Module 1: Promoting Learning through Diversity

GSI Teaching & Resource Center
http://gsi.berkeley.edu
301 Sproul Hall
gsi@berkeley.edu
510-642-4456

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 Program 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.

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

Online Teaching Guide for GSIs
http://gsi.berkeley.edu/gsi-guide-contents/

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

- **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/
- **Grading Rubrics**
  http://gsi.berkeley.edu/gsi-guide-contents/grading-intro/grading-rubrics/
- **'ESL' Writing: Frequently Asked Questions**
  http://gsi.berkeley.edu/gsi-guide-contents/student-writing-intro/esl/

**Award-Winning Teaching Ideas: GSI Teaching Effectiveness Award Essays**
http://gsi.berkeley.edu/gsi-online-library/teaching-effectiveness-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.

- **Encouraging and Affirming Diverse Forms of Class Participation**
  http://gsi.berkeley.edu/doshp-2000/
  Teaching Effectiveness Award essay by Paul Dosh, former GSI

**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/

**Information about UC Berkeley Students**

**Office of Planning & Analysis**
http://opa.berkeley.edu

- **Campus Data**
  http://opa.berkeley.edu/campus-statistics
- **UC Undergraduate Experience Survey (UCUES)**
  http://opa.berkeley.edu/campus-surveys/uc-undergraduate-experience-survey-ucues

**Berkeley Graduate Student Profile**
http://grad.berkeley.edu/admissions/rankings-stats

**Division of Equity, Inclusion, and Diversity: Diversity Data and Planning**
http://diversity.berkeley.edu/data

**Office for the Prevention of Harassment and Discrimination (OPHD)**
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**
  http://ophd.berkeley.edu
  Consultation, advising, and/or reporting
tixco@berkeley.edu
  510-643-7985
  Provides policy information and guidance when responding to incidents of possible sexual or racial harassment, and other forms of discrimination.

- **Compliance Education Manager**
  http://ophd.berkeley.edu/education-prevention
  Outreach training, advising, and referral
  complianceeducation@berkeley.edu
  510-643-9707
  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.
Discrimination and Informal Complaint Resolution Coordinator (DCRC)

http://hrweb.berkeley.edu/er/policies/other/nondiscrimination
idcr@berkeley.edu
510-643-8996

The DCRC assists employees who believe they have been subjected to discrimination on a protected basis and want their complaint resolved informally, and it provides neutral fact-finding assistance to U.C. Berkeley campus departments and units that seek to determine if a violation of the campus Non-Discrimination Policy has taken place.

Division of Equity, Inclusion, and Diversity

- Multicultural Education Program: Creating Inclusive Classrooms
  http://mep.berkeley.edu/classroom
  This resource page provides access to tools to assist with classroom discussions and other aspects of multicultural education.

Berkeley International Office

http://internationaloffice.berkeley.edu/intl_community
International Community at Cal
Module 2: Teaching Students with Disabilities

Disabled Students' Program (DSP)

http://dsp.berkeley.edu
260 César Chávez Student Center
University of California, Berkeley
510-642-0518

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

- Teaching Students with Disabilities
  http://dsp.berkeley.edu/TeachStudentsWithDisab.html
- Introduction to DSP for Prospective and Current Students
  http://dsp.berkeley.edu/studentintro.html
- Alternative Media Guidelines
  http://www.dsp.berkeley.edu/alt-media
  Guidelines for students with disabilities to obtain instructional materials in preferred formats.
- Frequently Asked Questions
  http://dsp.berkeley.edu/faq.html
- Proctoring Assistance for Instructors Teaching Students with Disabilities
  http://dsp.berkeley.edu/proctoring/
- Alternative Media Center (Disabled Students Program)
  http://dsp.berkeley.edu/alt-media
  Wheeler Hall basement
dspmac@berkeley.edu
- Berkeley Campus Plan for Accommodating the Academic Needs of Students with Disabilities
  http://dsp.berkeley.edu/accommodationpolicy.html

Disability Access Services

http://access.berkeley.edu/
510-643-6456

Provides information and services regarding mobility and 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 and events.

- 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.
- Safety Preparedness for Persons with Disabilities
  http://access-guide.berkeley.edu/safetyguide/safetyguide.shtml

UC Berkeley Library

Disability Resources Services for Patrons with Disabilities
http://www.lib.berkeley.edu/Help/with_disabilities.html

Office of Emergency Management

Evacuation of People with Disabilities
http://oem.berkeley.edu/people-with-disabilities
Disability Resolution — Disability Compliance

200 California Hall, University of California, Berkeley
510-642-2795

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

Educational Technology Services (ETS)

- Assistive Listening Systems
  https://ets.berkeley.edu/assistive-listening-systems
  ETS offers infrared assistive listening devices that are compatible with equipment that is installed in general assignment classrooms.

- Sensus Access
  https://ets.berkeley.edu/sensusaccess
  This self-service automates conversion of documents into a range of accessible file types.

Universal Design

DSP/TRIO Support Services
Universal Design: Promoting Access to Instruction for All Students
http://dsptrio.berkeley.edu/UniversalDesign.html

Universal Design for Learning (UDL)
http://www.cast.org/
Center for Applied Special Technology (CAST)

Universal Design for Instruction© (UDI)
http://www.facultyware.uconn.edu/UDI_principles.htm
Applying Universal Design to College Instruction
Module 3: Creating an Educational Environment Free of Sexual Harassment

If you experience or are accused of any sexually harassing behaviors, or if you are unsure about a possible incident, you should seek more information from the following campus offices and resources. These campus offices work in coordination with each other, and the staff in any one of these offices will be able to direct you to the appropriate person or office.

