

IAS Teaching Program Visiting Faculty Handbook

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INTRODUCTION

This handbook summarizes some of the important things visiting faculty should know about the University of California, Berkeley (UCB) and the [*International and Area Studies Teaching Program*](#) (IASTP). It is intended to answer the questions most often asked. For questions not addressed here or for clarification, please ask a staff member to help you. Please refer to the [*list of staff*](#) for the appropriate person to assist you.

We want you to enjoy working at UCB, and our goal is to help make your stay successful for you, for our students, and for the IASTP. All of us in the Teaching Program are here to lend a hand, so don't hesitate to approach one of us for additional information or advice.

The IASTP staff offices are located in 101 Stephens Hall and are open Monday through Thursday, 10:00am to 4:00pm, Fridays 10-3 pm. We are closed for most major holidays and are closed for a full week between Christmas and New Year's Day and during Spring Break. During the summer, we are closed on Friday.

INTERNATIONAL AND AREA STUDIES TEACHING PROGRAM

The IASTP consists of six undergraduate and three graduate programs and is home to the Rotary International Peace Fellows Program. [*Professor Pradeep Chhibber*](#), Director of the Institute of International Studies, oversees the unit. [*Professor Stephen Small*](#) serves as the Associate Director of Academic Affairs and Chair of the Council of Chairs. These interdisciplinary programs offer a number of integrative and specialized courses and draw on faculty and coursework from over 40 traditional departments and many of the professional schools. Undergraduate group majors include: Asian Studies (AS), Development Studies (DS), Latin American Studies (LAS), Middle Eastern Studies (MES), Peace and Conflict Studies (PACS), and Political Economy (PE). Minor programs are offered in AS, Global Poverty and Practice (IAS), MES, PACS and European Studies (PE). Graduate programs include: Asian Studies, Latin American Studies, and International and Area Studies.

MISSION

Intellectually prepare young people to successfully live and work in an increasingly complex global world.

OBJECTIVES

- Provide students with a set of skills and intellectual concepts which are more reflective and effective in understanding the world's increasing complexity and global nature.
- Provide multi-disciplinary undergraduate and graduate education focusing either on international problems and issues or area studies.
- Provide links between social science programs and professional schools in order to facilitate internationally focused scholarly research with professional training.
- Take advantage of the unique intellectual diversity of the Berkeley faculty by providing the undergraduate and graduate student populations with interdisciplinary course work which either doesn't fit within the traditional academic departmental structure or transcends the normal departmental intellectual framework.

IAS STAFF AND FACULTY LEADERSHIP

FACULTY CHAIRS AND LEADERSHIP:

[Stephen Small](#), Associate Director Academic Affairs, Chair of IASTP

[Alan Karras](#), IASTP Faculty Advisor for GSI Affairs

[Bonnie Wade](#), Chair, AS & GAS Group Majors

[Estelle Tarica](#), Chair, LAS Group Major & Graduate Program

[Gillian Hart](#), Chair DS Group Major

[J. Bradford DeLong](#), Chair, PE Group Major

[Jerry Sanders](#), Chair, PACS Group Major

[Nezar Alsayyad](#), Chair, MES Group Major

[Emily Gottrich](#), Co-Chair, MES Group Major

[Max Auffhammer](#), Chair, IASTP Capstone Committee

[Michael Watts](#), Co-Chair, Development Studies

Many of the IAS staff will be working with you on various areas of teaching, procedures and policies, academic personnel, and other administrative issues. The

list below provides some guidance on where to turn when you need assistance.

MANAGEMENT

Vida Prater, Director of Programs and Administration (510) 642-8218

vida@berkeley.edu, 106 Stephens Hall

Academic and staff personnel, financial management and budget administration, space allocation, curriculum planning and policy, programmatic development, faculty recruitment, course staffing, resource planning and management.

PERSONNEL

Susan Meyers, IAS Personnel Manager (510) 642-2473

smeyers@berkeley.edu, 369 Stephens Hall

Academic Personnel, HR policies and procedures, employment, payroll, benefits

STUDENT SERVICES

Rebecca Chavez, Director of Academic Advising (510) 643-4156

rebeccaisme@berkeley.edu, 134A Stephens Hall

Supervision of advising staff, graduate and undergraduate advising, IASTP/L&S/Graduate Division policies and procedures, Graduate Student Instructor (GSI) training, block grants, academic dishonesty, honors, retention and probation, peer advisor program, IAS M.A., LAS grad administration.

Martine Alexander, Undergraduate Academic Advisor (510) 643-4157

martinea@berkeley.edu 134C Stephens Hall

Undergraduate advising, degree certifications, PE administration

Saba Sohail, Undergraduate Academic Advisor 510-643-4159

saba_sohail@berkeley.edu, 134C Stephens Hall

Undergraduate advising, degree certifications, DS, MES and PACS administration

Xuan Quach, Assistant Director of Rotary Center for International Studies in Peace and Conflict Resolution xuquach@berkeley.edu (510) 642-9850 101 Stephens Hall

Sharmila Shende, Undergraduate and Graduate Advisor (510) 643-5814

shinde@berkeley.edu, 134B Stephens Hall

Asian Studies graduate and undergraduate advising, academic policies and procedures, degree certifications, block grants, course scheduling and all other aspects of the Asian Studies Program.

INSTRUCTIONAL AND COURSE SUPPORT

VACANT, Curriculum Scheduling Coordinator (510) 643-7282

@berkeley.edu, 105 Stephens Hall

Course scheduling and enrollment management, syllabi collection, grades, one-time room reservations, Graduate Student Instructor and reader hiring, media services, book orders, curricular materials acquisition, faculty searches.

ADMINISTRATION

Veronique Richard, Office Coordinator (510) 643-4751

vrichard@berkeley.edu, 102A Stephens Hall

Office operations, non-travel and entertainment reimbursements, equipment purchasing, fax and phone assistance, facilities management, access codes and keys, supplies, copying privileges, office assignments, mail box assignments, computing services, e-mail account management, and Emergency Unit Coordinator.

Ana Martin Romay, Student Services Administrator (510) 642-4466,

aromay@berkeley.edu, 101 Stephens Hall

Reception, faculty and GSI course evaluation and syllabi coordinator, supervisor of student support services, AV equipment services, IASTP room and facilities reservation, mail box assignments, final exam and thesis collection and storage, faculty and GSI office hours, student record archive manager, back up Office Coordinator. Advisor, minor programs

FACULTY APPOINTMENTS

Officially speaking, all job offers and commitments must come from the Divisional Dean of Undergraduate and Interdisciplinary Studies (UGIS) and not from the IASTP. Conversations with IASTP faculty, chairs, and staff have to be regarded as advisory and tentative. Questions regarding your appointment should first be directed to Vida Prater. If she is not available, questions should be directed to the specific Program

Chair or the Associate Director of Academic Affairs.

