

# Academic Success



# Nice to Meet You!



## Katherine Greco

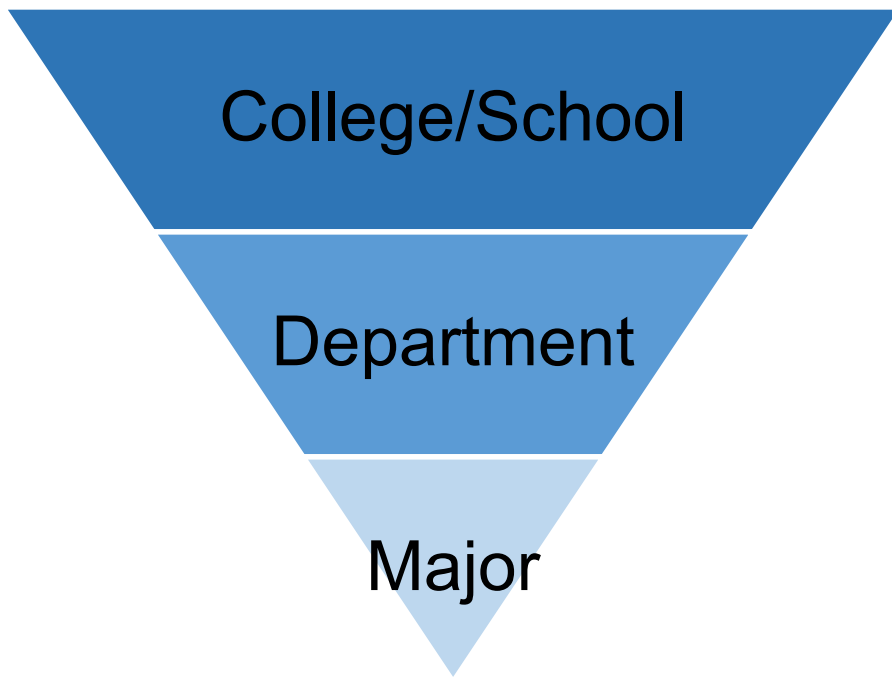
International Student Advisor  
Berkeley International Office

[kgreco@berkeley.edu](mailto:kgreco@berkeley.edu)



