

Academic Success



Nice to Meet You!



Katherine Greco

International Student Advisor
Berkeley International Office

kgreco@berkeley.edu

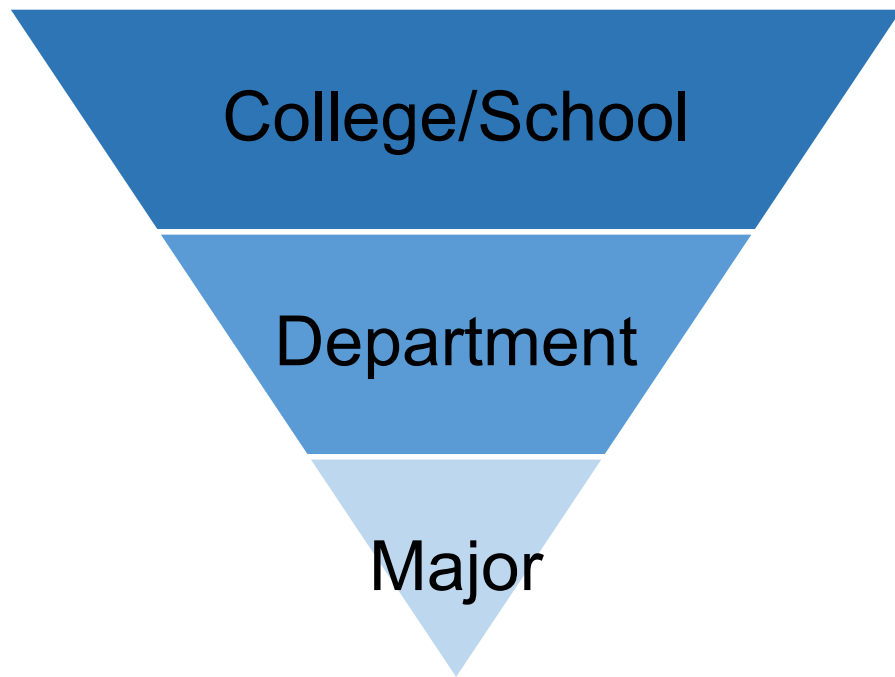


Today's Agenda

1. Academic Structure & Culture
2. Academic Integrity
3. Academic Advising & Support
4. Libraries
5. Other Academic Opportunities
6. Extras: Student Organizations; Employment
7. Q&A

Academic Structure & Culture

How is the UC Berkeley education system organized?