A good source of information is the [Academic Personnel website](#). It has information concerning your employment, forms you may need, and links to employee contracts and salary scales. For information concerning a wide variety of important university policies go to the [UCOP Policy website](#). It is filled with a lot of useful information.

SALARY: Normally, teaching opportunities in the IASTP are semester-to-semester appointments. Salary for these positions is proposed by the Director of IIS using salary guidelines established by the University and standard interpretations accepted by the College of Letters and Sciences (L&S) and the Division of Undergraduate and Interdisciplinary Studies (UGIS). During the regular academic year, compensation for teaching may be determined by factors such as current employment status and salary base, academic credentials, total teaching experience, or previous appointments with the University of California. Compensation for summer courses differs from that for the regular semester. Vida Prater can answer questions you may have regarding your compensation.

PAYCHECKS: Paychecks and Direct electronic deposits (EFT) are issued on the first of the month. All faculty are encouraged to request direct deposit (EFT) of payroll. This saves everyone time and hassle. Checks will be held in the IAS Administrative Office in 360 Stephens. Please ask for Monica Canzonieri for assistance. Checks will be held until the second Friday of every month. After that time, checks will be returned to the payroll office.

Information regarding a missing check should be directed to the IAS Personnel Manager, Susan Meyers (SMeyers@berkeley.edu or 642-2473). Issues regarding the details of your check or Direct Deposit are available on the [employee resource portal "Blu"](#).

HEALTH BENEFITS: There are no health benefits for part-time visiting faculty hired on a semester-by-semester basis although full-time appointees and year-long appointments may be eligible. Please consult with Susan Meyers about your specific case. All non-US residents must provide proof of sufficient health coverage as a condition of employment. It is important to note that the University does not provide

health coverage unless it specifically results from the criteria of your appointment.

ACADEMIC CALENDAR: The current and proposed future calendars are found at [academic year calendars](#)

COURSE ASSIGNMENTS, CHANGES, OR CANCELLATION: Your teaching assignment will be designated in your appointment letter. The assignment may be modified at any time by the Director or Associate Director of Academic Affairs of IIS or the Divisional Dean of UGIS. Although rare, the University can cancel a course at any time before or during an academic term. The most common reason is low enrollment. For lower division courses the enrollment minimum is 12; upper division course enrollment minimum is 8; graduate courses require a minimum enrollment of 4.

I.D. CARDS: Instructions regarding the securing of an Employee I.D. card are obtained from Susan Meyers. Your employee ID card is needed in order to secure library, computing, parking, and other employee privileges. In addition, you must secure a CALNET ID (employee authentication) in order to manage your course, use course web tools, and submit mid-term and final grades. It takes at least two to three days for all systems you will need to recognize you as an employee. If after that time you continue to have problems, please see Susan Meyers.

HOUSING ASSISTANCE: We suggest you visit the [Cal Rentals website](#) maintained by Housing and Dining Services.

PARKING: Parking is in short supply on and near campus. A Faculty/ Staff Daily Permit is the only permit available to Visiting faculty and Lecturers. This allows parking in the fee lots surrounding the campus. For more information about parking contact [Parking and Transportation](#). Street parking is available but be certain to check time limits. Ticketing and towing are strictly enforced.

MASS TRANSIT: There are various transit discounts - BART (Bay Area Rapid Transit) or AC Transit (bus system) available to visiting faculty. Information about options and discounts can be obtained from [Parking and Transportation](#). A Campus Shuttle runs around the perimeter of the campus, including stops downtown and at Berkeley BART.

Information about the schedule and stops also is available at Parking and Transportation.

FACULTY SERVICES

OFFICE SPACE: Shared office space will be assigned to you approximately one week before instruction begins. Most offices will be assigned two teaching faculty; some offices will have three. Each office has a desk, chairs, a small worktable, and bookshelves. Computers are assigned to each office and in most cases are shared. You may use your own laptop. Please check with the Office Coordinator regarding network access for laptops. Please see the Office Coordinator to obtain a key to the front door (101 Stephens) and your office.

TELEPHONE: Telephones are not available in all offices. If your office does have a telephone only campus numbers and local calls can be made from these phones. To dial a campus number, omit the first two digits of the prefix. For example, to reach 642-0000, you need only dial 2-0000. To reach an off-campus number you must dial "9" first and then dial as you normally would. For long distance access please consult with the Office Coordinator. Public phones are located outside in front of 101 Stephens or right outside Moses Hall on Stephens Court.

MAIL: Faculty mailboxes are located in 101 Stephens Hall in the back near the elevator. Please check your mailbox regularly. These are strictly for University business. Personal mail, magazine, and journal subscriptions should be directed to your home address. We recommend that you discourage students from leaving papers or reports in them as the mailboxes are not secure.

CAMPUS MAIL: Course related mailings to UCB addresses may be placed in the outgoing campus mail slot near the reception desk.

US MAIL: Course related mail not addressed to a Campus address (including another UC campus) such as student recommendations should be deposited in the off-campus mail slot near the reception desk. Non-course related should be deposited outside the department into one of the U.S. Postal boxes located on and off campus. The nearest U.S. Post Office is on Durant Avenue, a half-block east of Telegraph.

OVERNIGHT MAIL: Federal Express, DHL, Priority Mail, UPS, etc., service is not provided by the IASTP. Several UPS Overnight Mail drops as well as Federal Express drop boxes are scattered about campus for your convenience. There also are several mail service businesses near campus.

FAX MACHINE: The IASTP FAX machine is located in 107A Stephens and can receive faxes 24 hours a day. The number is (510) 642-9850.

PHOTOCOPYING: A photocopy machine is available in 107A Stephens. To use it, instructors are given an account code. Copy privileges do not extend to personal use or for materials not directly related to the course(s) you are teaching. Courses are assigned a maximum copy limit tied to course enrollment - approximately 50 copies per student. We encourage you to use bspace as much as possible to provide students with worksheets, class outlines, and information not included in the class reader.

If you have a personal research project for which you need copy services, please talk with the Office Coordinator about setting up a separate account. The copy code for your class will be shared with your GSIs and/or readers so be sure they understand that the use of the copier is strictly for the course to which they are assigned and that copying of materials for discussion sections must be approved by you in advance. This is critical as we do not wish to have you or your GSI accidentally end up in copyright litigation.

COMPUTING RESOURCES: Although the IASTP tries to provide a desktop computer in each office, the equipment is not usually state-of-the-art. However, all offices offer direct network connections to the Campus network system. This system provides access to the various UCB computing systems, e-mail, Internet, and libraries.

