UC Berkeley Extension **Instructor**

HANDBOOK

Welcome From the Dean

Dear Extension Instructors and Instructor Candidates,

Our students choose to attend UC Berkeley Extension because of you—our instructors. Your real-world knowledge and engaging teaching methods provide a learning experience that helps our students achieve their goals. Your talent, and our collective commitment to creating a community for adult learners, keep our students coming back term after term.

I'd like to take this opportunity to thank our longtime instructors for their dedication, and to welcome new instructors to our organization. We value what you bring to the Extension community. Your commitment to teaching and to our public mission enables UC Berkeley to maintain our preeminence in the world of continuing and professional education.

This "Instructor Handbook" lets you focus on what you do best: teaching. Here, you'll find succinct information to assist you with the administrative parts of your job, such as preparing for your course, grading, getting paid, and much more. You'll also find quick links to pertinent forms, some available in your UC Berkeley Extension Instructor Account.

I welcome your feedback on how we can continue to improve your experience with Extension. Thank you for your service to our mission.

Diana Wu, Ed.D.
Dean, UC Berkeley Extension

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CHAPTER 1: GENERAL INFORMATION

Section 1: How to Use This Guide

As a UC Berkeley Extension instructor, you'll find information and resources on academic policies and procedures related to your teaching assignment. Please refer to the Table of Contents to find specific topics. For help with issues not addressed in this handbook, please contact your Program Coordinator. If you are an instructor for Fall Program for Freshmen (FPF), policies covered in this handbook may not apply to you; please refer to resources provided by FPF on its policies.

Section 2: About UC Berkeley Extension

UC Berkeley Extension, the continuing education department of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. UC Berkeley Extension serves the professional and continuing education goals of thousands of people each year. Extension's value-added service is an essential part of the University mission to extend the research and scholarship of UC Berkeley to a global population, increase access to higher education, contribute to the information economy, improve the workforce and build the global community.

Extension supports every stage of the lifelong learning cycle. For working professionals, Extension offers more than 65 professional certificates and specialized programs of study, as well as courses for corporate clients, business programs for international students, and online programs and courses for distant learners. For post-baccalaureate students, Extension offers graduate and professional school preparation programs. For high school students and graduates, Extension offers undergraduate-level courses for academic credit.

The UC Berkeley campus is known for faculty who are at the forefront of academic research, and Extension instructors are leading practitioners in their respective disciplines, closing the circle by grounding theory in practice. Extension instructors are committed to providing the student with rewarding educational experiences and building upon a tradition of quality instruction consistent with the name UC Berkeley.

CHAPTER 2: EMPLOYMENT

Section 1: Terms of Employment

An Extension instructor applicant only becomes an Extension instructor for a given course in a given term when he or she completes the following three processes:

1. An employment or independent contractor packet is submitted to instructor payroll (required once);
2. Formal academic approval for every course an instructor teaches by the UC Berkeley Extension Dean. For University-level credit courses numbered X, XB and XBW 1–299, additional academic approval is required by the UC Berkeley academic department and by the UC Berkeley Academic Senate's Committee on Courses of Instruction (COCI).
3. A signed Instructor Agreement (PDF) for every course section an instructor teaches must be submitted prior to each term he or she teaches.

The process of course and instructor selection, academic approval, scheduling and hiring can take up to four months.

A. New Course Proposals

Extension looks for new course concepts that would appeal to our student base. As our planning, approving and budgeting cycles may take several months to bring a new course to fruition, we encourage you and other applicants to develop and submit course proposals early to the academic programming unit. You can initiate conversations with departments first to determine how your course idea may fit that department's teaching needs.

B. Formal Academic Approval to Teach a New Course

The academic department is required to attain formal academic approval for every new credit and noncredit course you teach at UC Berkeley Extension. You may be required to submit an updated Instructor Employment Application and Biography Form (DOC) with updated references to facilitate the academic approval process for teaching a new credit or noncredit course (forms older than three years are not accepted). Formal academic approval can take several months, depending upon the type of course. A course outline is required for all new courses and for courses taught by a new instructor. The course outline can be the basis for your course syllabus. Once academically approved to teach a given course, re-approval is not required unless the department has requested a one-time teaching exception and wishes to resubmit an academic approval request based upon further evaluation of your teaching credentials. For term deadlines, contact your Program Coordinator. The instructor agreement (below) is contingent upon the University's formal academic approval of the course and instructor.

