Academic Success
Nice to Meet You!

Katherine Greco
International Student Advisor
Berkeley International Office

kgreco@berkeley.edu
Academic Structure & Culture
How is the UC Berkeley education system organized?

- College of Chemistry
- School of Education
- College of Engineering
- College of Environmental Design
- Haas School of Business
- School of Information
- School of Journalism
- School of Law
- College of Letters & Science
- College of Natural Resources
- School of Optometry
- School of Public Health
- School of Public Policy
- School of Social Welfare

Department Listings: https://www.berkeley.edu/atoz/dept
How is the UC Berkeley education system organized?

Two examples:

**College of Letters and Science**
- Department of Biological Sciences
  - Molecular & Cell Biology, Neurobiology, Genetics, etc

**College of Engineering**
- Department of Civil & Environmental Engineering
  - Civil & Environmental Engineering
  - Department
  - Major

College or School
What sorts of classes will I have?

**Lecture**

- Led by a professor
- Often very large – sometimes hundreds of students
- Professor often needs to move through a great deal of material quickly.
- Professors may or may not expect student participation.
Laboratory / Studio / Workshop / Field Work

• Led by a professor
• Located in a lab, studio, workshop or in the field.
• Lab, studio and workshop course sizes vary depending on how many students the classroom can hold.

• In the field means off-campus. (Ex: You could be researching architecture in Oakland for an architecture course or researching doctor-patient interactions at a clinic in Berkeley for a public health course.

• Expect a great deal of interaction with professor and peers.
• These courses might have a separate classroom section connected with them.
What sorts of classes will I have?

**Seminar**
- Usually led by professors
- Classes of 5-20 people
- Generally seated around a table
- Discuss readings, “big picture” ideas in your field, etc.
- Conversation required
What sorts of classes will I have?

Section

• Led by a graduate student assistant (GSI)
• Usually 20-30 students
• Meant to compliment / fill in details of lecture courses or lab courses
• Deeper, slower explanation of tricky concepts
• Individual and peer work expected; participation expected
5 ways to be responsible for your own learning:

1. Understand the units system.
2. Know the syllabus.
3. Go to office hours.
4. Keep track of your GPA.
5. Seek out research opportunities.
Understand the Units System.

UC Berkeley assigns each course a certain number of units based on the workload required it requires.

For **lecture** or **seminar** courses,

1 unit = 1 hour of class per week + 2 hours of student work per week.

For **laboratory, studio, workshop or fieldwork** courses,

1 unit = 3 hours of lab/studio/etc. time per week.

**Additional Units**

+1 unit if the lecture has a **section** as well
+1 unit if the professor expects the course to require 3+ extra hours per week of student work (heavy reading load; heavy concept load; heavy lab load)

[https://academic-senate.berkeley.edu/coci-handbook/2.3.1](https://academic-senate.berkeley.edu/coci-handbook/2.3.1)
Units and Full-time Enrollment

Both immigration regulations and your college require that you be enrolled full-time.

What is full-time enrollment?

Immigration regulations state that F-1 and J-1 grad students must be enrolled full-time each semester.

Your department determines what “full-time enrollment” means.

For many departments, full-time enrollment is 12 units per semester. Some departments have different unit requirements.
Sample Major Requirements

College of Environmental Design; PhD in Architecture
https://ced.berkeley.edu/academics/architecture/programs/ph.d/

Graduate School of Journalism; M.S. in Journalism
https://journalism.berkeley.edu/programs/mj/coursework-degree-requirements/

Haas School of Business; MBA Program
https://mba.haas.berkeley.edu/academics/curriculum

College of Engineering; M.S. in Civil & Environmental Engineering
https://ce.berkeley.edu/programs/ecic/courses
Know the Syllabus.

