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Graduate Student Instructor TEACHING & RESOURCE CENTER

Professional Standards and Ethics Online Course Annotated Campus Resource List

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Annotated Campus Resource List

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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, 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

<http://gsi.berkeley.edu>

Resources of particular interest:

[Online Teaching Guide for GSI](#)

<http://gsi.berkeley.edu/gsi-guide-contents/>

[Teaching Discussion Sections](#)

<http://gsi.berkeley.edu/gsi-guide-contents/discussion-intro/>

[Facilitating Laboratory Sections](#)

<http://gsi.berkeley.edu/gsi-guide-contents/lab-sections-intro/>

[Conducting a Midterm Evaluation](#)

<http://gsi.berkeley.edu/gsi-guide-contents/improve-intro/conducting-a-midterm-evaluation/>

[Grading Student Work: Grading Rubrics](#)

<http://gsi.berkeley.edu/gsi-guide-contents/grading-intro/grading-rubrics/>

[Award-Winning Teaching Ideas: GSI Teaching Effectiveness Award Essays](#)

<http://gsi.berkeley.edu/programs-services/award-programs/teaching-effectiveness/tea-recipients/>

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](#)

<http://gsi.berkeley.edu/programs-services/certificate-program/>

Policies of Particular Interest to GSIs

[Graduate Council Policy on Appointments and Mentoring of GSIs \(pdf\)](#)

http://academic-senate.berkeley.edu/sites/default/files/committees/gc/gc_policy_on_appt_and_mentoring_gsis.pdf

[GSI, GSR, Reader and Tutor Guide](#)

<http://grad.berkeley.edu/financial/graduate-student-employment/guide/>

[Academic Student Employee Contract](#)

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

[UC Systemwide Policy on Speech and Advocacy](#)

<http://policy.ucop.edu/doc/2710523/PACAOS-30>

[UC Berkeley Campus Code of Student Conduct](#)

<http://sa.berkeley.edu/code-of-conduct>

[UC Berkeley Religious Creed Policy](#)

<http://schedule.berkeley.edu/ReligiousCreed.html>

[Office of the Registrar](#)

120 Sproul Hall

510-664-9181

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

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 \(FERPA guidelines\) \(pdf\)](#)

<http://registrar.berkeley.edu/sites/default/files/pdfs/FERPAFaculty.pdf>

[Students of Concern Committee](#)

510-664-4218

<http://sa.berkeley.edu/dean/berkeleycares/committee>

[Submit a care report](#)

https://berkeley-advocate.symplicity.com/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

<http://police.berkeley.edu>

Crime Prevention Strategies and Services [↗](#)

<http://ucpd.berkeley.edu/crime-prevention-strategies-and-services>

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

Campus Police Department's 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 [↗](#)

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

WarnMe Emergency Alert Service

<https://warnme.berkeley.edu/>

Center for Student Conduct [↗](#)

510-643-9069

<http://sa.berkeley.edu/conduct>

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

<http://uhs.berkeley.edu/students/counseling>

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:

The Gold Folder

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

How to Assist the Distressed Student

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

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

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

Suicide Prevention at Cal Ñ UHS Tang Center

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

Be Well to Do Well

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

Ombuds Office for Undergraduate and Graduate Students and Postdoctoral Appointees

510-642-5754

<http://sa.berkeley.edu/ombuds>

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.

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Module 2: Promoting Learning through Diversity

GSI Teaching & Resource Center

301 Sproul Hall

510-642-4456

gsi@berkeley.edu<http://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](#)

<http://gsi.berkeley.edu/programs-services/consultations/>

[Certificate Program in Teaching and Learning in Higher Education](#)

<http://gsi.berkeley.edu/programs-services/certificate-program/>

Resources of particular interest:

[Online Teaching Guide for GSIs](#)

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

[Grading Rubrics](#)

<http://gsi.berkeley.edu/gsi-guide-contents/grading-intro/grading-rubrics/>

[Improving Your Teaching: Conducting a Midterm Evaluation](#)

<http://gsi.berkeley.edu/gsi-guide-contents/improve-intro/conducting-a-midterm-evaluation/>

[Creating Discussion Guidelines](#)

<http://gsi.berkeley.edu/gsi-guide-contents/discussion-intro/discussion-guidelines/>

[Working with Student Writing](#)

<http://gsi.berkeley.edu/gsi-guide-contents/student-writing-intro/>

[Encouraging and Affirming Diverse Forms of Class Participation](#)

Teaching Effectiveness Award essay by Paul Dosh, former GSI

<http://gsi.berkeley.edu/doshp-2000/>

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](#)

<http://opa.berkeley.edu>

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](#)

<http://opa.berkeley.edu/campus-statistics>

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

[UC Berkeley Campus Climate Project Final Report \(pdf\)](#)

http://campusclimate.ucop.edu/_common/files/pdf-climate/ucb-full-report.pdf

[Multicultural Education Program](#)

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

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](#)

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

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
<http://ejce.berkeley.edu/geneq>

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](#)

<http://ejce.berkeley.edu/geneq/resources/publications-media-faqs/resources-classrooms-and-groups>

Links to a tip sheet giving 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
<http://sa.berkeley.edu/conduct/>

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.

[Social Justice & Diversity Resources](#)

<http://sa.berkeley.edu/conduct/resources/diversity>

[Office for the Prevention of Harassment and Discrimination \(OPHD\)](#)

685 University Hall
510-653-7985 or ask_ophd@berkeley.edu
<http://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 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 campuswide, covering faculty, staff, and students. The Office for the Prevention of Harassment and Discrimination 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.