C. Your Instructor Agreement

Once you and the Program Director agree upon the terms of compensation and employment and the academic approval process is underway, you will be required to complete a hiring packet (required once). Once the hiring packet is completed, you will receive an Instructor Agreement from your Program Coordinator. Instructor appointments are by agreement for the length of each course section that you teach. Each term that you teach a course section for Extension, you will receive an instructor agreement that must be signed and returned

within 15 business days. The University makes no commitment to hire an instructor until it has sent and received a signed instructor agreement for the term. In addition to being a legal contract between you and UC Berkeley Extension, the Instructor Agreement contains all of the course information, including schedule, location, instructor applicant's name and address, payment information and special course requirements. It also contains a link to the terms and conditions. You should review the information for accuracy and notify your Program Coordinator if something is incorrect.

Please note that UC Berkeley Extension does not sponsor work visas for instructor positions and all applicants must be able to prove eligibility to work in the United States at time of hire.

D. Getting Paid

For fixed-date course sections with fixed beginning and end dates, you are paid once at the end of the course section upon submission of final grades. For continuous-enrollment course sections, you are paid monthly; a report is run at the end of the month that calculates the number of final student grades that you submitted in that course during that month. Payroll staff then schedules a payment for that amount.

For graded or CEU course sections, payment is usually received within 30 days of the submission of the grades or CEUs. For courses without these requirements, payment is usually received within 15 days of the end date of the course section, depending upon payroll deadlines.

If you have questions regarding your terms of employment, compensation or payment, contact your Program Coordinator or Instructor Payroll at:

- Last names that begin with A–L: (510) 643-7044
- Last names that begin with M–Z: (510) 642-4212

You can also email instructorpayroll-unex@berkeley.edu.

1. BY AGREEMENT EMPLOYEE INSTRUCTORS

Instructor compensation is processed by Extension's Financial Services Department and instructor payments are issued by the University of California, Berkeley Payroll Office on the Berkeley campus. If you are employed in another UC Berkeley campus department or at another UC campus or facility, you must inform the Extension Financial Services Department. If you are employed by more than one UC Berkeley campus department, then the campus department that represents the greatest percentage of your work time will be your "home department." If you work for more than one UC campus, at the Office of the President or at another non-Berkeley UC facility, your "home department" will be the unit that employed you first and all of your pay will continue to come through that unit.

All employee instructors paid through the UC Berkeley systems must select direct deposit. (Please see your Employment Packet Pay Options for more information or refer to Section 9: BLU Portal regarding how to select direct deposit on Blu.)

The following deductions will be made from your paycheck:

- Federal and state income taxes—You can manage your allowances and withholdings through At Your Service, see Section 10: At Your Service.
- Medicare (1.45%)
- Defined Contribution Plan (DCP) – Safe Harbor (7.5%)—This is deducted in lieu of Social Security. For additional information on this plan, please see D. Participation in the University's Defined Contribution Plan (DCP)—"Safe Harbor".

You are also eligible to participate in the University's Tax-Deferred 403(b) Plan. For additional information on this plan, please see E. Eligibility for Participation in the University's Tax-Deferred 403(b) Plan.

You will receive a W-2 form at the end of the calendar year which can be downloaded electronically through At Your Service, see Section 10: At Your Service.

2. INDEPENDENT CONTRACTOR INSTRUCTORS

Only about 5% of Extension instructors meet all 20 IRS classification factors to be classified as independent contractors. Independent contractors must provide a certificate of insurance for commercial-level general liability coverage with a minimum coverage limit of $300,000. Independent contractor instructors also have more limited benefits and privileges.

If you are an independent contractor, you must submit invoices on business letterhead to your Program Coordinator for each graded or completed course section. If you teach a fixed-date course, you should indicate a flat fee for services provided. If you teach a continuous-enrollment course, Instructor Payroll will send you an email listing the course and section #, the names of the students graded during the prior month, and the amount to be reflected on your invoice.