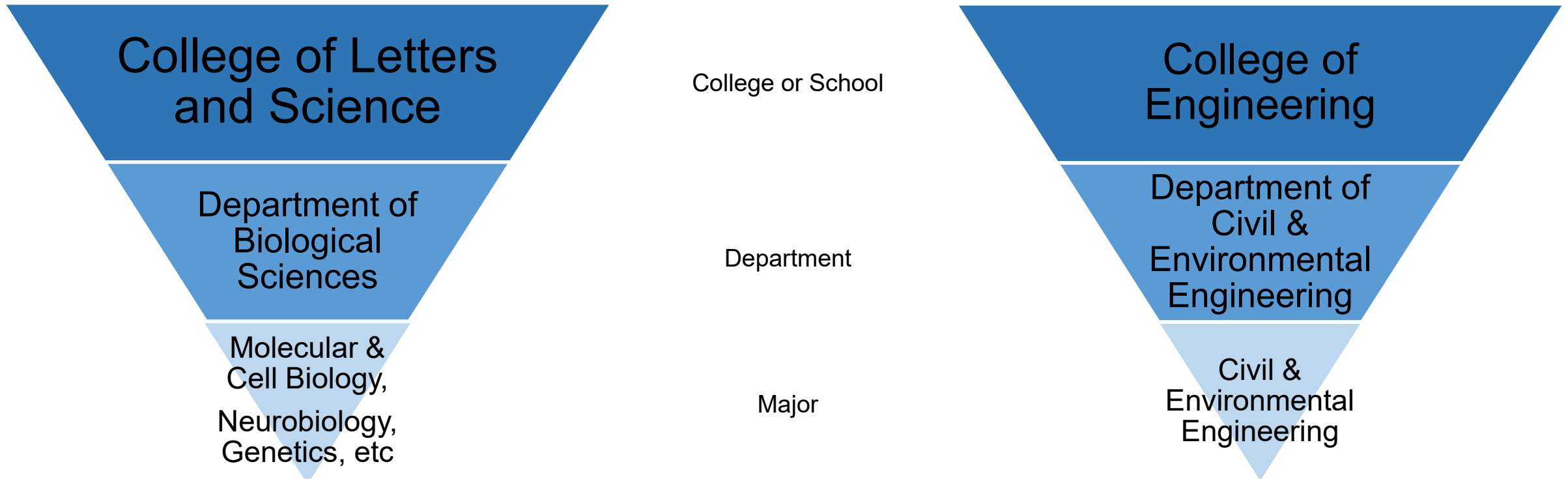


- College of Chemistry
- School of Education
- College of Engineering
- College of Environmental Design
- Haas School of Business
- School of Information
- School of Journalism
- School of Law
- College of Letters & Science
- College of Natural Resources
- School of Optometry
- School of Public Health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

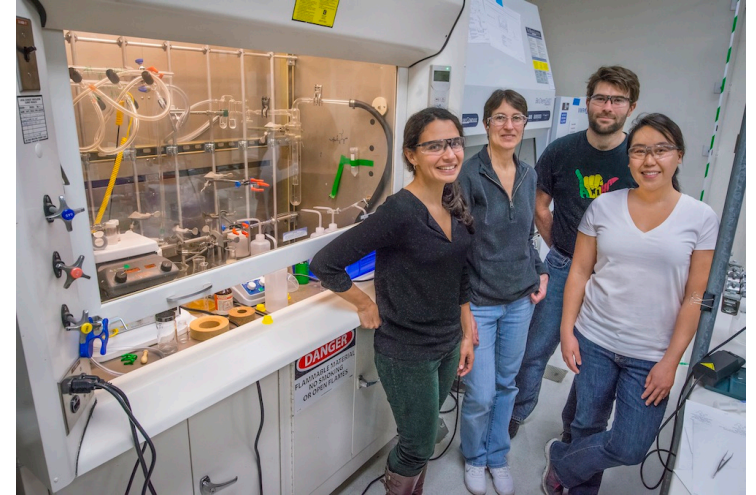
- Led by a professor
- Often very large – sometimes hundreds of students
- Professor often needs to move through a great deal of material quickly.
- Professors may or may not expect student participation.



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



4 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.



Understand the Units System.

UC Berkeley assigns each course a certain number of units based 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?

According to immigration ...

For UC Berkeley F-1 and J-1 undergraduates, immigration regulations require that you be enrolled in **at least 12 units each semester**.

According to your college...

Each college determines what “full-time” means for their students. For **most**, 12 units is the minimum. However, for some colleges, the minimum is different. For example, at Letters & Science, the minimum is 13 units per semester.

Combining Immigration and College Requirements

International F1 and J1 undergraduate students must follow both their college’s rules and immigration rules for full-time enrollment. **When these numbers differ, they must take the higher number.** For example, a student at L&S is required by immigration laws to be in 12 units and by L&S to be in 13 units per semester. She must, therefore, take at least 13 units per semester.



Sample Major Requirements with Units

College of Chemistry; B.S. in Chemistry

<https://chemistry.berkeley.edu/ugrad/degrees/chem>

College of Letters & Science; B.A. in History

<http://guide.berkeley.edu/undergraduate/degree-programs/history/#majorrequirementstext>

College of Engineering ; B.S. in Civil & Environmental Engineering

<https://engineering.berkeley.edu/students/undergraduate-guide/degree-requirements/major-programs/cee/>

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+ = 3.0	•C- = 1.7	
•B = 2.7	•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	<div>A</div>	Grade Points	<input type="text"/>	<div>Remove Class</div>
Units	<input type="text"/>	Grade	<div>A</div>	Grade Points	<input type="text"/>	<div>Remove Class</div>
Units	<input type="text"/>	Grade	<div>A</div>	Grade Points	<input type="text"/>	<div>Remove Class</div>
Units	<input type="text"/>	Grade	<div>A</div>	Grade Points	<input type="text"/>	<div>Remove Class</div>
Units	<input type="text"/>	Grade	<div>A</div>	Grade Points	<input type="text"/>	<div>Remove Class</div>
Total units	<input type="text"/>					
Total grade points	<input type="text"/>					
GPA	<input type="text"/>					
<div>Add Class</div>						

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).