# Academic Structure & Culture

# How is the UC Berkeley education system organized?

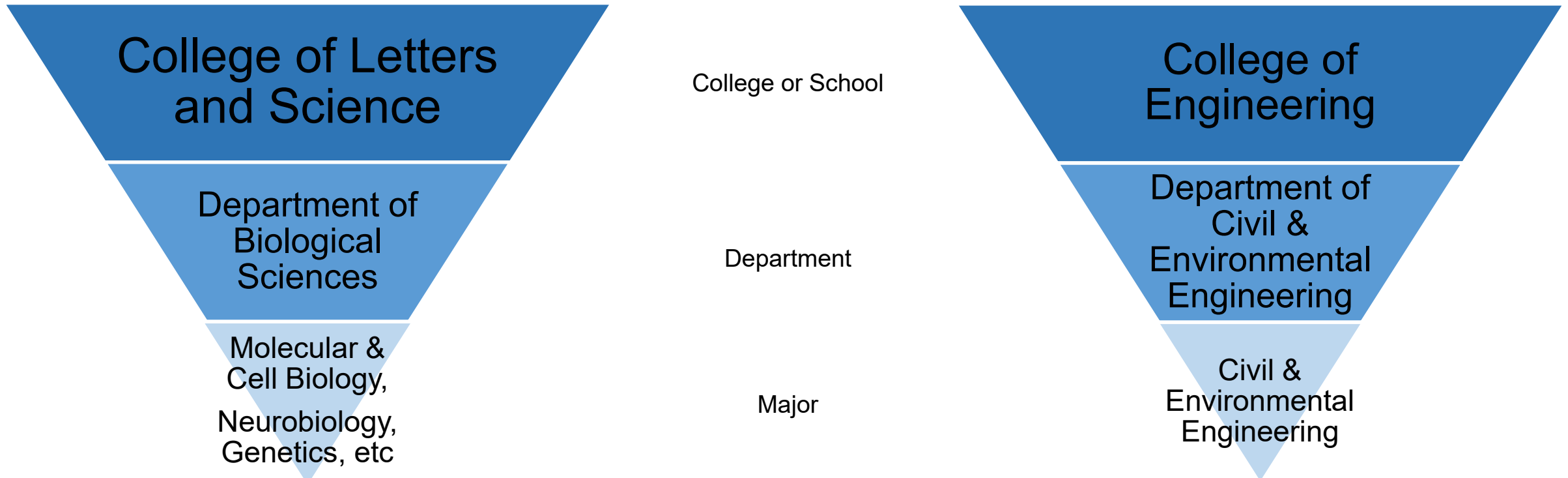


- College of Chemistry
- School of Education
- College of Engineering
- College of Environmental Design
- Haas School of Business
- School of Information
- School of Journalism
- School of Law
- College of Letters & Science
- College of Natural Resources
- School of Optometry
- School of Public Health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



# What sorts of classes will I have?

## Lecture

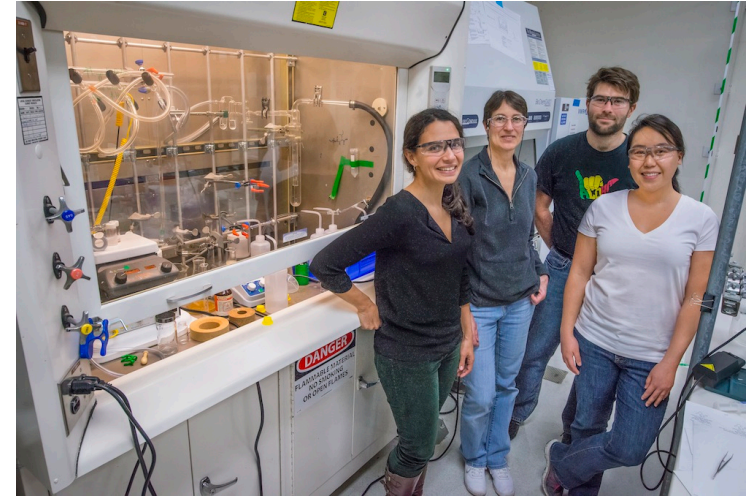
- Led by a professor
- Often very large – sometimes hundreds of students
- Professor often needs to move through a great deal of material quickly.
- Professors may or may not expect student participation.



# What sorts of classes will I have?

## 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)



# 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.

- 1 INTRODUCE YOURSELF**  
Faculty enjoy getting to know you. Why are you interested in the course? Have you previously studied the subject? What are you excited about learning in the course?
- 2 SHARE A STRUGGLE**  
Are you struggling with something? For example, class participation, a concept, or keeping up with readings? Ask for tips/ resources to address your challenge.
- 3 ASK FOR BEST PRACTICES**  
Ask what successful students have done to understand the material and excel. Focus on the learning. Do **NOT** ask how to get an A.
- 4 RESEARCH OPTIONS**  
Are you looking for an internship or research in the field? Share your specific goals and interests. Your professor may have useful advice and will enjoy sharing his/her research.
- 5 DISAGREE**  
Is there a point in lecture or reading you disagree with? Are things different in other countries you've studied? Politely engage your professor in a debate.
- 6 CLARIFY**  
Confused about your grade or the requirements for an assignment? Unsure about the policies on citation or group work? Ask questions.
- 7 INCLUDE CURRENT EVENTS**  
Is this topic in the news? Did you read relevant research? Discuss other examples to deepen your learning.

# 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   | •B- = 2.7 | •D = 1    |
| •A = 3.7  | •C+ = 2.3 | •D- = 0.7 |
| •A- = 3.3 | •C = 2    | •F = 0    |
| •B+ = 3   | •C- = 1.7 |           |
| •B = 3    | •D+ = 1.3 |           |

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



## GPA Calculator

|  |                      |       |     |              |                      |   |
|--|----------------------|-------|-----|--------------|----------------------|---|
| Units                                    | <input type="text"/> | Grade | A ▾ | Grade Points | <input type="text"/> | <input type="button" value="Remove Class"/> |
| Units                                    | <input type="text"/> | Grade | A ▾ | Grade Points | <input type="text"/> | <input type="button" value="Remove Class"/> |
| Units                                    | <input type="text"/> | Grade | A ▾ | Grade Points | <input type="text"/> | <input type="button" value="Remove Class"/> |
| Units                                    | <input type="text"/> | Grade | A ▾ | Grade Points | <input type="text"/> | <input type="button" value="Remove Class"/> |
| Units                                    | <input type="text"/> | Grade | A ▾ | Grade Points | <input type="text"/> | <input type="button" value="Remove Class"/> |
| Total units                              | <input type="text"/> |       |     |              |                      |   |
| Total grade points                       | <input type="text"/> |       |     |              |                      |   |
| GPA                                      | <input type="text"/> |       |     |              |                      |   |
| <input type="button" value="Add Class"/> |                      |       |     |              |                      |   |

## 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 course and Incomplete grades).



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.