Please include the following on your invoice:

- The course information shown on the instructor agreement, including course title, dates, course section number;
- Payee instructions (individual or company)
- Tax ID number; and
- Mailing address.

Please issue separate invoices for instructional fees and pre-approved expense reimbursements. Attach relevant original receipts to the reimbursement invoices and describe the expenses to be reimbursed.

Independent contractor payments are processed by Extension's Financial Services Department and issued by the UC Berkeley Disbursements Office. You can opt to have a check mailed or complete an Electronic Funds Transfer (EFT) Authorization form (PDF). Independent contractors will receive a paper check unless they sign up for electronic funds transfer.

Independent contractors receive IRS Form 1099 at the end of the calendar year.

E. Cancellation/Discontinuance

UC Berkeley Extension is a self-supporting institution. Extension sometimes finds it necessary to cancel in advance, discontinue, reschedule or combine courses and change instructors. Due to budgetary constraints, Extension requires each course or special program offered to have a minimum number of paid enrollments. Program Coordinators will contact you if advance enrollment indicates that there may not be a sufficient number of students. A Program Coordinator may visit the first class to check attendance. If enrollment is insufficient to continue the course, students will be given the option of requesting a full refund or transferring to another course.

Should the course cancel, your instructor agreement also cancels, including rights to compensation. All events and preparation leading up to the teaching assignment are assumed as pre-course responsibilities of the instructor, without remuneration (exceptions include online curriculum developers who are specifically hired to develop online content).

F. Emergency Makeup Meetings and Substitute Instructors

The instructor agreement is between the instructor and the University, and instructors may not substitute another instructor to meet any portion of their teaching commitment to the University.

Extension has procedures if you are ill or experience an emergency and need to miss, reschedule or cancel a class meeting. In these circumstances, notify your Program Coordinator immediately. If it is after normal administrative business hours for a class that takes place the same evening, contact the appropriate Extension center directly and, if possible, leave a message for your Program Coordinator. Extension will notify students of the class meeting cancellation. View the Emergency Telephone Numbers for Instructors (PDF).

The missed class time must be made up. Do not directly reschedule the makeup meeting with the students. The Program Coordinator must approve all arrangements for a makeup meeting or will arrange for an emergency substitute instructor. This is to ensure that any emergency arrangements for the class will fulfill the academic and instructional hour requirements for the course.

Do not make independent arrangements for a substitute instructor or a guest speaker. Substitute instructors must also be formally academically approved and officially hired by UC Berkeley Extension. You are required to maintain a presence in the classroom with all guest speakers. If a substitute instructor is required for a substantial period of time, your compensation will be adjusted to cover the cost of the substitute. Extension does not provide sick-leave benefits.

Section 2: Instructor Access, Privileges and Benefits

A. System Access

All instructors (employee and independent contractors) are eligible to receive and required to obtain and maintain an online campus identity called a CalNet ID, a bConnected (bMail) email account and an online instructor account on UC Berkeley Extension's website. All instructors who teach fully online are required to use the Online Learning platform as well (Canvas Learning Management System); this system is also optionally available to all classroom-based instructors.

For additional information on these systems and how to set them up:

- Please see CHAPTER 6: IT SYSTEMS AND RESOURCES.
- New Instructor – System Access Checklist

B. Cal 1 Card

Employee instructors are also eligible to receive a Cal 1 Card, which provides proof of official campus affiliation and access to many campus discounts:

- Cal Rec Sports membership and program discounts
- Cal Bears ticket discounts
- Cal Performances discounts
- Hertz Hall concerts: free noon concerts and discounted evening performances
- Phoebe A. Hearst Museum of Anthropology: free admission
- Berkeley Art Museum and Pacific Film Archives: free admission to museum and discounts to films
- UC Botanical Garden: free entrance

To receive your Cal 1 Card, you must first verify that you have been entered into the payroll system and know your employee ID number. Contact Extension Financial Services:

- (510) 643-7044 for last names beginning with A–L
- (510) 642-4212 for last names beginning with M–Z.