To open an email account, and take advantage of other computing resources instructions can be found at the [Campus Computing website](#). If you wish to use your own desktop or laptop computer in your office, please talk with Office Coordinator regarding the activation, set-up, and use of the network connection.

BERKELEY LIBRARY SYSTEM: The Berkeley Campus libraries are part of the nine-campus University of California library system. Most materials in the system (books, monographs, serials, microfiche, films, documents, tapes, maps, and slides) may be borrowed by faculty, staff, and students from any campus. Library facilities on campus include the Main Library, the Moffitt Undergraduate Library, the Bancroft Library, twenty-two branch libraries, and affiliated libraries and research institutes. Information about library resources can be obtained from the [Main Library website](#). You will need an employee ID card to secure library privileges.

TEACHING PROTOCOLS

PROTOCOLS/RESPONSIBILITIES: In addition to principles articulated in the [Faculty Handbook](#) and the responsibilities of faculty as outlined in the [Academic Senate Manual](#), the IASTP and the College of Letters and Science operate within a number of overlapping protocols and guidelines, some of which may pertain directly to your teaching assignment (e.g., academic integrity student code of conduct, accommodation of disabled students). Rebecca Chavez can assist you regarding resources and specific guidelines and protocol issues.

CAMPUS ORGANIZATION: The campus is organized into two major academic units: the [College of Letters and Science \(L & S\)](#), and the [Professional Schools and Colleges](#), which contain four colleges and nine schools. "Colleges" accept students directly from high school or as transfers from other undergraduate institutions, and offer undergraduate instruction leading to a bachelor's degree. The College of Letters and Science is the largest college. "Schools" usually begin instruction at the upper-division or graduate level and do not necessarily offer undergraduate degrees. The Graduate Division, which is the administrative agency of the Academic Senate's Graduate Council, oversees the admission and degree progress of all graduate students, except those in the School of Law.

COURSE NUMBERING SYSTEM: Lower-division courses (for freshman and sophomores) are numbered 1-99; upper-division courses are numbered 100-199. Courses designated 200 and above are graduate courses.

CLASS SIZE/FORMAT: Classes begin 10 minutes after the hour or half hour as listed in the [Schedule of Classes](#). Thus a 9:00-10:00 class begins at 9:10 and ends at

10:00. Undergraduate classes typically meet three times a week (e.g. Monday, Wednesday, and Friday) for 50 minutes, or twice a week (e.g. Tuesday/Thursday) for 80 minutes. Class sizes vary from small seminars of 15-20 to large lectures of 100-250. Classes with discussion sections are assigned GSIs (Graduate Student Instructors), according to enrollment. Student readers may be available for classes not requiring discussion sections but for which enrollments range above 45. Meeting times are regulated by a variety of policies emanating from a number of offices and levels of campus governance. If you have questions regarding course format or scheduling please refer them to Curricular Coordinator or Vida Prater.

OFFICE HOURS: The IASTP minimum standard for office hours is two hours per week regardless of the number of courses. However, if this amount does not meet student demand, more hours should be regularly scheduled. Once you have determined your office hours, please inform the Student Services Administrator so that they can be posted in the front lobby and on our web site.

MISSING CLASSES: In the event of sudden illness or other emergency, we strongly recommend that you first notify the students directly using the email function in bspace then notify the IASTP so that we can follow up. For planned absences (e.g., attending conferences) the Faculty Chair and Vida Prater should be notified in advance of any substitute instruction arrangements being made to cover the absence.

TEXTBOOKS: Textbooks and other course materials should be ordered well in advance of the start of the semester to ensure they are in the bookstore when the term begins. Orders should be given to the Curriculum Coordinator by the established deadline (approximately 10 weeks prior to the beginning of instruction). Desk copies of textbooks will be ordered by the Curriculum Coordinator when you submit your book orders. You must provide the ISBN number of the exact book, volume, or edition you intend to use. We are not able to submit book orders without the ISBN. Faculty are encouraged to keep book/reader costs as low as possible.

READERS: All readers must be prepared in compliance with copyright regulations so please leave sufficient time to complete copyright permissions. Instructors are responsible for compiling their own reader. A copy of the syllabus should be included

in the reader and a copy of the reader must be submitted to the Curriculum Coordinator for permanent record keeping. In addition, a copy of the reader must be made available for each GSI teaching a section in the course. Please inform the copy business of the number of copies you need when you place your order. If you have any concerns regarding required reading materials or copyright regulations, please consult with the Curriculum Coordinator.

RESERVED READINGS: Moffitt Undergraduate Library and branch libraries handle reserve materials for undergraduate courses. Instructions for placing materials on reserve are detailed on the [Main Library](#) website.

BSPACE: Every instructor has a website which is managed by you through Educational Technology Services (ETS). It is available to you through [the bSpace web site](#). Check with the Curriculum Coordinator if you encounter access problems. Instruction on the use of bSpace is offered by ETS and available through online tutorials.

COURSE ABSTRACTS AND DESCRIPTIONS: Students begin inquiring about courses well before the semester begins. Our enrollment periods are in April (Fall) and mid-October (Spring). For this reason it is important to submit your course abstract or description no later than two weeks prior to the above enrollment periods in order to give students an idea of what your course will cover. Even if your syllabus is incomplete, it is wise to submit a course abstract and some sample readings if nothing else. The IASTP posts a schedule of courses to be offered each semester on the IASTP web site.

SYLLABI: Syllabi from previous semesters are available for review in the IASTP office. Syllabi should be prepared and ready for inclusion in your reader. If you are not using a reader, it should be available the first day of class and posted on bSpace. The syllabus also can be posted on the IASTP course page. The syllabus should explicitly state the goals of the course, what the student should expect to learn from the course, the nature and deadlines of assignments, details and dates of testing, details about the grading policy including the weighting of the exams and assignments, and a schedule of topics -- usually a detailed outline of lecture topics with the schedule of required readings indicated. It should also include the policy

regarding make-up exams and late submission of required assignments. An electronic copy of your syllabus must be provided to the Student Services Administrator to place in our course archive.

ASSIGNMENTS: Homework assignments, quizzes, etc., are at your discretion. In general, 1 unit of credit should equal 3 hours of work outside of class per week. Deadlines for the submission of course assignments should coincide with regularly scheduled class times. Please do not instruct students to turn in class assignments to the IASTP office or your mailbox. This procedure does not insure *student confidentiality* and is considered a breach of campus; state and federal law.

DEPARTMENTAL STANDARDS: The IASTP has developed workload and grading norms. In general, 1 unit of credit should equal 3 hours of work outside of class per week. Most IASTP undergraduate courses have a minimum of 2-3 written assignments. This includes the mid-term and final and one additional written assignment. The mid-term and additional writing assignment may be take-home. At least one assignment should be verifiable as being the work of the enrolled student.