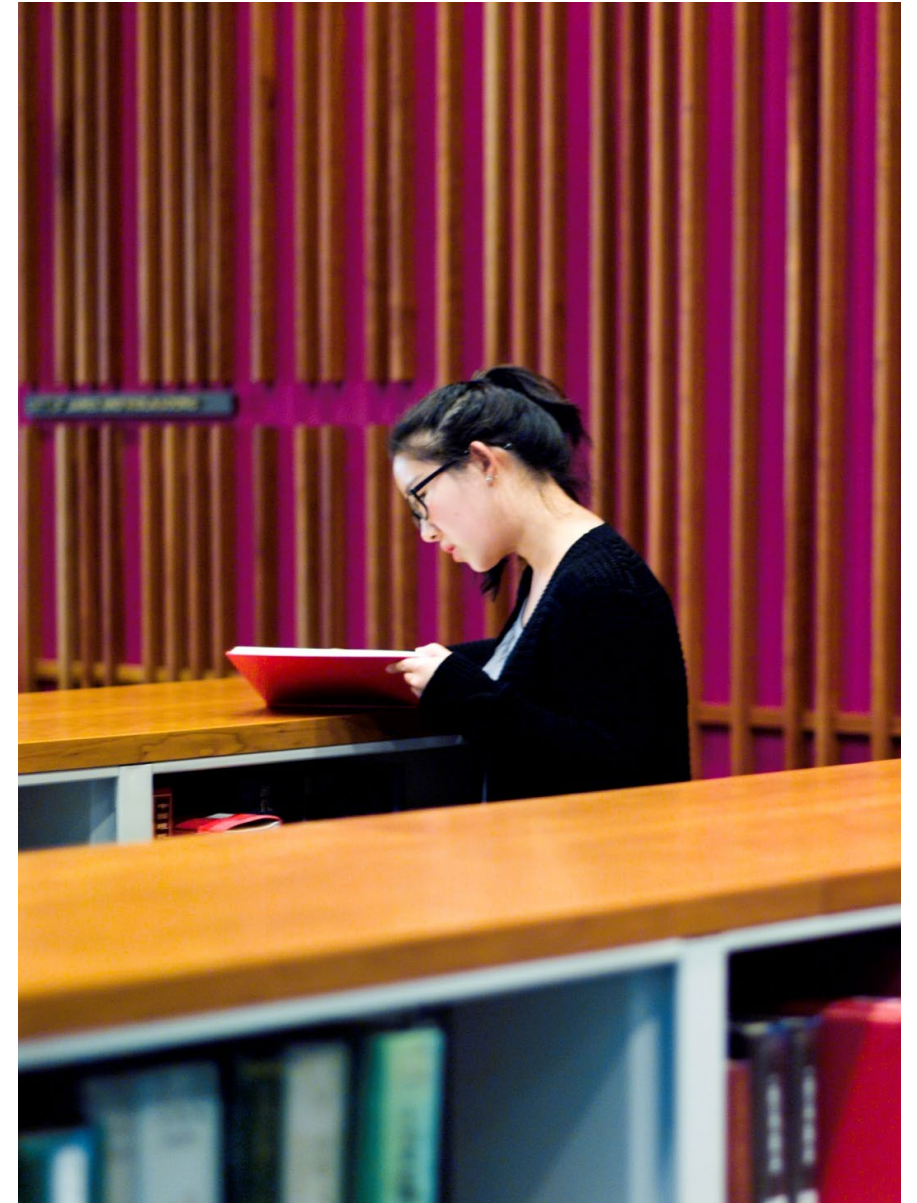
# Example from Computer Science 61A Syllabus

## **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

## Berkeley Graduate Division



### What We Do



### 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 master's, 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 those responsibilities, the Graduate Division acts as a **steward for the generosity of supporters** of graduate education at Berkeley.