Then visit the Berkeley campus Cal 1 Card Office to request a Cal 1 Card. The Cal 1 Card office is located at 180 Cesar Chavez Center, Lower Sproul Plaza, Berkeley, CA 94720. Hours are Monday–Friday, 9 am–4:30 pm. Phone: (510) 643-6839. Email: cal1card@berkeley.edu.

You must provide your employee ID number along with government-issued photo identification (e.g., driver's license, passport, etc.).

C. UC Berkeley Library Privileges

Employee instructors are eligible to receive a UC Berkeley library card and borrowing privileges. Employee instructors can also remotely access UCB-only article databases and electronic journals through the UC Berkeley Library Proxy Server. You must abide by the Library's conditions of use and licensing restrictions for electronic resources. Employee instructors are only eligible for library privileges for the duration of their academic appointment; their library accounts are automatically created approximately one week within the start date of their appointment and expire approximately one week after their appointment ends. Independent Contractors are not eligible for library privileges.

For additional information on how to obtain a library card and how to set up online proxy server privileges, please see Section 11: UC Berkeley Library Card and Proxy Server.

D. Participation in the University's Defined Contribution Plan (DCP)—"Safe Harbor"

As a condition of employment, Extension's employee instructors are required to participate in the University of California retirement coverage, established under Section 401(a) of the Internal Revenue Code. The Defined Contribution Plan (DCP) provides supplemental retirement benefits based on the monthly contributions plus any earnings. This plan is in lieu of Social Security. Seven and a half percent is deducted from instructor compensation before income taxes are calculated, reducing instructor taxable income.

Exceptions to this policy apply to those hired before October 19, 1992 who have had no breaks in employment and who have not been rehired. Once there is a break in service, instructors will automatically participate and be coded into the DCP.

It is suggested that instructors carefully read the pamphlet that explains the plan and consult their tax adviser. Participation in the DCP may prevent any contributions to an IRA from being tax-deductible.

Your contributions to your DC Plan account are automatically invested in the UC Pathway Fund based on your date of birth and the year you turn 65. Please visit www.ucfocusonyourfuture.com for more details. The UC Pathway Funds are part of the UC RSP Fund Menu selected and monitored by the UC Office of the Chief Investment Officer of the Regents. You may direct contributions to any of funds offered in the Fund Menu or other investment options.

What options do I have for my money when I leave UC employment?

If you are planning to leave UC Berkeley employment, please make sure that you are first separated in the UC Berkeley payroll system by calling Extension instructor payroll:

- (510) 643-7044 for last names beginning with A–L
- (510) 642-4212 for last names beginning with M–Z.

You can also email them at instructorpayroll-unex@berkeley.edu.

If you leave UC employment, you may:

- Keep your money in the Plan if your balance is at least $2,000;
- Arrange for a direct rollover of your money to a traditional or Roth IRA or another employer plan that accepts rollovers;
- Request a distribution to be paid directly to you;
- Receive periodic payments from the Plan; or
- Arrange to purchase an annuity through UC's group insurance contract.

Participants who leave UC employment and have a balance of less than $2,000 in the Plan cannot leave their money in the Plan. Account balances of $1,000 or less will automatically be distributed at the end of the quarter to participants who have not provided distribution directions. Balances greater than $1,000 but less than $2,000 will be rolled over into an IRA in the participant's name unless the participant provides distribution directions. A participant whose balance is defaulted to an IRA will be notified of the default and the name of the IRA custodian. It is important that you maintain your address records to assure delivery of your distribution.

Taxable distributions, paid directly to you, are generally taxed as ordinary income in the year they are issued and may be subject to early distribution penalties if they are taken before age 59½.

If you have any questions concerning your DC Plan account, call Fidelity® Retirement Services toll free at 1-866-682-7787, Monday through Friday (excluding New York Stock Exchange holidays), 5 am to 9 pm. Pacific time, to speak with a Retirement Services Representative. Employees with a hearing or speech impairment can call 1-800-259-9743. You can also get information about your DC Plan account by going to www.ucfocusonyourfuture.com. Once there, go to My Account, then Go to Netbenefits. You must establish a username and password with Fidelity Retirement Services. Your password must be six to 12 characters in length; it cannot be your Social Security number, username, or date of birth; and it cannot be a sequential or repeating number or letter (e.g., 123456 or AAAAAA). You will need your date of birth and ZIP code in order to establish your password.