<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.



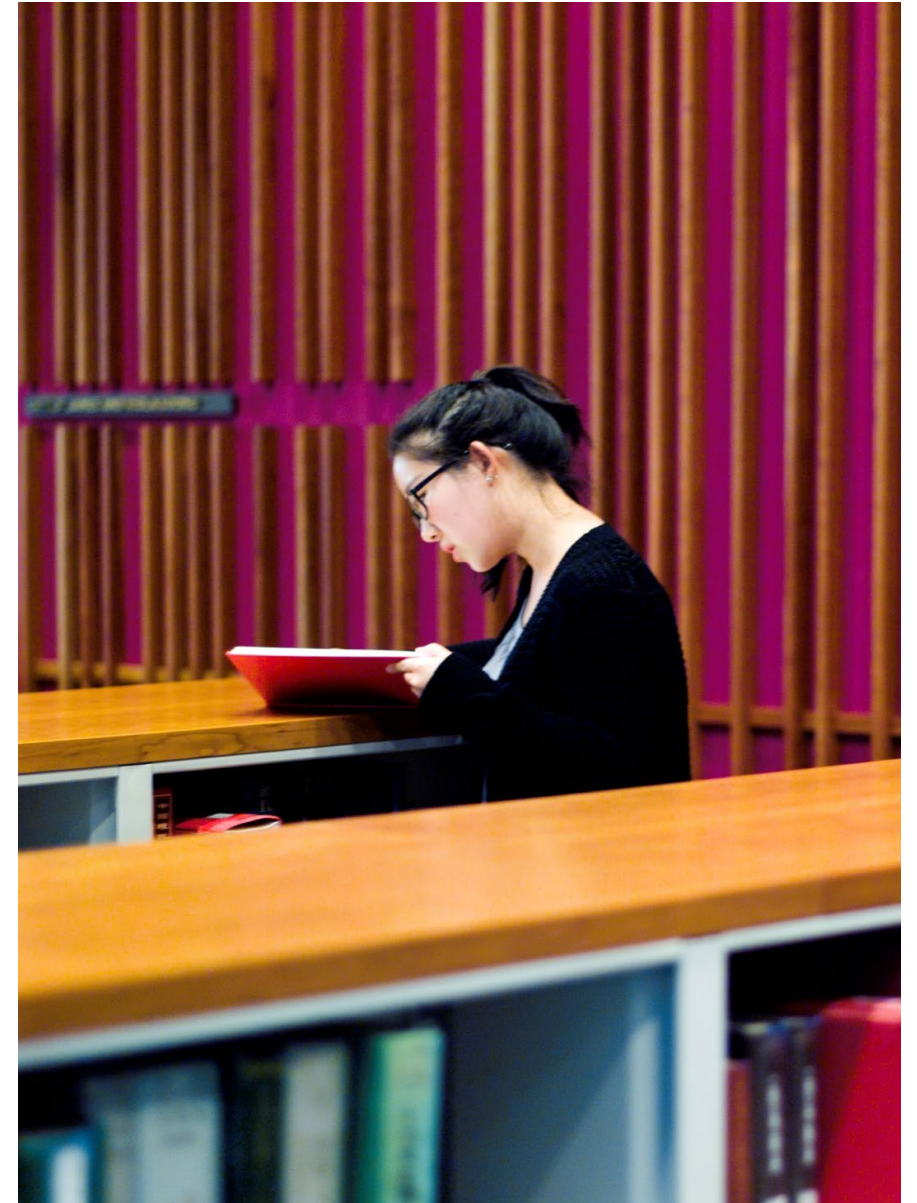
Example from Computer Science 61A Syllabus

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

Academic Advising & Academic Support

Academic Advisors

- College Advisor
- Department Advisors
- Major Advisors
- Faculty Advisors
- Peer Advisors



Example: College of Letters & Science



College advisor – helps with course selection, recommendations, exploring and choosing a major, creating an academic plan, addressing problems that affect academics such as missed deadlines, poor grades, health issues

Major advisor – helps with declaring a major and minor as well as with course enrollment problems such as waitlists and changing sections

Example: College of Natural Resources

Department Advisor – helps you select a major; ensures you meet minimum requirements; later in school career helps you get priority placement in important courses