RECORD KEEPING: You should maintain a clear assignment/grade record for your students. About 7 weeks into the course, the Registrar will ask for mid-term grades for all students with grades below C. At the end of the term, you will be prompted to submit electronic grades via the E-grades system. It is your responsibility to ensure that students are aware of how they are doing in the course, especially if they are not doing well. Feedback about grade performance should be given directly to the individual student. In the event of a dispute regarding a grade or grading procedures and policies, it is imperative that you are able to precisely document the steps in your decision-making. **To maintain stringent privacy regulations we recommend that grades not be posted on a cover sheet or first page of a project.** Questions regarding mid-term reporting, record keeping, or grading policies should be directed to the Curriculum Coordinator.

REQUIRED OUTSIDE ACTIVITIES: Under most circumstances, activities requiring a student to do something at a specific time other than the designated class period should involve a reasonable range of choices. Never ask students to do anything which might expose them to danger or put them in a compromising position.

Make yourself aware of the campus regulations regarding [Human Subjects](#).

STUDENT ATTENDANCE: You are not required to take attendance, nor are students required to attend your class (with the exception of Instructor Drop courses unless you specifically set such policies. Whether you have an attendance policy or not, you should clarify with students at the beginning of the term (via announcement AND syllabus) how missed tests, lectures or assignments will be handled.

INSTRUCTOR DEVELOPMENT AND SUPPORT: The [Office of Educational Development](#) provides a variety of resources to assist instructors. Resources include publications, assistance with technology issues, grants, and excellent workshops on a variety of teaching and technology issues. The [Faculty Guide to Campus Life](#) is a very useful guide to campus resources and policies. The College of Letters and Sciences offers a very useful [Faculty Resource](#) web site.

GRADING POLICIES

GRADE ASSESSMENTS: The University requires a minimum of two assessments of student performance during a semester. The first occurs mid-way through the semester (mid-term reports) and the second at the end of the semester (finals).

MID-TERM REPORTS: You will receive notification of mid-term grade reporting the seventh week of the semester. The purpose of this reporting is to allow the Office of the Registrar to alert those students who are doing less than acceptable work (D/F/NP). For this reason it may be advisable to have some form of evaluation (typically a mid-term exam or paper) of your students graded before this deadline. These reports must be submitted even if no one is failing or you have no basis of evaluation at that point.

FINAL EXAM REQUIREMENTS AND REGULATIONS: Final exams are required of all undergraduate courses except laboratory and independent study courses. Whenever practical, each examination shall be written and must be completed by all participants within a previously announced time limit. Examination in non-laboratory courses may not exceed three hours duration ([Senate Regulation 772.A](#)).

FINAL EXAMINATIONS: Final examinations begin the 16th week of the semester and run for approximately 10 days. Exam times are based upon the day and time your course meets. The exact location of your final exam is assigned during the last week of instruction. Examinations must be given during the time listed in the Schedule of Classes. Permission from the Committee on Courses of Instruction (COCI) is required if you need to change the exam time or wish to waive the final exam requirement. The time change will be granted **only** if all students consent to the change, or, those students who wish to take the final exam at the scheduled time are allowed to do so. Questions regarding exam issues may be directed either the Curriculum Coordinator or to Vida Prater or to the appropriate Faculty Chair.

EXEMPTION OR SUBSTITUTION OF THE FINAL EXAM: Should your course design not require a final exam, an exam waiver must be submitted to COCI no later than the beginning of the first week of classes. Please see the Curriculum Coordinator regarding such requests and do not assume that it will be approved. All deviations from the standard, three-hour sit down final exam require IASTP and COCI approval. Please read the [*Final Exam section*](#) in the Committee on Courses Handbook. This section contains all the information you need should you wish to request a waiver.

FINAL EXAM REVIEW SESSION: Although not required, many instructors and students like to have a review session during the week before finals in which materials covered throughout the semester are reviewed. If you need a classroom for such a session, please contact the Curriculum Coordinator with the time, day, capacity, and any equipment needs at least one week in advance of the day the room is needed. You may want to make your request well in advance in order to announce the time and day of the review session to your class.

IASTP EXAM STANDARDS: Mid-term and final exams in the IASTP are typically in essay-form. We encourage students to analyze material and be able to communicate clearly and precisely through the constant practice of writing and oral presentations.

GRADING STANDARDS

UNIVERSITY STANDARDS: The work of students on the Berkeley Campus is reported using the following grades:

A	Excellent
B	Good
C	Fair
D	Barely Passed
F	Failure
P	Passed at a level of C- or better
NP	Not passed
S	Satisfactory or passed at a level of B- or better (graduate students only)
U	Unsatisfactory (graduate students only)
I	Work of passing quality but incomplete due to circumstances beyond the student's control.
IP	Work in progress; final grade to be assigned upon completion of course sequence. This is only available for courses pre-approved for the use of "IP" grades.

Grades of A, B, C, and D may be modified by plus (+) or a minus (-) suffixes.

Grades of P, S, NP, U, I and IP carry no grade points, and the units accrued are excluded in determining the student's grade point average. If a student has chosen the option of taking your course for Pass/Not Passed credit, this choice will be indicated under the Comments section of your E-grades webpage. It is advisable to indicate in the Comment section the actual grade which would have been assigned had the course been taken for a grade for easy future reference.

Beyond the university grading standards cited above, the COCI recommends the following: ... "it is indeed appropriate for instructors to take the quality of a student's writing into account in assessing grades. By 'quality of writing' we do not necessarily mean elegance or distinction of style...but clarity and completeness of expression. It is our view that all students graduating from UC Berkeley, whatever their area of specialization should be able to develop a coherent written argument and express themselves effectively in English (Committee on Courses Handbook, August 1988; pg. 42, memo 2/7/84).

Plan to explain your grading policies to your students at the beginning of the term: the grading standards you will observe, procedures for determining final grades, and rules about late work, absences, and extra credit. This brief discussion will ease

students' anxiety about grading and should save you the headache of facing a long line of students unhappy with their final grades.

NON-PASSING GRADES: A grade of F, NP or U should be given to those students whose work is not of passing quality or who have not completed enough course work to achieve a passing grade. Please note that a “D” grade is considered a passing grade. When awarding one of these grades, indicate in the comment section the basic reason for the grade—academic, no attendance, or other attributable cause. This will help tremendously if a grade should be challenged and you are not available to discuss the assessment in person. It will assist Program chair with the initial discussion on your behalf, and help quickly resolve non-academic reasons for the grade.

