudsperson 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 Ombudsperson, are cases where there appears to be imminent threat of serious harm.

[Back to Top](#)

Module 2: Promoting Learning through Diversity

GSI Teaching & Resource Center

301 Sproul Hall

510-642-4456

gsi@berkeley.edu

The GSI Teaching & Resource Center, an academic unit in the Graduate Division, provides pedagogical support for GSIs. Programs include teaching conferences, workshops, course improvement grants, teaching awards, confidential consultations, the GSI Professional Standards and Ethics in

Teaching Online Course, the Certificate Program in Teaching and Learning in Higher Education, and the Language Proficiency Program for GSIs who do not speak English as a native language.

Programs and services for GSIs:

Consultations with GSI Center Staff

Certificate Program in Teaching and Learning in Higher Education

Resources of particular interest:

Online Teaching Guide for GSIs

The following sections of the Teaching Guide are referenced in this module:

Grading Rubrics

Improving Your Teaching: Conducting a Midterm Evaluation

Creating Discussion Guidelines

Working with Student Writing

Encouraging and Affirming Diverse Forms of Class Participation

Teaching Effectiveness Award essay by Paul Dosh, former GSI
This is one of about 150 short essays by outstanding GSIs identifying and responding to a problem they encountered in a class, laboratory, or section they taught.

UC Berkeley Office of Planning & Analysis

The Office of Planning & Analysis collects data about the Berkeley campus from many sources and makes it available for institutional research and decision-making.

Key Campus Statistics

Links to Berkeley Fall Enrollment Data, Berkeley Undergraduate Profile, Berkeley Graduate Profile, and other data sets.

Multicultural Education Program

The Multicultural Education Program is an initiative of the Division of Equity & Inclusion that provides teaching and learning resources to help create a positive campus climate for diversity.

Classroom Tools

This page links to selected tools to assist with creating inclusive classroom environments and engaging with diversity topics.

Gender Equity Resource Center (GenEq)

202 Cesar Chavez Student Center
510-642-4786 or geneq@berkeley.edu

GenEq is a campus community center providing programs, services, and resource information about gender, sexual orientation, sex and gender identity, sexual and relationship violence, and bias-related incidents. It is a program of UC Berkeley's Division of Equity and Inclusion.

Resources for Classrooms and Groups: Creating Inclusive Classrooms for Trans* and Gender Expansive Students

Links to a tip sheet that provides guidelines for setting an inclusive tone, adapting to students' name and pronoun usage, and respecting their confidentiality.

Center for Student Conduct

205 Sproul Hall
510-643-9069 or studentconduct@berkeley.edu

The Center for Student Conduct supports the mission of the university by administering the campus Code of Student Conduct, which lists sexual, racial, and other forms of harassment as grounds for discipline.

Office for the Prevention of Harassment and Discrimination (OPHD)

685 University Hall

510-643-7985 or ask_ophd@berkeley.edu

The Office for the Prevention of Harassment and Discrimination (OPHD) is responsible for ensuring the University provides an environment for faculty, staff, and students that is free from discrimination and harassment on the basis of protected categories including race, color, national origin, gender, age, and sexual orientation/identity. OPHD monitors and evaluates campus efforts to meet requirements under University policies prohibiting discrimination and harassment and applicable federal and state regulations. OPHD provides policy information and guidance when responding to incidents of possible sexual or racial harassment and other forms of discrimination.

OPHD has the responsibility to implement procedures for providing prompt and effective responses to complaints of a 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 of discrimination against protected categories. The scope of this responsibility is campus-wide, covering faculty, staff, and students. OPHD provides education about issues of discrimination, equity, and the effects of discrimination and unequal treatment on the campus climate. Their services are available to faculty, staff, and students.

Title IX and Title VI Officer

Consultation, advising, and/or reporting:

ask_ophd@berkeley.edu or 510-643-7985

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

University Nondiscrimination Policy

Berkeley Human Resources: Reports of Discrimination, Harassment, or Retaliation

510-643-8996 or idcr@berkeley.edu

The Human Resources division has a process to assist UC Berkeley employees who believe they have been subjected to discrimination on a protected basis.