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http://ophd.berkeley.edu

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- **Title IX and Title VI Officer**
  tixco@berkeley.edu
  510-643-7985
  Consultation, advising, and/or reporting

- **Compliance Education Manager**
  complianceeducation@berkeley.edu
  510-643-9707
  Outreach training, advising and referral

Confidential Care Advocate
http://sa.berkeley.edu/dean/confidential-care-advocate
Office of Sexual Assault Prevention and Student Advocacy
thsiang@berkeley.edu
(510) 642-1988

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.

- **Sexual Violence Prevention and Response**
  http://survivorsupport.berkeley.edu/
  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 (UCPD)**
http://police.berkeley.edu/
Business and non-emergency calls 510-642-6760
Emergency calls 510-642-3333

**University Health Services — Counseling Programs**
http://uhs.berkeley.edu/students/counseling/cps.shtml
510-643-6074
Confidential counseling: unlimited free visits for dealing with violence against women

**Gender Equity Resource Center**
http://geneq.berkeley.edu
202 César Chávez Center
510-643-5730
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
- **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
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.
Module 4: Fostering Academic Integrity

UC Berkeley Campus Code of Student Conduct
http://sa.berkeley.edu/code-of-conduct

Center for Student Conduct
http://studentconduct.berkeley.edu
221 Sproul Hall
510-643-9069
- Reporting Academic Misconduct
  http://sa.berkeley.edu/conduct/reporting/academic
  Information for faculty and GSIs
- Students and Student Organizations
  http://sa.berkeley.edu/conduct/students
  Information for students

GSI Teaching & Resource Center
http://gsi.berkeley.edu
- Teaching Guide for GSIs: Academic Misconduct
  http://gsi.berkeley.edu/gsi-guide-contents/academic-misconduct-intro/

Educational Opportunity Program
http://eop.berkeley.edu
510-642-4257

Student Learning Center
http://slc.berkeley.edu
510-642-7332
- Available from the SLC:
  Study and Success Strategies
  http://slc.berkeley.edu/study-and-success-strategies

UC Berkeley Honor Code
http://www.asuc.org/honorcode/index.php
Associated Students of the University of California (ASUC)

Counseling & Psychological Services
http://www.uhs.berkeley.edu/students/counseling/cps.shtml
University Health Services (UHS)
Tang Center
2222 Bancroft Way
510-642-9494
- Counseling Services: Academic Concerns
  http://www.uhs.berkeley.edu/students/counseling/academic.shtml
Module 5: GSI Ethics and Professional Responsibilities

GSI Teaching & Resource Center
http://gsi.berkeley.edu
301 Sproul Hall
510-642-4456
gsi@berkeley.edu

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Resources to accompany this online course and to assist you in all aspects of your teaching are available on this site. Of particular interest are:

- **Online Teaching Guide for GSIs**
  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/

- **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**
http://academic-senate.berkeley.edu/sites/default/files/committees/gc/graduate_council_policy_appointments_and_mentoring_of_gsis_march_5_2012.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/PACAO5-30
Office of the Registrar
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 guidelines)
  http://registrar.berkeley.edu/Acad/acadforms/FERPAFaculty.pdf
  Contact the Registrar if you have questions regarding the disclosure of information from student records.

Students of Concern Committee
510-664-4218
http://sa.berkeley.edu/dean/berkeleycares/committee

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.

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.

- Website to submit a care report
  https://berkeley-advocate.symplicity.com/care_report
  Feel free to call for consultation prior to submitting the report if you are hesitant, have questions, or need immediate advice.

Campus Police Department (UCPD)
http://police.berkeley.edu 1 Sproul Hall
Emergency calls, including from cell phones: 510-642-3333
Business and non-emergency number: 510-642-6760

- Campus Police Department — Threat Management Unit
  510-642-6760
  Non-emergency phone line to report threats of harm to individuals, groups, or structures
- Campus Safety Guidelines
  http://police.berkeley.edu/programsandservices/campus_safety/guidelines.html
  The UC Police Department's safety guidelines for the campus community

Office of Emergency Management
http://oep.berkeley.edu/
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
Center for Student Conduct
http://sa.berkeley.edu/conduct
510-643-9069

Counseling & Psychological Services
http://uhs.berkeley.edu/students/counseling/cps.shtml
University Health Services (UHS), Tang Center
2222 Bancroft Way
510-642-9494

Counseling & 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.

• The Gold Folder
  http://uhs.berkeley.edu/goldfolder/
• How to Assist the Distressed Student
  http://uhs.berkeley.edu/home/healthtopics/distressedstudents.shtml
• Depression Awareness and Suicide Prevention On-Line Training
  http://www.uhs.berkeley.edu/depressiontraining/index.htm
  Brief training available on the University Health Services website
• Look for the Signs: Depression, Suicide, and How to Help
  http://uhs.berkeley.edu/lookforthesigns
• Suicide Prevention at Cal — UHS Tang Center
  http://uhs.berkeley.edu/students/counseling/suicideprevention.shtml
• Violence Awareness and Prevention On-Line Training
  http://uhs.berkeley.edu/training/violenceawareness/

Ombuds Office for Undergraduate and Graduate Students and Postdoctoral Appointees
http://students.berkeley.edu/Ombuds/
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.

Resource: Everything You Need to Know about Berkeley
http://resource.berkeley.edu/
A to Z listing and brief description of hundreds of campus offices and resources, sponsored by the Office of the Dean of Students.