You can also contact the UC Retirement Administration Service Center (RASC) at Phone: 1-800-888-8267 Monday–Friday, 8:30 am–4:30 pm. (PT).

E. Eligibility for Participation in the University's Tax-Deferred 403(b) Plan

Employee instructors are eligible to participate in the University's tax-deferred 403(b) plan. You can get information about how to get started by going to www.ucfocusonyourfuture.com. Once there, go to My Account, then Go to Netbenefits. You must establish a username and password with Fidelity Retirement Services. Your password must be six to 12 characters in length; it cannot be your Social Security number, username, or date of birth; and it cannot be a sequential or repeating number or letter (e.g., 123456 or AAAAAA). You will need your date of birth and ZIP code in order to establish your password.

If you have questions concerning your 403(b) plan, call Fidelity® Retirement Services toll free at 1-866-682-7787, Monday through Friday (excluding New York Stock Exchange holidays), 5 am to 9 pm. Pacific time, to speak with a Retirement Services Representative. Employees with a hearing or speech impairment can call 1-800-259-9743.

You can also contact the UC Retirement Administration Service Center (RASC) at Phone: 1-800-888-8267 Monday–Friday, 8:30 am–4:30 pm. (PT).

F. Workers' Compensation Insurance for Employee Instructors

If you are a by-agreement employee instructor, while you are in the classroom, you are covered by the University Workers' Compensation Insurance Plan. If you are injured while working for Extension, you must report the incident immediately to Lisa Fuller, in Extension's Human Resources office, at (510) 642-0169 or email lfuller@berkeley.edu, so Extension is able to give you the correct form to complete, which must be done within 24 hours of the incident.

Section 3: Instructor Conduct

You must conduct yourself within the policies established under the Faculty Code of Conduct for the UC Berkeley campus.

A. Family Educational Rights and Privacy Act of 1974 (FERPA)

The federal Family Educational Rights and Privacy Act of 1974 (FERPA) governs the disclosure and confidentiality of student information. Student information is considered confidential and should not be released to third parties without the student's express written consent. UC Berkeley Extension has designated student names; terms of attendance; and major fields of study, including any earned certificates or other program completion awards as public information under the policy; however, students are able to opt out of releasing this information. Please refer all third party inquiries to extension-records@berkeley.edu.

Confidential student information that is protected under FERPA includes class scheduling information, grades and other student contact information, such as a student's address, email address and phone number. A student's grade is not to be released without the student's written permission. Do not communicate information about grades in a manner that would expose confidential student information to a third party, such as publicly posting grades using Social Security or student identification numbers or through email.

You have a Legitimate Educational Interest (LEI) in accessing confidential student information for the express purpose of fulfilling your instructional responsibilities. Outside of those instructional responsibilities, you must not re-purpose, re-use or have continued access to confidential student information for any other purpose.

For further information, see Section 5: Best Practices for Student Communications.

B. Ethical Values and Standards of Ethical Conduct

The University's Statement of Ethical Values and Standards of Ethical Conduct commits everyone in the UC community to the highest ethical standards in furthering the University's mission of teaching, research and public service. It identifies the University's core ethical values as integrity, excellence, accountability and respect. These Standards of Ethical Conduct apply to all members of the University community, including UC Berkeley Extension instructors.

In summary, UC Berkeley Extension expects you to be committed to the following ethical values:

1. Fair dealing
2. Individual responsibility and accountability
3. Respect for others
4. Compliance with applicable laws and regulations
5. Compliance with applicable University policies, procedures and other forms of guidance

6. Prevention and avoidance of any conflicts of interest
7. Record confidentiality, privacy and access
8. Appropriate use of University resources
9. Reporting of ethical violations including protection from retaliation

Instructors are expected to conduct themselves in a professional manner and to not to exploit the vulnerability of the instructor/student relationship. Failure to comply with Extension's instructor conduct policies could result in termination.

Extension programs and classes should not—through their content, mode of presentation or promotion—make promises, either explicit or implicit, of financial or business success, job placement, or physical or emotional cure.