Peer Advisor – More experienced CNR student who is willing to share his or her own story with you, offer advice and encouragement



Example: College of Engineering

- **Undergraduate Advisor** – helps you select a major; can acquaint you with available programs, facilities and research opportunities
- **Engineering Student Service Advisor** – helps you enroll in classes once you've selected a major; ensures you are fulfilling requirements of your major
- **Faculty Advisor** - a professor of your major who will be your best academic mentor and career guide
- **Center for Access to engineering Excellence (CAFE) Advisor** – runs engineering programs for new students and who run workshops throughout the year
- **Peer Advisor** – current student who can share experience and advice



Academic Advisors vs. International Student Advisors

Academic Advisors...

know the details of your academic plan and your major requirements. They can help you with all **academic issues**. Academic advisors are located in your college or department.

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

Student Learning Center (SLC)

Berkeley Student Learning Center

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[Home](#) » [Programs](#)

Programs



Economics

International Student

Language Exchange

Math and Statistics

Research Associate

Science

Social Science

Strategic Learning

Summer Bridge

Summer Sessions

Writing

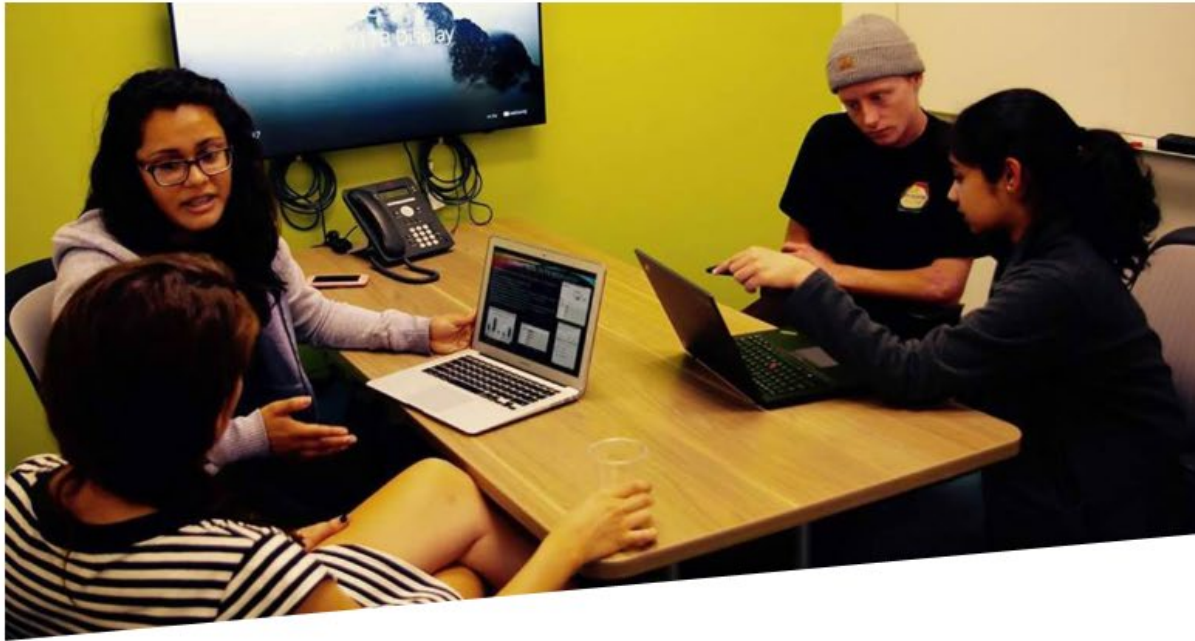
UCFTR

Let's take a look at the SLC!
<https://slc.berkeley.edu/>

Berkeley Writing Program

BerkeleyWriting
COLLEGE WRITING PROGRAMS

ABOUT US COURSES FOR STUDENTS FOR INSTRUCTORS RESOURCES NEWS & EVENTS



We are the heart
of writing instruction
at UC Berkeley.

We teach writing as a craft, and work with students at all levels of expertise, from those wishing to satisfy the University's composition requirements, through intermediate writers looking to expand their horizons, to seasoned scribes who want to hone their skills in our upper-division courses.

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

Residential Halls Academic Center



- Study Spaces
- Computer Resources
- Technical Support
- Tutoring
- Peer Advising



Academic Probation

AP occurs when...