Berkeley Human Resources: Reports of Discrimination, Harassment, or Retaliation [↗](#)

510-643-8996 or idcr@berkeley.edu

<http://hr.berkeley.edu/policies/policies-procedures/university/discrimination>

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

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

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

International Community at Cal [↗](#)

http://internationaloffice.berkeley.edu/intl_community

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Module 3: Teaching Students with Disabilities

Disabled Students' Program (DSP) [↗](#)

260 César Chávez Student Center

University of California, Berkeley

510-642-0518

<http://dsp.berkeley.edu>

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 [↗](#)

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

Frequently Asked Questions Ñ Faculty [↗](#)

<http://dsp.berkeley.edu/faqs/faculty>

Resources [↗](#)

<http://dsp.berkeley.edu/faculty/resources>

Proctoring [↗](#)

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

Campus Access Services [↗](#)

510-643-6456

<http://dsp.berkeley.edu/campus-access>

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.

[Alternate Media Center](#)

Wheeler Hall Basement

dspamc@berkeley.edu

<http://dsp.berkeley.edu/students/returning-students/services/alternative-media>

Produces instructional materials in students' preferred formats.

[Application Process for Students](#)

<http://dsp.berkeley.edu/students/new-students>

[Berkeley Campus Plan for Accommodating the Academic Needs of Students with Disabilities](#)

<http://dsp.berkeley.edu/about/policies-guidelines/accomodations>

Campus Services and Information

[Campus Access Guide](#)

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

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

UC Berkeley Library

[Disability Resources](#)

<http://www.lib.berkeley.edu/help/disability-resources>

Library services for patrons with disabilities.

[Educational Technology Services \(ETS\)](#)

<https://www.ets.berkeley.edu/>

9 Dwinelle Hall

510-642-2535

ETS provides some assistive technologies in classrooms.

Office of Emergency Management

[Functional & Access Needs](#)

<http://oem.berkeley.edu/functional-access-needs-main-photo-page>

Disability Complaint Resolution

[Complaint Resolution](#)

<http://dsp.berkeley.edu/about/policies-guidelines/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.

[Disability Resolution](#)

<http://disabilitycompliance.berkeley.edu/disability-resolution>

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](http://www.washington.edu/doit/universal-design-instruction-udi-definition-principles-guidelines-and-examples)

<http://www.washington.edu/doit/universal-design-instruction-udi-definition-principles-guidelines-and-examples>

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

[Universal Design for Learning\(UDL\)](http://www.udlcenter.org/aboutudl/whatisudl)

<http://www.udlcenter.org/aboutudl/whatisudl>

Center for Applied Special Technology (CAST)

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Module 4: Creating and 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

<http://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 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 campuswide 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 to faculty, staff, and students.

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.

[Office of Sexual Assault Prevention and Student Advocacy](#)

510-642-1988 or thsiang@berkeley.edu

<http://sa.berkeley.edu/dean/confidential-care-advocate>



[Sexual Violence Prevention and Response](http://survivorsupport.berkeley.edu/)

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

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.

[Campus Police Department](http://police.berkeley.edu)

1 Sproul Hall

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

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

<http://police.berkeley.edu>

[University Health Services — Counseling and Psychological Services](http://uhs.berkeley.edu/students/counseling)

510-642-9494

<http://uhs.berkeley.edu/students/counseling>

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

[Gender Equity Resource Center](http://ejce.berkeley.edu/geneq/resources)

202 César Chávez Center

510-643-5730

ejce@berkeley.edu

<http://ejce.berkeley.edu/geneq/resources>

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 Assault Information](http://geneq.berkeley.edu/sexual_assault)

202 César Chávez Center

510-643-5727

http://geneq.berkeley.edu/sexual_assault

[Workshops](http://geneq.berkeley.edu/workshops)

<http://geneq.berkeley.edu/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](http://sa.berkeley.edu/ombuds)

510-642-5754

<http://sa.berkeley.edu/ombuds>

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..

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Module 5: Fostering Academic Integrity

[Center for Student Conduct](#)

205 Sproul Hall
510-643-9069 or studentconduct@berkeley.edu
<http://sa.berkeley.edu/conduct/>

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](#)

<http://sa.berkeley.edu/code-of-conduct>

[Reporting Academic Misconduct](#)

<http://sa.berkeley.edu/conduct/reporting/academic>

[GSI Teaching & Resource Center](#)

510-642-4456 or gsi@berkeley.edu
<http://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.

[Teaching Guide for GSIs: Academic Misconduct](#)

<http://gsi.berkeley.edu/gsi-guide-contents/academic-misconduct-intro/>

[UC Berkeley Honor Code](#)

Associated Students of the University of California (ASUC)
<http://www.asuc.org/honorcode/index.php>

[Student Learning Center](#)

César E. Chávez Student Center
510-642-7332
<http://slc.berkeley.edu>

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](#)

<http://slc.berkeley.edu/study-and-success-strategies>

[Faculty and Staff](#)

<http://live-slc.pantheon.berkeley.edu/faculty-and-staff>

[Educational Opportunity Program](#)

119 Cesar Chavez Center
510-642-4257
<http://eop.berkeley.edu>

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

[Academic Counseling](#)

510-642-7224 or drop in
<http://eop.berkeley.edu/academic-counseling/>

[Counseling and Psychological Services](#)

University Health Services, Tang Center
2222 Bancroft Way
510-642-9494
<http://www.uhs.berkeley.edu/students/counseling>

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](#)

<https://uhs.berkeley.edu/counseling/individual>

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