A syllabus is a document that contains the following:

- Basic information – professor, GSI, course location, times, materials
- Grading policies
- Course schedule – topics, HW, exams
- Standard information such as UC Berkeley Honor Code, info for students with disabilities, info on adding/dropping courses
Sample Syllabi

Mechanical Engineering Syllabi
https://me.berkeley.edu/undergraduate/undergraduate-course-syllabi/

Sociology Syllabi
http://sociology.berkeley.edu/syllabi-main-page

Psychology Syllabi
https://psychology.berkeley.edu/students/undergraduate-program/sample-syllabi
Go to Office Hours

• Read the syllabus to find out professors’ and GSIs’ office hours.

• If you can’t attend during those times, ask to meet at other times.

• Office hours are about mind set – try to see them as a **way to engage more deeply in your field of study** and less as a chore you must face only when you are struggling with a concept.
What should I do at office hours?

In the US, office hours are not just for struggling students! Use office hours to meet your professor or GSI, to discuss your major, to ask advice.
Pay attention to your Grade Point Average (GPA)

The GPA is...
• a number from 0 to 4.0.
• an average of your grades in all courses you’ve taken at a school throughout every semester.

How to Calculate Your GPA
Divide the total number of grade points earned by the total number of letter graded units undertaken. For each unit of credit, the following grade points are earned:

- A+ = 4
- A = 4
- A- = 3.7
- B+ = 3.3
- B = 3
- B- = 2.7
- C+ = 2.3
- C = 2
- C- = 1.7
- D+ = 1.3
- D- = 1
- D = 1
- F = 0

To count the grade points on your record, multiply the grade points for each grade received by the number of units in the course. (Consult your college’s handbook concerning repeated course and Incomplete grades.)

UC Berkeley GPA Calculator
https://reslife.berkeley.edu/gpa-calculator
GPA Calculator

How To Calculate Your Own GPA
To calculate your GPA, divide the total number of grade points earned by the total number of letter graded units undertaken. For each unit of credit, the following grade points are earned:
- A+ = 4
- A = 4
- A- = 3.7
- B+ = 3.3
- B = 3
- B- = 2.7
- C+ = 2.3
- C = 2
- C- = 1.7
- D+ = 1.3
- D = 1
- D- = 0.7
- F = 0

To count the grade points on your record, multiply the grade points for each grade received by the number of units in the course (consult your college's handbook concerning repeated courses and incomplete grades).

https://reslife.berkeley.edu/gpa-calculator
Be engaged!
Your professors and GSIs are here to help you!
Academic Integrity
What is Academic Integrity?

Academic integrity is the idea that you should fully and accurately represent what portion of your academic work is your own intellectual endeavor and what portion relies on the intellectual endeavors of others.

Academic integrity is about holding yourself accountable for your own learning and taking pride in your work as a student.
What is Plagiarism?

Plagiarism is the failure to properly acknowledge the intellectual and creative work of others in one’s own work.
Examples of Plagiarism

• Copying computer code from a website and turning it in as your own original work in a Computer Science course.

• Writing an essay in a Psychology course without giving credit to those whose intellectual work you studied in order to write your own paper.

• Lifting a passage of text from a source and placing it (either word-for-word or in paraphrase form) into one’s own paper without acknowledgement of that original source.

• Finding and using answers to a problem set online and turning it in as your own work.
Further Examples of Academic Dishonesty

• Falsifying research results so that they appear to prove a particular hypothesis.
• Copying a friend’s homework in an Economics course and turning it in to get credit for the assignment.
• Finding and using answers to a problem set online and turning it in as your own work.
• Turning in work you completed previously as if it were new work.
• Allowing your friend to copy your homework as his or her own.
• Referring to the textbook or notebook during an exam where this is not authorized.
• Working with a friend on a homework assignment that should have been done individually.
Avoiding Academic Dishonesty

• Check your syllabus. Oftentimes, professors clearly state what sort of collaboration is acceptable and what sort is not.

• Speak with your professors or GSIs if you are unsure about the rules for their class or a particular assignment.

• Do a mental check. Before submitting an assignment, ask yourself if there is anything about your work process that you wouldn’t want to admit to your professor. If there is, strongly consider making changes to avoid academic dishonesty.