INCOMPLETE GRADES: Incomplete (I) grades may not be given purely for convenience. The grade of Incomplete may be assigned only to students who are doing passing work but who are unable to complete the semester's work due to circumstances beyond their control; for example, illness, illness or death in the family, or a personal or family emergency. Responsibility for requesting and finishing an Incomplete rests entirely on the student. If the instructor is in agreement with the request for an “I” grade, the student and instructor must submit in writing what the student must do to finish the course, deadline for completion or work, the grade earned for work already completed, and what percentage of the grade will be based on the remaining work. All of this information is vital for assisting the student to complete the work in the event you are unavailable to grade the remaining work or when you need to recall circumstances if much time has elapsed. This information is recorded on the [*IASTP Incomplete Contract*](#). The completed contract with all signatures must be turned in to the Curriculum Coordinator. To complete the remaining work, the student submits the completed work accompanied by an official University petition. These forms are available at Sproul Hall and must have a Cashier's stamp indicating that the appropriate fee has been paid. **Do not accept a petition which does not have a cashier's stamp.** It cannot be processed. The instructor reports the replacement grade on the petition and returns it to the Curriculum Coordinator. The completed grade will be recorded and the original will be delivered to the Registrar's Office by the Curriculum Coordinator.

The deadline for completing an "I" grade is the anniversary semester in which the 'I' was assigned. For example, if a student received an 'I' in the Fall semester, the deadline to complete the course requirements and have the "I" grade removed is no later than the first day of instruction the following Fall semester. For undergraduates, 'I' grades automatically revert to 'F' or 'NP' if the remaining work is not submitted by the appropriate deadline.

E-GRADES

GRADE NOTIFICATION AND POSTING: It is against university, state, and federal policy to reveal student grades by name or any other "personally identifiable" information, including student ID numbers, without the expressed written permission of the student. Therefore, we do not post grades or give out grade information for any course. Grades are available to the students through BearFacts. Please do not post grades or indicate grades on the front of papers or exams. Evaluative information should only be indicated on the inside/end of the paper or exam.

COLLECTING AND RETURNING PAPERS/FINAL EXAMS: Papers, assignments, and exams (except finals) should be returned directly to the student and should never display the grade assigned on the outside cover. This would violate university, state and federal privacy laws. It is your responsibility to inform any GSIs or Readers working with you of these issues.

Finals should be turned in to the Student Services Administrator in 101 Stephens Hall. They will be held for one year. Students may review them and instructors and GSIs assigned to the course may remove them for the purpose of consulting with the student. Students may retrieve them after one year. They will be shredded after 13 months.

GRADE CHANGES: All grades except Incompletes are final as reported on the E-grades report submitted at the end of the term. While a grade change may be made on the basis of a clerical or administrative error, no change of grade may be made on the basis of reassessment of the quality of the student's work. No term grade except an Incomplete may be revised by re-examination ([*Senate Regulation 780B*](#)). The only exception is if after giving a student an F, NP or U for incomplete course work, you discover that he or she deserved an 'I' grade. To change a grade due to clerical or

administrative error, contact the Curriculum Coordinator. Students are informed by staff to contact the instructor if they feel there has been a clerical or administrative error. You are the only person who can change a student's grade with the exception of the Program Chair. Therefore, it is critical that you leave a phone number and email address where you can be reached after your departure.

GRADE DISPUTES: Students may challenge a final grade on academic or non-academic grounds. Academic challenges are more common. Try to handle the appeal yourself. If you and the student cannot resolve the disagreement, the student may approach the Program Chair. Consult with the Director of Academic Advising regarding procedures. If the grievance is based upon academic grounds and no calculation or administrative error occurred, it is suggested by the Office of Educational Development and the Committee on Teaching that you may offer to write a letter for the student's file describing the reasons for the grade and any extenuating circumstances that may have influenced your grading.

A student may also file a grievance on the application of non-academic criteria such as race, politics, sex, sexual orientation, or evaluation of student work by criteria not directly reflective of performance related to course requirements ([Senate Regulation A207](#)). For detailed campus procedures on the resolution of such grievances see Rebecca Chavez.

GSI AND READER POLICIES: If you are working with GSIs or Readers it is essential that you are familiar with the policies which govern their employment. Both are extensively covered in the document [GSI/Reader Hiring Procedures and Policies](#).

COURSE ENROLLMENT PROCEDURES

REGISTRATION: The University of California uses a web-based registration system called TeleBEARS. TeleBEARS allows students to add/drop a course, check their wait list status, and change their grading option. TeleBEARS questions should be directed to the Director of Academic Advising.

CLASS ENROLLMENT: Issues regarding enrollment and classroom assignment/scheduling should be directed to the Curriculum Coordinator.

ENROLLMENT LIMITS: Enrollment limits for a course are generally determined by the course budget and/or the seating capacity of the room. TeleBEARS allows us to over-enroll a course by 10% of the room capacity in anticipation of some students dropping. If your course utilizes discussion sections, each section accommodates 25-30 students and is taught by a Graduate Student Instructor (GSI). GSI assignments are determined by the percentage of their appointment. If a GSI is working full-time, they will be assigned two sections (50-60 students) that meet once per week. One section constitutes a half-time appointment. Each course with a discussion section format is budgeted for a minimum of one full-time GSI. Additional GSI assistance may be available depending on the course budget. Please consult with Vida Prater regarding GSI assignments and hiring policies.

If your course does not have discussion sections but has a stable enrollment which exceeds 45 students, you may request the assistance of a reader. Readers can be graduate or advanced undergraduate students. One reader may be assigned for every 75 students. Please see the Curriculum Coordinator for further information.

CLASS LISTS & ADDING STUDENTS: Class lists are available in [BearFacts](#). If you are not able to access BearFacts, ask the Curriculum Coordinator for assistance. In courses that have space, students should add the course via TeleBEARS during the first 3 weeks of the semester. In courses that are full, instructors should follow the IASTP [Enrollment Priority](#) Policy and/or when available, give preference to students who attend class.

Most of our courses have manual waitlists, meaning students are added to the course as space opens up using criteria set forth by the IASTP Enrollment Priority Policy. Students are not necessarily added in chronological order, as is the case with automatic waitlists. As soon as you have decided who you want to add, bring the list to the Curriculum Coordinator, who will add them from the waitlist. Please remind students that they must be on the waitlist before they can be added. The last day we can add students from the waitlist is Friday of the third week of classes. If we don't hear from the instructor by the end of the third class session in regards to students he/she wants to add, the Curriculum Coordinator will begin adding students using the IASTP Enrollment Priority Policy. Instructors are responsible for telling students how additional enrollment will be handled in their course.

INSTRUCTOR DROPS: During the first two weeks of the semester, the instructor can drop students only for two reasons: 1) lack of a course prerequisite as stated in the General Catalog or 2) non-attendance during the first two weeks. Since students can wait to drop as late as the last day of the fifth week of instruction, it is important that we drop students for non-attendance during the first two weeks, so that other students can be added in a timely fashion. Students are informed in the Schedule of Classes that attendance is required at all class meetings during the first two weeks. Providing you take roll at all class meetings, you may begin dropping students once two class sessions have met. Bring your class list showing non-attendees to the Curriculum Coordinator as soon as possible and no later than noon on Friday of the second week of classes. It also helps to make an announcement in class encouraging students who decide not to take the course to drop the course through TeleBEARS as soon as possible.