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

# 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.



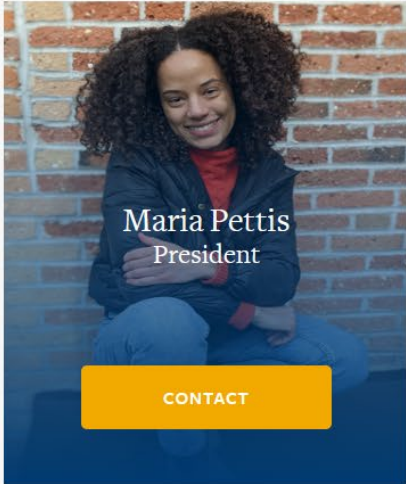
Berkeley International Office Advisors



# The Graduate Assembly

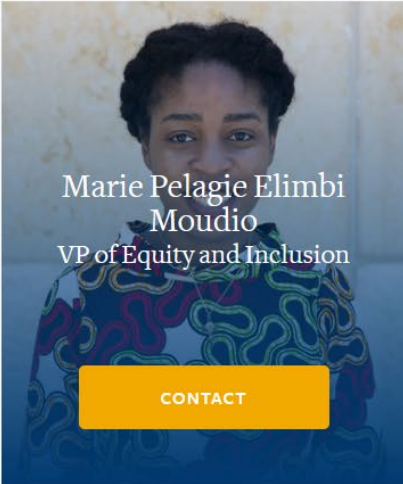


About: Current Officers, Project Directors, and Staff



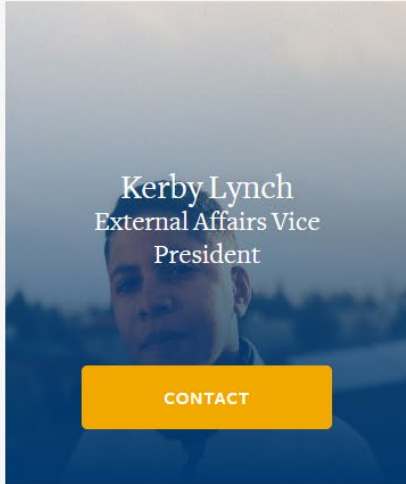
Maria Pettis  
President

CONTACT



Marie Pelagie Elimbi  
Moudio  
VP of Equity and Inclusion

CONTACT



Kerby Lynch  
External Affairs Vice  
President

CONTACT



<http://ga.berkeley.edu/about/officers-project-directors-staff/>

# BIO's Intro to Intellectual Property

## Intellectual Property: A Guide for UC Berkeley Graduate Students



Intellectual property (IP) is any creation of a person's mind. IP includes inventions, artistic or scholarly works and symbols. In the United States, intellectual property is protected through laws, customs and personal discretion. See the sidebar to the right for a list of examples of intellectual property.

As a graduate student at UC Berkeley, you'll be using others' intellectual property and creating your own as well. It's important, therefore, that you learn to recognize intellectual property — and potential intellectual property — and that you know your rights and responsibilities as they pertain to IP.

There are four types of intellectual property and different laws that protect each type. Click on the links below to learn more about each type.

Patents

Copyrights

Trademarks

Trade Secrets

### Examples of intellectual property

- Inventions
- Writing such as research papers, journal articles, newspaper pieces, poetry and books
- Computer code and programs
- Architectural plans
- Works of art such as pieces of music, films, paintings or sculptures
- Symbols, logos and slogans for an organization or company
- Business processes
- Restaurant recipes
- Formulas for products
- Manufacturing techniques

# 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!

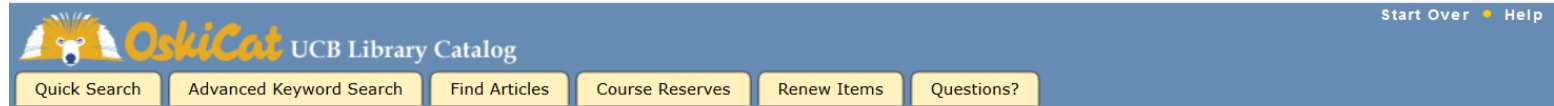
# UC Berkeley Library System



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



**Quick Search**

Keyword(s)  Entire Collection

Limit to items not checked out

[Advanced Keyword Search](#) • [Looking for Articles?](#) • [More Searches](#) • [Recent Acquisitions](#)

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**Search Help**

**Keyword(s)**

- atomic OR nuclear
- "artificial intelligence"
- campbell biology
- pollut\* (Note: if truncated term matches too many keywords no results are returned)
- "climate change" OR "global warming"
- a:mozart t:(sonatas OR fugues)