• Take time to properly cite your sources.
Academic Honesty
With the exception of exams and take-home quizzes, we encourage you to discuss all of the course activities with your friends and classmates as you are working on them...Feel free to discuss the problems with others beforehand, but not the code that solves them. Homework and projects can be completed in pairs.

The EECS Department Policy on Academic Dishonesty ...explains the penalties for cheating, which range from a zero grade for the test up to dismissal from the University, for a second offense.

Rather than copying someone else's work, ask for help...The TAs, lab assistants, and instructor are all here to help you succeed. If you invest the time to learn the material and complete the projects, you won't need to copy any answers.
Consequences of Academic Dishonesty

Immediate Academic Consequences
Consequences range from getting an F on a paper, to an F in the class, to suspension, expulsion or dismissal

Future Academic & Employment Consequences
Longer term consequences include trouble with grad school admissions, with employment, and with recommendations

Immigration Consequences
Suspension, expulsion, dismissal all have consequences to visa status
Grad Student Support
Graduate Advising

Departmental Advising
• Course selection
• Degree requirements
• GSR / GSI positions

Graduate Division Advising
• Academic support
• Financial support
• Student petitions
• Standardization across grad programs
More About Grad Div

https://grad.berkeley.edu/about/about/

How the Graduate Division Serves Students and Their Supporters

Have you ever wondered what, exactly, the Graduate Division does to serve almost 11,000 graduate students in more than 100 graduate degree programs? We have three chief roles:

As a central service center for the entire campus, the Graduate Division works to guide and assist students from the moment of admission, through the various milestones of their progress, to the completion of their degree requirements. We provide academic, personal, and professional support services that are vital to the everyday well-being and life-long successes of Berkeley masters', professional, and doctoral students.

As the authoritative resource and chief advocate for graduate education, the Graduate Division ensures the equitable administration of policies governing graduate studies across Berkeley's 14 schools and colleges. As the administrative arm of the Academic Senate's Graduate Council, we partner with the faculty and staff of each program and the deans of each school and college to maintain the world-renowned quality of Berkeley's graduate education.

By fulfilling these responsibilities, the Graduate Division acts as a steward for the generosity of supporters of graduate education at Berkeley.
Academic Advisors vs. International Student Advisors

Departmental and Grad Student Affairs Officers (GSAOs)
know the details of your academic plan, your major requirements and the general regulations that govern grad students at the university. They can help you with all academic issues.

International Advisors...
know the details of your F1 or J1 student visa and advise on immigration issues and the rights and responsibilities of your visa. International advisors are located in Berkeley International Office (BIO).

Many academic choices you make could have consequences for your immigration status, so you’ll often need to see a BIO advisor after you see an academic advisor.
BIO’s Intro to Intellectual Property

https://internationaloffice.berkeley.edu/students/intellectual-property-guide-uc-berkeley-graduate-students
Ombuds Office for Students & Postdoctoral Appointees

What is an ombudsperson?
An ombudsperson investigates, reports on and helps settle complaints.

The Ombudsperson...
- Provides a confidential place to discuss complaints and consider options
- Refers students and postdocs to appropriate campus services and resources
- Assists with problem-solving to minimize the escalation of conflict
- Assists people in conflict to develop mutually acceptable outcomes
- Encourages and empowers students and postdocs to find their own solutions to problems and concerns
- Coaches individuals on how to communicate their concerns non-defensively

https://sa.berkeley.edu/ombuds
Libraries
UC Berkeley is a top research university. The library is at your service!
The UC Berkeley library system includes 36 separate libraries on campus.

- It is the fourth-largest research university library in the nation.

- It holds 11 million books, 644,000 e-books, 100,000 journals, 1.6 million digital objects, 7.3 million microforms, 111,000 sound recordings and 62,700 video and film recordings.