C. Nondiscrimination

You must adhere to the University's policies on nondiscrimination and the University's policies on the American With Disabilities Act (ADA) of 1990.

Please also refer to:

3. Alternative Test or Examination Schedule to Accommodate Religious Creed and

Section 3: Students With Disabilities.

D. Sexual Harassment

You must adhere to the University's policies on sexual harassment and violence. See further information on the policy and available confidential and non-confidential resources.

Please also refer to 2. Accommodation for Pregnancy and Parenting.

E. Substance Abuse in the Workplace

Pursuant to the requirements of the Drug-Free Schools and Communities Act of 1989, the University strives to maintain campus communities and work sites free from the illegal use, possession or distribution of alcohol or of controlled substances, as defined in schedules I through V of the Controlled Substances Act, 21 United States Code 812, and by Regulation 21, Code of Federal regulations 1308.

Employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities or student life. Employees in violation of this policy, including student employees, may be subject to corrective action, up to and including dismissal. The University recognizes dependency on alcohol and other drugs as a treatable condition. You are encouraged to seek assistance.

F. Nonsmoking Policy

You must adhere to the University's Nonsmoking policy.

G. Copyright Restrictions

UC Berkeley Extension must comply with federal law and University policy regarding copyright. Should you knowingly use copyrighted materials without appropriate authorization, you can be held liable. Please review D. Copyright Restrictions and Procedures for Other Course Materials.

H. Additional Policies

For additional policies concerning student attendance and participation, see Section 4: Student Attendance and Participation.

Section 4: Instructor Development Program

A. Instructor Day

Extension hosts Instructor Day for instructors and instructor candidates to meet peers and program staff from many Extension departments. Instructor Day aims to build the Extension instructor community and give you an opportunity to explore effective teaching strategies. The day includes a new instructor orientation, a keynote speech on teaching from a guest speaker, the Honored Instructors' Ceremony and a reception.

Instructor day events are peer-led and are delivered in a variety of formats, including speaker presentations, small-group discussions, panel discussions, etc. If you have techniques that you would like to share and present to your colleagues, submit proposals to extension-dean@berkeley.edu. Proposals are reviewed and approved by the UC Berkeley Extension Instructor Program Committee in early fall.

B. New Instructor Orientation

The new instructor orientation provides a valuable introduction to Extension and includes information on:

- Extension students, adult learners and teaching strategies for various learning styles;
- getting paid;
- Instructor conduct policies, including the Family Educational Rights and Privacy Act (FERPA);
- Enrollment, roster and waitlist procedures;
- Classroom space policies and procedures;
- Extension Disabled Student Services (EXDSS);
- Classroom Technology Services; and
- Grading policies and procedures.

Individual Extension departments may have their own tailored instructor orientations; please check with your Program Coordinator for details. If you were unable to attend the most recent new instructor orientation, please review the materials in this handbook.

C. Extension Honored Instructors

Each year, UC Berkeley Extension hosts an award event for recipients of the Honored Instructor Award, granted by the Academic Policy Committee. Since 1990, Extension's academic departments have nominated their most outstanding instructors to receive this honor. These educators exemplify teaching excellence and dedication to Extension's mission. The recipients are officially announced every year in the fall catalog and on the website.

In recognition of the achievement of its honored instructors, UC Berkeley Extension awards all honored instructors complimentary enrollment into one UC Berkeley Extension course of their choice within restrictions

designated. Enrollment in an Extension course gives honored instructors an opportunity to further interact with their colleagues, continually learn as a student, and more fully participate in the overall Extension learning community and experience. We encourage honored instructors to provide feedback on their learning experience to academic programming and student services staff.

D. Instructor Development Course

Our online instructor development course, Teaching at UC Berkeley Extension, is available to all Extension instructors. New instructors are notified when this course is available for enrollment. In the meantime, please ask your Program Coordinator for more information about future offerings. Instructors are required to create an Extension student account in order to participate in this course (See Section 8: Online Student Account for more information).