**Title begins with...**

- for whom the bell
- great gatsby (Note: omit initial articles in all languages)
- science
- new york times
- Русская Африка

**Author**

- morrison, toni
- united states environmental protection agency
- 鍾伯毅



## 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.

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

# Using the Library for Research & Learning: Databases

ASK US | MY OSKICAT | HOURS AND MAPS | CONNECT FROM OFF CAMPUS | UC BERKELEY

**BERKELEY**  
**Library**  
UNIVERSITY OF CALIFORNIA

Library / Library Guides / A-Z Databases

## A-Z Databases: African Studies: Dissertations and Theses

Find the best library databases for your research.

1349 DATABASES Search for Databases Go

African Studies (3) Dissertations and Theses All Vendors / Providers

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

3 Databases found for African Studies; Dissertations and Theses Clear Filters/Browse All Databases

**A**

**Almandumah Arabic Database** [New](#)

**Alternative Name(s) & Keywords:** AraBase; IslamicInfo; HumanIndex; EcoLink; EduSearch; Arabic Dissertations and thesis

Almandumah is a comprehensive full text database for Arabic scholarly output. It includes almost one million items (1/3 in abstract), including about 1900 unique Arabic journals, 2500 conferences, and 200,000 dissertations from the Arab world. [1920 - Present] [more...](#)

**M**

**Middle Eastern and Central Asian Studies** [New](#)

**Alternative Name(s) & Keywords:** MECAS

**Related links**

**Find:**

- [Articles by citation](#)
- [eJournals](#)

**Browse:**

- [General article databases](#)
- [News article databases](#)
- [Book and film review databases](#)

**Help:**

- [Finding articles](#)
- [Finding databases](#)
- [Finding resources for text mining](#)
- [Research help](#)
- [Disability Resources](#)
- [Report a problem](#)

**More information:**

- [Conditions of use](#)



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>



# Using the Library for Research & Learning: eJournals



- HOME
- LIBRARIES
- USING THE LIBRARIES
- RESEARCH SUPPORT
- ABOUT
- HELP

### eJournals (UC eLinks)

Use this list to find electronic journal titles available through The Library.  
To find both print and electronic journals use [Melvyl](#).  
To look up articles on your topic, search [Article Databases](#). ([Conditions of use](#))

### Find E-Journal Titles

Title Category Advanced Search CitationLinker

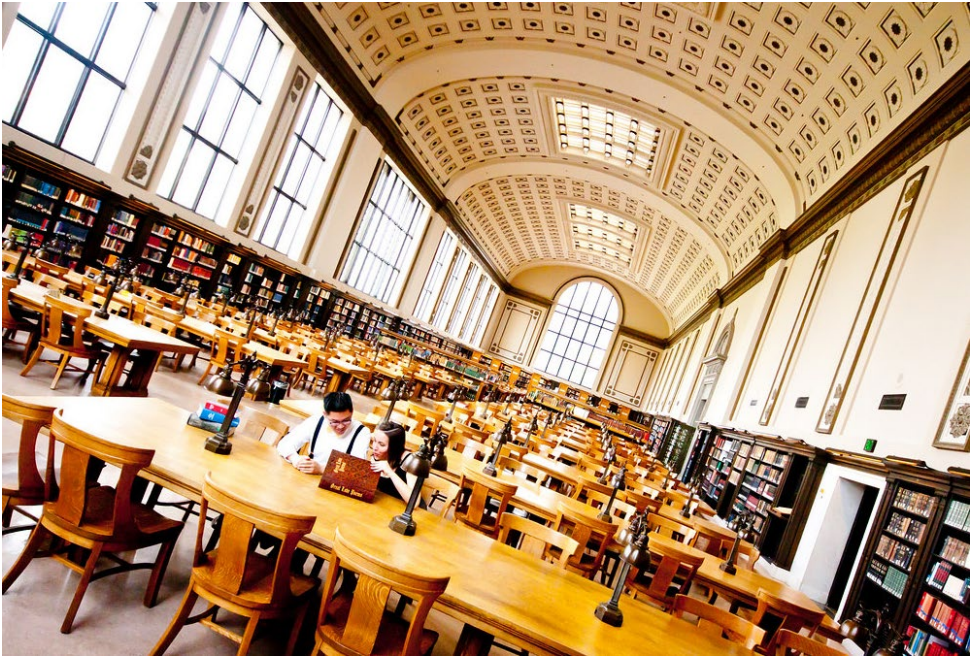
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Others

Title:   Starts with  Contains

- Research help
- Connect from off campus
- OskiCat
- UC Berkeley home



UC-eLinks is an initiative of the [California Digital Library](#)  
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© 2004 SFX by Ex Libris (USA) Inc.