- your **semester GPA** falls below 1.5
- your **overall GPA** falls below 2.0

You have one semester to “clear” AP.

Work closely with professors, GSIs, academic advisors and international advisors for guidance.



Learn resilience.

*Have perspective that
some failure is normal*

*Embrace failure as a
learning opportunity*

*Seek information to
understand how to improve*

Libraries

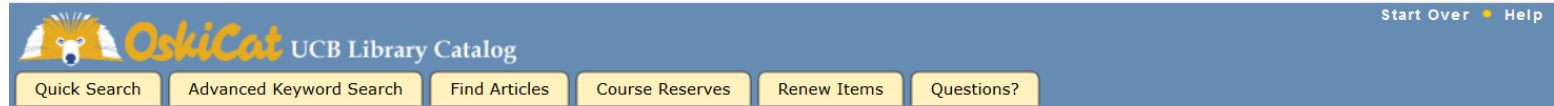
UC Berkeley Library System



The UC Berkeley library system includes:

- [Doe Library](#)
 - [Moffitt Undergraduate Library](#)
 - [Main \(Gardner\) Stacks](#)
 - [The Bancroft Library](#)
 - [C.V. Starr East Asian Library](#)
 - 24 subject specialty libraries
-
- 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

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](#)

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

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

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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



BERKELEY Library
UNIVERSITY OF CALIFORNIA

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

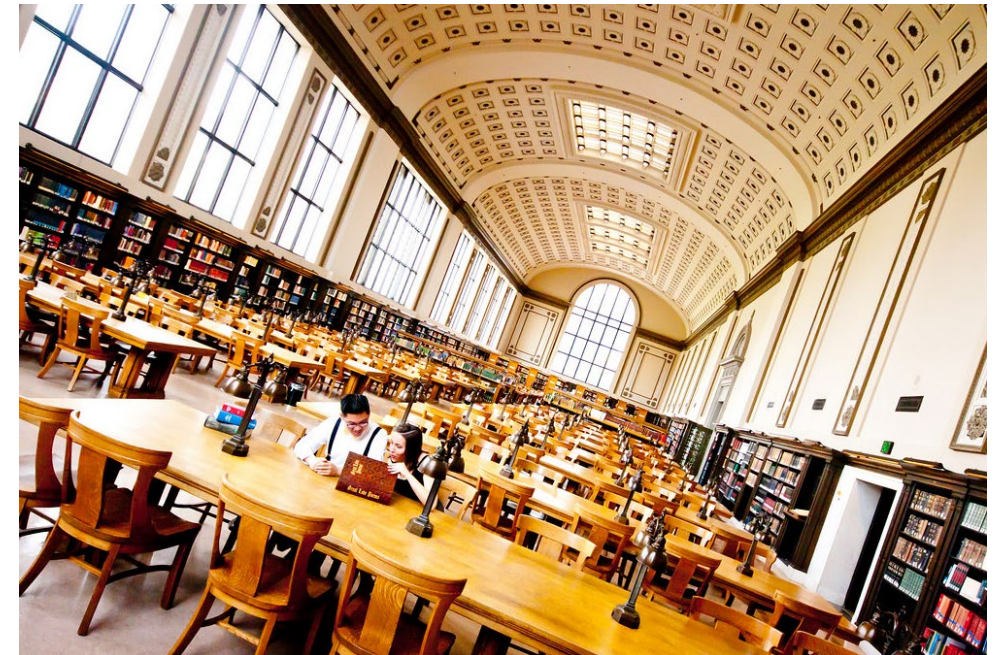
Title Category Advanced Search CitationLinker

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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Find journals related to your field of study. 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

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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

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>



UC Berkeley is a top
research university.

Research Opportunities

Undergraduate Research Programs

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

Undergraduate Research Apprentice Program

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

UC Berkeley Centers, Institutes, Research Groups & Field Stations

<https://vcresearch.berkeley.edu/research-units>



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: Naked Run; 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?

Berkeley

INTERNATIONAL OFFICE

internationaloffice.berkeley.edu
internationaloffice@berkeley.edu

BIO Academics Pages:

<https://internationaloffice.berkeley.edu/students/academics>

510-642-2818

Office Hours: Monday-Friday 10am-12pm & 1pm-4pm