ADD/DROP DEADLINES: Students may add classes through the third week and drop classes through the 5th week.

IASTP ENROLLMENT PRIORITY POLICY: For upper division courses, priority will be given by class level starting with graduating seniors within the following majors: AS, DS, LAS, MES, PACS, PEIS, IASTP minors and GPP minors. Some courses will have additional priorities assigned due to course content or cross-listing obligations. Questions about enrollment priorities should be directed to the Curriculum Coordinator.

CLASS ENTRY CODES (CECs): CEC codes are only used to place students in courses where it is imperative that the instructor control who enrolls in the course. Honors courses are an example. The CEC is a 5 digit code that the student uses to add the course through TeleBEARS. Each CEC is different and represents a single space in the course. Once it is used it cannot be used again. These may be obtained from the Curriculum Coordinator.

COURSE CREDITS: Course credits are intended to reflect the amount of work expected of the average student. Under Senate Regulation 760, "the unit value of a course in units shall be reckoned at the rate of one unit for three hours of work per week per semester on the part of the student." (Lecture and discussion hours are

included in the three hours' work calculation). Unit values do not have to correspond exactly to the number of class hours; for example, a lecture class that meets three hours a week might carry 2, 3, or 4 units of credit, as long as the student workload justifies the unit value. The primary responsibility for ensuring that workload corresponds to unit value rests with the instructor.

CHANGES TO COURSES: Major changes in course content, focus, or length must be approved by COCI and can be requested only by Program Chairs. Changes requiring prior approval include changes in format or meeting times per week, course title, credit valuation and final exam date and format. There is flexibility allowed in individual reading lists, assignments, and teaching methods but they must adhere to the basic course description which appears in the General Catalog.

INDEPENDENT STUDY: Undergraduate students may request that you sponsor them in an Independent Study course. There are three types of Independent Study: field studies (197); group study (98/198); and independent study (99/199). For any independent study course you will be responsible for the appropriateness of the student's work to their major program, meeting with and supervising the student, and evaluating all work. All Independent Study courses must be taken on a Pass/Not Passed basis. The Curriculum Coordinator can provide the necessary forms and additional details on procedures. There is no additional compensation for sponsoring independent course work.

DeCAL COURSES: DeCal courses are student initiated group study (198) courses. There are regulations and procedures specific to these courses which differ from the faculty sponsored ones. IASTP has very specific requirements regarding the sponsorship of these courses in addition to the campus guidelines. Please refer to the [*IASTP requirements*](#) and [*campus regulations*](#).

CLASS SCHEDULE AND ROOM CHANGES: All course scheduling must be handled through the Curriculum Coordinator. Course scheduling is an on-going process beginning 8 months before the semester begins and the final schedule is made available for students one week prior to the beginning of enrollment. Past experience has indicated that courses not on the Schedule by the beginning of enrollment or which have a change in time or day after enrollment begins, do not

capture student interest. For this reason, we do not change the time or day of a course unless the reason is of critical importance. Nevertheless, it is important that your room allows you to maximize the teaching experience for both you and your students. If your room does not meet your teaching needs (e.g. too small or large, media requirements, etc.), please consult with the Curriculum Coordinator who will make every effort to obtain a new room for you at the same day and time.

IMPORTANT: Room change requests must be made by the end of the second week of the semester.

General Assignment rooms are controlled by the Office of the Registrar which observes the following priorities for room-change requests: (1) Dramatic changes in course enrollment. If the number of students actually enrolled in your course is considerably higher or lower than original estimates, the Curriculum Coordinator can request a room of more appropriate size. Since increasing the size of a course beyond the current classroom size has budgetary ramifications, please discuss the change with Vida Prater before requesting a larger room. (2) Rescheduling/adding of sections. If a section of your lecture is canceled or additional sections must be added, notify the Curriculum Coordinator so that the unused space may be reassigned and/or additional rooms can be requested. (3) Access for disabled instructors, assistants, students. If you know of access needs before the semester begins or if a student approaches you once classes have begun, bring the issue to the Curriculum Coordinator's attention. A room change may be necessary to accommodate access.

ONE-TIME ROOM ASSIGNMENTS: One-time general assignment room requests also are handled by the Classroom Scheduling Office in the Office of the Registrar. You may need an additional room for make-up testing, review sessions, special events, etc. You may request a one-time room assignment anytime after the third week of classes up to the final exam. Please make your request to The Curriculum Coordinator and allow a minimum of 72 hours notice.

UNIVERSITY EXTENSION STUDENTS AND FRESHMAN EXTENSION PROGRAM: University Extension students (sometimes called Concurrent Enrollment Students) may take regular UCB campus courses for credit provided they have met course prerequisites and space is available after all regular students have been enrolled. If you agree that they may enroll in your course, please approve their request thru BearFacts. Once they are officially enrolled in the class and have paid

their fees, their name will show up on the e-Grade list.

AUDITORS: There is no campus-wide policy regarding auditors. The IASTP allows auditors as long the instructor in charge approves and the auditor is not taking a seat from a UC Berkeley or Extension student.

DISCLOSURE OF INFORMATION FROM STUDENT RECORDS POLICY:

This policy implements and incorporates the [University of California Policies Applying to the Disclosure of Information from Student Records](#), issued by the Office of the President. The University maintains various types of student records to further its educational purposes. This policy applies only to records pertaining to students in their capacity as students; it does not cover other records which are maintained for purposes unrelated to an individual's student status. The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) and in part by the State of California Education Code. It is the purpose of the UCB policy statement to provide reasonable interpretations of the laws and statutes, and to protect the student's right of privacy as guaranteed by the Constitution of the State of California. When the law is silent the campus shall be guided by two principles: (1) privacy of an individual is of great weight, and (2) the information in a student's file should be disclosed to the student on request.

The campus policy on confidential records (Berkeley Campus Policy Governing Disclosure of Information from Student Records, Nov. 5, 1987, sec. VI., part b.) reads (Except for disclosure of public information, see Sections I.C., VI.A, and IX.G.), personally identifiable information from student records and applicant records may not be disclosed to third parties without the written consent of the student or applicant, other than to other Berkeley Campus officials and employees, who have a legitimate educational interest in the records." For more information regarding these policies please see Rebecca Chevez and/or refer to web site.