You will learn successful teaching strategies and methods in a continuing education setting. The online course has five modules addressing:

- Module 1: Teaching Adult Learners
- Module 2: Plan and Design your Course
- Module 3: Develop Instructional Strategies and Integrate Technologies
- Module 4: Assess Your Students' Learning
- Module 5: Manage Your Classroom for Inclusion

The course provides:

- Insights, skills, tips, techniques and best practices that instructors can use in their own classroom to enhance the student learning experience;
- A forum to discuss teaching experiences and concerns with fellow instructors;
- Access to a Teaching Toolbox, which has a collection of all the readings and resources for the entire course in one place;
- 1.5 Continuing Education Units (CEU) are awarded to participants who complete the course.

E. Campus and Extension Open Classrooms

The Open Classrooms program is a new initiative at UC Berkeley Extension and the Center for Teaching and Learning (CTL) at UC Berkeley. The program provides you with the opportunity for peer observation of classes taught by UC Berkeley Extension instructors, as well as UC Berkeley faculty who have recently been recognized by the campus' prestigious Distinguished Teaching Award.

Observing peers teaching in practice may:

- Prompt you to reflect on your own style and methods of instruction, what you do and strategies to improve;
- Encourage you to discuss your teaching with peers; and
- Provide you with a view of the climate, rapport, interaction and functioning of a classroom through direct observation of a teacher.

Refer to the CTL's Peer Observation Guide (PDF) on how to make the most out of peer observation.

Through the Announcements section of your UC Berkeley Extension Instructor Account, you can see a list of UC Berkeley Extension instructors who welcome peer instructors to visit a session of their course for observation. Contact the instructor to set up an appropriate time to visit.

View a list of UC Berkeley faculty who has opened their classrooms for peer visitors from UC Berkeley and

UC Berkeley Extension. If you would like to arrange a classroom visit of UC Berkeley faculty, please review the current course listings to identify classes the participating faculty members are currently teaching. Select the specific time and location of the class you would like to visit, and make a request to teaching@berkeley.edu. The CTL will help arrange your visit with that faculty member.

Extension Course Auditing

If you wish to prepare for a specific Extension teaching assignment, you may request to audit courses that are within your own discipline. However, you cannot enroll, submit coursework, or receive credit or a grade for the course on your transcript. Make arrangements to audit courses with your Program Coordinator.

F. UC Berkeley Campus Teaching Resources

UC Berkeley Center for Teaching and Learning presents a collection of Teaching Resources. You will also find information about handling sensitive topics in the classroom, links to videos presenting best practices and articles about classroom management.

If you have a CalNet ID and bMail account, you can also Get Connected with UC Berkeley faculty.

G. Extension Class Discounts

As an Extension instructor, you are eligible for a 10-percent discount (up to a maximum of $50) on course enrollment fees (excluding textbooks, supplies, materials, etc.) for most UC Berkeley Extension courses when:

1. You have submitted your complete employment or vendor packet to Extension's Financial Services Instructor Payroll Unit;
2. You have been academically approved to teach your course; and
3. You have received, signed and returned your agreement(s) for the current or upcoming term.

The discount can only be applied to one course per term. To receive the discount, complete Section I of the UC Berkeley Extension Instructor Course Fee Discount Enrollment form (PDF) and submit it to your Program Director. You will be contacted by Student Administrative Services if your enrollment has been approved and for payment information.

CHAPTER 3: CLASSROOM MANAGEMENT

Section 1: Preparing for a Course

A. Term Teaching Assignments

An Extension instructor applicant only becomes an Extension instructor for a given course in a given term when he or she completes the following three processes:

1. An employment or independent contractor packet is submitted to instructor payroll (required once);
2. Formal academic approval for every course an instructor teaches by the UC Berkeley Extension Dean. For University-level credit courses numbered X, XB and XBW 1–299, additional academic approval is required by the UC Berkeley academic department and by the UC Berkeley Academic Senate's Committee on Courses of Instruction (COCI).
3. A signed Instructor Agreement (PDF) for every course section an instructor teaches must be submitted prior to each term he or she teaches.

The process of course and instructor selection, academic approval, scheduling and hiring can take up to four months.

See Section 1: Terms of Employment.