- https://www.lib.berkeley.edu/
Using the Library for Research & Learning: OskiCat

An online catalog of all books, e-books and other materials on hand at the UC Berkeley library system. http://oskicat.berkeley.edu/

OskiCat?!  
Oski is the Cal mascot, a golden bear. **Cat** is short for **catalog**. This is the UC Berkeley library’s cute name for its online catalog.
No single library can hold all the information in the world. UC Berkeley purchases access to other collections of information; this information is searchable and retrievable through various databases.  https://guides.lib.berkeley.edu/az.php
<table>
<thead>
<tr>
<th>Title</th>
<th>Category</th>
<th>Advanced Search</th>
<th>CitationLinker</th>
</tr>
</thead>
</table>

Find E-Journal Titles

Find journals related to your field of study. https://ucelinks.cdlib.org/sfx_ucb/az
Using the Library for Research & Learning: Citation Tools

Cite sources

Citing your sources

- How to Read Citations
- APA Style Guide (OWL)
  - APA guide in print
- MLA Style Guide (OWL)
  - MLA handbook in print
  - MLA Style Manual in print
- Chicago Style Guide (OWL)
  - Full Chicago Manual online (UCB access only)
  - Chicago Manual in print
- APA Mla Chic Style guide
  - APA full style guide online
- Turabian manual in print
- How to cite film, video and online media

Citation management tools

Citation management software can help organize research results and make writing papers easier by creating properly formatted bibliographies and footnotes.

- RefWorks - Available without charge to current UC Berkeley faculty, students and staff who sign up for an account.
- Zotero - Free download

http://www.lib.berkeley.edu/research-support/cite-sources
Using the Library for Research & Learning: Librarians

Schedule a 30-minute research meeting with a librarian.

http://www.lib.berkeley.edu/help/research-help
Other Academic Opportunities
UC Berkeley Summer Sessions

• Over 600 classes offered

• Complete breadth requirements.

• Make up for a lighter course load during semesters.

• Possible early graduation?

• Pay per unit, not per term.

• Don’t expect major requirement classes to be offered during summer.

• Consult an academic advisor before joining a summer course.

• http://summer.berkeley.edu/
Opportunities to Study and Work Abroad

**UC Education Abroad Program (UCEAP)**
Partnership between the UC system schools and other universities around the world.
Study at a university abroad for one semester or one year.
405 academic exchange programs in 45 countries
http://uc.eap.ucop.edu/builder

**Berkeley Global Internships**
Do an internship in the US or abroad between semesters.
http://studyabroad.berkeley.edu/explore/programs?sponsor=61
Extra Information: Student Organizations
How Can I Get Involved?

• Calapalooza
  activity fair held at the beginning of the school year

• De Cal
  informal courses for 1 or 2 credits  https://decal.berkeley.edu/

• Callink
  database of clubs and organizations  https://callink.berkeley.edu/

• Recreational Sports (Rec Sports)  https://recsports.berkeley.edu/

• Departmental Clubs and Organizations

• Facebook  https://www.facebook.com/groups/groupsatberkeley/
Volunteer Opportunities

UC Berkeley’s Public Service Center offers volunteer opportunities, public service internships and alternative Spring Break trips.

https://publicservice.berkeley.edu/
Traditional Cal Events

- August: Calapalooza; DeCal Expo
- September: Career Fair
- November: Big Give Day
- DeCal Expo
- The Big Game
- April: Cal Day
- May: Graduation
Extra Information: Employment
Career Center

• Career exploration
• Resume writing, revising, editing
• Interview workshops, career fairs, networking events
• Handshake employment database
• Jing Han is a Career Center advisor particularly focused on guiding international students.
Related Resources

Career Center
https://career.berkeley.edu/

Handshake
https://career.berkeley.edu/handshake

Berkeley International Office Info on Employment Authorization
https://internationaloffice.berkeley.edu/students/employment

Always check with BIO before you take a job!
Questions?
BIO Resources on Academics and Intellectual Property

https://internationaloffice.berkeley.edu/
Berkeley
INTERNATIONAL OFFICE

internationaloffice.berkeley.edu
internationaloffice@berkeley.edu

510-642-2818
Advising Hours: Monday-Friday
10am-12pm & 1pm-4pm