INSTRUCTOR EVALUATIONS: The IASTP conducts course evaluations of all faculty and visiting instructors. These evaluations are required by university policy and are used for merit increases, performance review, and job placement. Statistical and qualitative evaluations are maintained for undergraduate courses; only qualitative evaluations are administered for graduate courses. Evaluations are

conducted in class during the last week of the term. Periodically mid-term evaluations are conducted as well. Mid-term evaluations are solely for the purpose of providing feedback to the instructor at the course mid-point. A summary of the results of the mid-term evaluations are not kept as part of the permanent record for the course and are given to you as quickly as possible. The final evaluations are collected for the purpose of evaluating the performance of the instructor and the content of the course. Since evaluations are anonymous and confidential, you are asked to pass out blank forms, leave the room, and have a student volunteer collect the completed evaluations and return them directly to the Student Services Administrator in 101 Stephens Hall. She will give you instructions in administering these evaluations. The results of the final evaluations become part of your personnel record. After you have submitted final grades, you may review your evaluations in our offices or request copies from the Student Services Administrator. Statistical summaries will be processed approximately 3-4 weeks after the end of the term.

GSI EVALUATIONS: Students also evaluate GSIs. In addition, if you are teaching a course with GSIs, it is important for you to provide each with at least an end-of-term evaluation of their teaching. For this reason, it is imperative that you plan several visits to observe your GSIs in their sections throughout the semester. You may also wish to encourage your GSIs to prepare and deliver a class lecture as well. You may want to provide a written evaluation for the GSI. If so, we can put a copy in the personnel file should you choose to do so for future reference.

STUDENT DISHONESTY AND MISCONDUCT: There are College and University procedures to be followed when a student is accused of dishonest activities. It is important to have precise documentation to support a claim of dishonesty. If you suspect dishonest activity, keep the original papers, exams, photocopies of the lab journal, etc. Please consult with Rebecca Chavez and the Faculty Chair regarding the proper procedures for handling these issues. The [Center for Student Conduct](#) web site has very useful information about these issues.

Students are obliged to comply with the student code of conduct and are subject to discipline for academic dishonesty. Students also are expected to understand that any student who knowingly aids in plagiarism or other cheating, e.g. allowing another student to copy a paper or examination question, is as guilty as the cheating student. Violations of academic integrity include, but are not limited to, plagiarism, copying

another's exam, impermissible collaboration, stealing another work, altering an exam for re-grading, forging a grade change, using crib notes or a programmed calculator in an exam, procuring an exam key, taking an exam for someone else, forging a letter of recommendation, computer crimes, illegal use of a solution manual, and tampering with research results.

Plagiarism is a common problem and many instructors have found it useful to read official campus policy concerning plagiarism in class/section and/or include it in your syllabus:

All written work submitted in a course, except for acknowledged quotations, is to be expressed in your own words. It should also be constructed upon a plan of your devising. Work copied from a book, from another student's paper, or from any other source is not acceptable. A student who submits such copied work will, under University rules, receive an F grade for the work in question and/or for the whole course, and will also be liable for referral to the Director of the office of Student Activities and Programs for further disciplinary action. Moderate quotation for illustrative ends is often advantageous. Such passages must be placed within quotation marks or otherwise properly identified and cited. Moreover, if reliance is placed upon a particular work for ideas, acknowledgment must be made. Your instructor will be glad to answer questions as to the proper use of footnotes and citations for identification of sources.

There are a number of strategies which you may wish to employ to discourage plagiarism or cheating. You may request all notes be turned in with papers, all drafts of papers, copies of the pages from which quotes have been taken, etc. We list a number of references on our Info 4 Faculty website page which may be of help if faced with issues of potential cheating or plagiarism.

RECOURSE: If you suspect a student of an academic violation, first discuss the matter with the student. If your suspicions are allayed, the matter can be dropped. If the student disputes the allegation but you still suspect a transgression, you can request an investigation by your program chair or the Center for Student Conduct. If the student admits guilt, you may impose penalties. Instructors may directly impose

penalties of personal reprimand, change of grade, assignment of additional work, or re-examination. Please feel free to consult with your program chair, the Associate Director or the Director of Academic Advising. All are knowledgeable about these issues and can provide you with a number of different strategies.

Although some faculty members feel that academic violations are best handled informally, it is helpful if cases of academic dishonesty are reported to the [Center for Student Conduct](#). Only through such reports can the campus identify repeated violations and chronic offenders, monitor campus trends, and assure consistent penalties. The Center for Student Conduct investigates all allegations of academic violations and resolves each case by either dismissal of charges, mutually acceptable settlement agreement, or referral for a formal hearing. The Director of Academic Advising can assist you with working with the Center for Student Conduct.

RELIGIOUS HOLIDAYS: The campus provides a listing of Christian, Muslim and Jewish religious holidays and encourages instructors to take these dates into consideration when scheduling exams and due dates for assignments. Instructors teaching in the IASTP must make every effort to arrange alternative times. A student may request substitute time for a test or exam scheduled on a religious holiday unless that change would cause "an undue hardship which could not reasonably have been avoided." If a satisfactory agreement cannot be reached, the campus student appeals procedure applies.

DISABLED STUDENTS PROGRAM: The [Disabled Students Program](#) (DSP) offers a wide range of services, accommodations, and auxiliary services for students with disabilities. These services are individually designed and based on students specific needs as identified by their Advisors or Learning Disabilities Specialists. Students with documented disabilities are entitled to classroom and testing accommodations that provide a suitable learning and testing environment. The University administration and the Academic Senate have created an Academic Accommodations Policy Board to assist faculty, review current procedures and advise members of the administration. Students requesting accommodation for a disability usually present the instructor with a letter from their DSP advisor which details the type and extent

of accommodation most appropriate for the student. If you have any questions or concerns regarding a student with a disability, please contact the Director of Student Advising or the Disabled Students Program. Typically accommodation involves allowing students additional time for testing or other assistance. Please be reminded that you are only obligated to provide the accommodation which is suggested by the DSP advisor.

CLASSROOM SUPPORT

CLASSROOM EQUIPMENT: Almost all classrooms on campus are equipped with chalkboards, projection screens, stationary chairs for students, and either a chair and desk or podium for the instructor. Most rooms are equipped with video monitors, computer terminals, VCRs, projectors, and many have moveable chairs for seminar courses. It is important when you are scheduling your class to make sure the Curriculum Coordinator is aware of all your class room needs before requesting a room. If you have a problem with your room or are missing standard equipment, please contact the Curriculum Coordinator.

AUDIO-VISUAL EQUIPMENT: [Educational Technology Services](#) (ETS) is the centralized campus resource providing instructors with audio-visual equipment, instructional technologies, and consultation to support and enhance classroom teaching. The services include consultation on effective use of instructional technologies to meet specific teaching objectives, production of video materials to supplement the curriculum, technical support in media-equipped classrooms, in addition to loans of audio-visual and computer equipment listed below for use in general assignment rooms.