Berkeley International Office

International House, 2299 Piedmont Ave., 2nd floor
510-642-2818

The Berkeley International Office provides programming, consultation, immigration, and advocacy services for international students and scholars.

International Community at Cal

[Back to Top](#)

Module 3: Teaching Students with Disabilities

Disabled Students' Program (DSP)

260 César Chávez Student Center
University of California, Berkeley
510-642-0518

Consult DSP if you have questions about how to implement academic accommodations. Send students to the DSP website if they request accommodations but do not have a Letter of Accommodation.

Faculty

Frequently Asked Questions — Faculty

Resources

Proctoring

Campus Access Services

510-643-6456

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 and events.

Alternative Media Center

Wheeler Hall Basement

dspamc@berkeley.edu

Produces instructional materials in students' preferred formats.

Application Process for Students

Berkeley Campus Plan for Accommodating the Academic Needs of Students with Disabilities

Campus Services and Information

Campus Access Guide

The Campus Access Guide provides information for those with a mobility or visual disability to navigate the campus.

UC Berkeley Library

Disability Resources

Library services for patrons with disabilities.

Educational Technology Services (ETS)

9 Dwinelle Hall

510-642-2535

ETS provides some assistive technologies in classrooms.

Disability Complaint Resolution

Complaint Resolution

This website provides an overview of procedures to resolve complaints with the Disabled Students' Program about eligibility decisions, academic accommodations, and other decisions of DSP.

Berkeley Compliance Services

2111 Bancroft Way, #300A
University of California, Berkeley
510-643-8996

This office responds to questions from instructors and academic administrators regarding their obligation to accommodate a student with a disability.

Universal Design

Universal Design of Instruction (UDI): Definition, Principles, Guidelines, and Examples

University of Washington, Seattle, DO-IT (Disabilities, Opportunities, Internetworking, and Technology) Center

Universal Design for Learning (UDL)

Center for Applied Special Technology (CAST)

Resources for GSIs with Disabilities

University Health Services Be Well At Work: Faculty/Staff Disability Management

University Health Services Be Well At Work: Faculty/Staff Disability Management: Reasonable Accommodation

Berkeley Human Resources: Reasonable Accommodation and the Interactive Process

Job Accommodation Network (JAN)

Module 4: Creating an Educational Environment Free from Sexual Harassment

Office for the Prevention of Harassment and Discrimination (OPHD)

Title IX and Title VI Officer

ask_ophd@berkeley.edu

510-643-7985

The Office for the Prevention of Harassment and Discrimination (OPHD) is responsible for ensuring that the University provides an environment for faculty, staff, and students that is free from discrimination and harassment on the basis of protected categories including race, color, national origin, gender, age, and sexual orientation/identity. OPHD monitors and evaluates campus efforts to meet requirements under University policies prohibiting discrimination and harassment and applicable federal and state regulations. OPHD provides policy information and guidance when responding to incidents of possible sexual or racial harassment and other forms of discrimination.

OPHD 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 of discrimination against protected categories. The scope of this responsibility is campus-wide, covering faculty, staff, and students. OPHD provides education about issues of discrimination, equity, and the effects of discrimination and unequal treatment on the campus climate. Their services are available to faculty, staff, and students.

Where to Get Support

PATH to Care Center

Confidential Care Advocate

The Confidential Care Advocate provides affirming, empowering, and confidential support for survivors and those who have experienced gendered violence, including sexual harassment, dating and intimate partner violence, sexual assault, stalking, and sexual exploitation. Advocates bring a non-judgmental, caring approach to exploring all options, rights, and resources.

It is always the victim's/survivor's decision to pursue any of the available resources or to report an incident to the police or the university. Confidential Care Advocates are here to support your decisions.