Find journals related to your field of study. [https://ucelinks.cdlib.org/sfx\\_ucb/az](https://ucelinks.cdlib.org/sfx_ucb/az)

# Using the Library for Research & Learning: Citation Tools

Research Support

- Guides and tutorials
- Cite sources
- Databases
- eJournals (UC eLinks)
- Data/GIS
- Articles
- Books and eBooks
- Media
- Course reserves
- Scholarly Communication
- Level Up

## 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](#)
- [AMA quick style guide](#)
  - [AMA 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.
  - [Guide to using RefWorks](#)
- [Zotero](#) - Free download.

Questions? Ask Us!

Chat • Phone • Email  
Find a subject librarian



# Using the Library for Research & Learning: Librarians



Start your search Books, e-books, articles and more

- HOME
- LIBRARIES
- USING THE LIBRARIES
- RESEARCH SUPPORT
- ABOUT
- HELP

- Help
  - Research help
  - Subject librarians
  - Disability resources
  - Contact us

## Research help

- [Make an appointment](#)  
30-minutes with a librarian
- [Walk-up consultations](#) with a librarian at the Doe Reference Desk, Fall and Spring semesters: 10am-6pm Mon-Thur, 10am-5pm Fri. Summer and Intersession: 10am-5pm Mon-Fri.
- [Talk to a librarian](#)  
510-642-6657  
10am - 6pm Mon-Thur, 10am-5pm Fri.
- [Email](#)  
Research questions answered
- [Find your librarian](#)  
Experts for every academic department
- [Research guides](#)  
Learn more about resources for your topic or subject
- [Ask about borrowing, blocks and overdues](#)  
Doe Library Privileges Desk  
510-642-3403  
[privdesk@lib.berkeley.edu](mailto:privdesk@lib.berkeley.edu)

### 24/7 Library Help

?

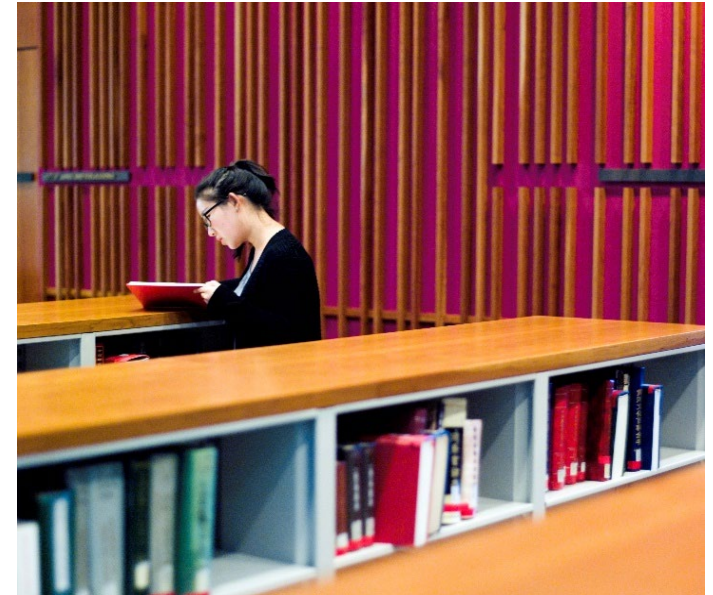
E-mail address

Your Question/Message

Please give us your email.

Send

JavaScript required to chat



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/>

Berkeley Public Service Center

About Programs Resources Blog Connect



## Explore Our Programs

Find out how you can get involved in the community and with social justice issues you care about.



The Public Service Center brings together students, faculty, and communities to harness their collective wisdom in support of social justice, civic engagement, and transformative social change.



### Public Service Internship

Intern with a local government, nonprofit or grassroots advocacy organization. Learn more here!



### PSC Director Applications

Apply to lead one of the PSC's core programs for the 2021-2022 year. Apply by March 5th!



### Alternative Spring Breaks

Lead a spring 2022 social justice break trip or apply to direct the program.

# 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

## Berkeley International Office

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# Berkeley

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