ETS provides a wide range of audio-visual equipment in the classroom as part of a regular instructional program. This includes overhead projectors; manual and carousel slide projectors; 16mm film projectors; DVD players, VCRs able to play back NTSC, PAL, and SECAM TV standard videotapes; camcorders; public address systems; microphones; and video/data projections systems. Please check the Educational Technology Services website for details.

CLASSROOM VIDEO PLAYBACK: The [Media Resources Center](#) maintains a library

of instructional and educational video tapes. Faculty may use videotapes from departmental collections or can reserve educational videotapes from the Media Resources Center. It is important to call in advance to assure the availability of video programs on the days and times you require them. To reserve tapes call 642-8197 or e-mail video@library.berkeley.edu. There are several ways to show video tapes to your students, depending upon the type of room you have. If the room has a VCR or DVD player and monitors, you can pick up an equipment closet key you have reserved with ETS at Room 15, Dwinelle Hall and use the installed equipment for playback. You may show videotape or DVDs you have reserved or bring your own. If your room is directly connected with ETS Master Control in Dwinelle, you can schedule the videotape playback by calling 643-8637, preferably at least a week before you need the playback. On the day of your playback, you can use the classroom intercom to communicate directly with the Master Control operator when you are ready to view the video. If your room has no equipment, call 643-8637 to reserve a VCR/DVD player and monitor.

ENDING THE TERM

RETURNING STUDENT MATERIALS: Students may leave stamped, self-addressed, envelopes for the return of papers and homework assignments not available until the end of the semester. All finals must be turned into the IASTP office. Do not leave papers outside your office. This is in violation of student privacy as provided under FERPA legislation.

ONGOING STUDENT DISPUTES: Occasionally, a student will want to discuss a final grade. If you will not be teaching the following term, please inform the Curriculum Coordinator how students should contact you if they have questions. We do not give out personal information (phone/addresses) without written permission.

RETURN ITEMS TO THE OFFICE COORDINATOR: We would appreciate if, at the close of the contract period, you promptly return any borrowed equipment and/or materials and the office key(s) to the Office Coordinator. It is also useful to know where we should send any materials which may arrive after your departure.

SAFETY AND EMERGENCY PREPAREDNESS

For detailed information concerning Emergency Preparedness and Safety please contact the IASTP Facilities Coordinator. The items below are brief outlines of references and procedures for emergency preparedness and campus safety and are in no way comprehensive. It is important that you familiarize yourself thoroughly with the latest campus procedures for emergencies and public safety, not only for your own welfare but for your students' as well.

CAMPUS POLICE: To reach campus police for any type of emergency dial 2-3333 from any campus phone or 9-911 on unrestricted campus phones. When calling for emergency medical help, indicate your location and the nature and severity of the problem. As a precaution, at the beginning of the term, familiarize yourself and your students with the exits from the classroom and the building, and with campus safety and emergency procedures developed by your department or for your building. For more details on emergency preparedness and response plans, visit the [Campus police](#) website or contact the [Office of Emergency Preparedness](#).

CAMPUS NIGHT ESCORT SERVICE: [BearWalk](#) services are available from dusk to 2am. Escorts from the Night Escort Service will accompany you to public transportation, your car, or your home (if nearby).

CAMPUS NIGHT SAFETY SHUTTLE: The [Night Safety Shuttle](#) provides safe transportation between various points on campus and some locations off campus. The shuttle runs from 2am to 6am.

BOMB THREAT: Report any bomb threat or suspicious package delivered to your office/unit to the [University Police](#) or by dialing 9-911 or (64)2-3333. Advise the Stephens Hall Building Coordinator, [Louanna Curley](#) at 642-3230 that you have notified the police. If you have a suspicious package, DO NOT open or move the item. The UC Police will dispatch an officer who will assess the situation and review the site with the Building Coordinator. UC Police will determine whether the building or site should be evacuated.

FIRE: If a fire alarm sounds in your building, even if you suspect it is a false alarm, it is imperative that you evacuate immediately using the nearest building exit. Have students stand completely clear of the building. Even after the alarm stops ringing,

do not permit anyone to reenter the building until instructed to do so by a fire prevention officer or a police officer. The assembly area for Stephens Hall is outside the north exit on the south Campanile lawn. Regardless of the exit you use, please proceed to the official assembly area and check in with the Unit Coordinator, Veronique Richard.

EARTHQUAKE: In the event of an earthquake during class, instruct students to move away from the windows and "duck and cover" until the shaking stops. In the event of a major earthquake, be prepared to evacuate the building to the emergency assembly area and wait for further instructions.

RELAXING AND ENJOYING BERKELEY

BOTANICAL GARDEN: Strawberry Canyon at 200 Centennial Drive, covers over 30 acres and contains more than 12,000 plants and species. Unlike more traditional gardens, it is laid out according to geographical zone rather than taxonomic category.

CAL PERFORMANCES at 101 Zellerbach Hall, provides year-round theater, music, and dance events on campus.

HERTZ HALL on the UCB campus, offers concerts and recitals.

PACIFIC FILM ARCHIVE at 2625 Durant Avenue, offers a daily program of classic and avant-garde films and houses a large, varied collection of movies

ZELLERBACH PLAYHOUSE at Zellerbach Hall, offers faculty-produced theater, music, and dance productions.

DURHAM THEATER at Dwinelle Hall, offers Noontime productions and a variety of productions by the Department of Dramatic Art/Center for Theater Arts.

UNIVERSITY ART MUSEUM at 2626 Bancroft features national exhibits as well as shows of student and faculty work. The museum also includes a sculpture garden, a bookstore, and is home to a small outdoor café.

[*PHOEBE HEARST MUSEUM OF ANTHROPOLOGY*](#) in Kroeber Hall. features exhibits and programs to meet the varied educational and aesthetic interests of the University community and general public. Major collections of ethnographic and archaeological objects are housed there and the museum shop offers books and folk art from around the world.

[*LAWRENCE HALL OF SCIENCE*](#) on Centennial Drive near Grizzly Peak Blvd. has many participatory astronomy, computer, and biology exhibits for children and adults. Films, lectures, and planetarium programs are regularly scheduled.

[*RECREATIONAL SPORTS FACILITY*](#) at 2301 Bancroft Way offers sports and fitness classes and access to diverse sports facilities including Cal Adventures.

[*INTERCOLLEGIATE SPORTS/ ATHLETIC TICKET OFFICE*](#) This is the place to get the lowdown on all the Cal Bear sporting events and purchase tickets for your favorite spectator sport.

[*STRAWBERRY CANYON RECREATION AREA*](#) on Centennial Drive has swimming pools, tennis courts and playing fields for general use and classes.