Contacting Confidential Advocates at PATH to Care Center

Office Line: 510-642-1988

For questions, consultations, or non-immediate referrals, this number connects you with the UC Berkeley PATH to Care Center. Faculty, staff, undergraduate, graduate, and professional students should use this number for general inquiries and to arrange services or **appointments** that will be scheduled a day or more in advance. Our office is located on central campus.

Care Line: 510-643-2005

For **urgent** situations during business hours (Monday – Friday, 9:00am to 4:30pm, except holidays), this number will connect directly with a UC Berkeley Confidential Advocate. Outside normal business hours, calls to this number will be forwarded to the BAWAR (Bay Area Women Against Rape.) The UC Care Line can be used to:

- Give survivors a way to connect with an advocate on their own time

- Provide survivors information about reporting, medical rights, and other options
- Arrange for an advocate to provide accompaniment anytime the police are present

Sexual Violence Prevention and Response

Harassment and Violence Support and Education. This website provides comprehensive information about resources for victims/survivors of sexual assault, sexual harassment, and intimate partner violence, including medical and counseling information.

PATH to Care Consultations and Workshops

The PATH to Care Center also offers prevention consultations (learn how to make positive change to prevent SVSH in your classroom, lab, program, or department); prevention workshops for groups; and survivor support/responding to an incident workshops. To request a workshop, go to the PATH to Care website or directly to the **Workshop Request Form**

Campus Police Department

1 Sproul Hall

Emergency calls, including from cell phones: 510-642-3333

Business and non-emergency number: 510-642-6760

University Health Services — Counseling and Psychological Services

510-642-9494

Provides confidential counseling and unlimited free visits for dealing with gendered violence.

Gender Equity Resource Center

202 César Chávez Center

510-643-5730

ejce@berkeley.edu

GenEq is committed to providing programs, services, and resource information about gender, sexual orientation, sex and gender identity, sexual and relationship violence, and bias-related incidents. It is a program of UC Berkeley's Division of Equity and Inclusion.

Sexual and Dating Violence Resources

202 César Chávez Center
510-643-5727

Workshops

Provides a variety of workshops, including sexual harassment and assault, self-defense, and gender and LGBT issues.

Ombuds Office for Undergraduate and Graduate Students and Postdoctoral Appointees

510-642-5754

The Ombuds Office assists students and postdoctoral appointees in sorting through campus-related conflicts and concerns. They can serve as an impartial sounding board and assist with problem solving. All consultations are strictly confidential..

[Back to Top](#)

Module 5: Fostering Academic Integrity

Center for Student Conduct

205 Sproul Hall
510-643-9069 or studentconduct@berkeley.edu

The Center for Student Conduct supports the mission of the university by administering the campus Code of Student Conduct, promoting academic integrity, encouraging student

accountability, and connecting students to resources that foster their success.

Code of Student Conduct

Reporting Academic Misconduct

GSI Teaching & Resource Center

510-642-4456 or gsi@berkeley.edu

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Teaching Guide for GSIs: Academic Misconduct

UC Berkeley Honor Code

Associated Students of the University of California (ASUC)

Student Learning Center

César E. Chávez Student Center
510-642-7332

The Student Learning Center provides peer tutoring for students. SLC staff are available to consult with individual GSIs about teaching/learning issues and resources for students.

Study and Success Strategies

Faculty and Staff

Educational Opportunity Program

119 Cesar Chavez Center
510-642-4257

EOP supports first-generation and low-income students through academic counseling, mentoring programs, and referrals.

Academic Counseling
510-642-7224 or drop in

Counseling and Psychological Services

University Health Services, Tang Center
2222 Bancroft Way
510-642-9494

Professional counselors can meet with students to talk about personal, academic, and career issues. Groups and workshops are also available on a variety of topics. All registered UC Berkeley undergraduate and graduate students are eligible for CPS services, regardless of their insurance coverage.

Individual Counseling

Back to Top

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GSI Teaching & Resource Center

gsi@berkeley.edu | Office Hours 9–12, 1–4

Privacy
Nondiscrimination
Accessibility
Berkeley Graduate Division