B. Course Budget Allocations & Processing Expense Reimbursements

Extension Program Directors determine the course budget well in advance of the term. Items include instructor compensation, classroom technology or lab equipment, payment of guest speakers and copying of materials. You should specify needs in the course planning stages, at least four months before the beginning of the course. The earlier you discuss these interests with your Program Director, the better the chance that they will be considered in the budgeting and planning process. For instance, if you require special facility needs, such as a computer classroom or software for students, you should inform your Program Director during the planning process.

If the course budget includes approval for items that you would pay for out of pocket (e.g., photocopying), then submit original vendor receipts to your Program Coordinator for reimbursement. If you no longer have an original receipt, then submit a cancelled check, bank statement or credit card statement to document the out-of-pocket expense. Extension cannot reimburse you for materials prepared on personal equipment in your home or private business. Please contact your Program Coordinator for further information.

C. Course Prerequisites and Requirements

Sometimes a student may be enrolled in a class but lacks the necessary background or skills to keep up with the curriculum. For some courses, well-defined prerequisites can minimize the problem. You should discuss them thoroughly with your Program Director when planning a course so that course prerequisites can be arranged to be clearly advertised on the Extension website and in the print catalog.

D. Preparing Your Course Syllabus

Due to strict transfer and refund policies, you should be very clear at the first course meeting about your expectations. You should hand out and discuss the syllabus, including grading and evaluation criteria, and answer students' questions about their qualifications and requirements for them to be successful in your course.

The syllabus should show a clear relationship between the course's learning objectives, instructional methods and evaluation standards. In accordance with University of California regulations, your grading and evaluation criteria must be communicated in writing to the class at the start of the course. The course goals, as written in the course outline and syllabus, serve as the standard and basis for evaluating and comparing student performance and student achievement. Download a template syllabus of Extension courses (Word).

Include the following sections on your course syllabus from the course outline that you originally submitted for academic approval to the academic department (See B. Formal Academic Approval to Teach a New Course).

- Methods of Instruction;
- Credit Requirements; and
- Course Grade Breakdown: List each component that will make up the assignment of a final grade, the associated percentage or weight to each grade component and a due date for each grade component. Examples of categories include: assignments (written, discussion, in-class, take-home), midterm or final exams, presentations, small-group activities, panel discussions, papers, paper revisions, projects and demonstrations. The more guidance you can give regarding the assignments and due dates, the more likely students will succeed.

In addition, please also consider including the following:

- Your expectations regarding attendance and absences (See section 4 for additional information.) If classroom participation is critical, define it in terms that can be evaluated. Please note that in academic credit courses, classroom participation is typically 10 percent. If a higher percentage is required, consider using the category In-Class Assignments.
- All student grading options available for the course, the default grading option and how to change grading options. The default grading option is letter grade for all credit courses. See Section 2: Course Grading Options and Deadlines.
- Inform students that in order to be eligible for academic accommodations, they must contact Extension's Disabled Student Services to initiate the intake and eligibility process and to obtain a Letter of Accommodation. Please refer students here. (See Section 3: Students With Disabilities.)
- Information regarding any class activities requiring physical mobility in the event that there are students requiring accommodation. (See Section 3: Students With Disabilities.)
- Inform students of the UC Berkeley Extension Honor Code and Code of Student Conduct. "All members of the UC Berkeley Extension Community are expected to act with honesty, integrity and respect for others." For further information, refer to:
  - How to Maintain Your Academic Integrity
  - UC Berkeley Extension Code of Student Conduct
  - If you plan to enable Turnitin, please also include the following in your syllabus and refer to Section 4: Academic Integrity and Academic Misconduct and Section 7: Turnitin for more information: "This class will be using Turnitin. Turnitin is an online plagiarism detection service that matches submitted papers to a text-matching database consisting of traditional publications, Internet publications, and other UC Berkeley and UC Berkeley Extension student papers. It is a useful tool for learning proper summary, paraphrase, and quotation skills in addition to identifying overt instances of plagiarism. Further information and instructions can be found at Turnitin.com."
- Inform students when to expect all evaluated and graded material to be returned to them (e.g., within one week).

It is encouraged to remind students of enrollment and grading policies:

- Transfer and Drop/Refund Policy
- Grading Policies

If you have questions regarding grading or evaluating students, review "CHAPTER 5: GRADING POLICIES AND PROCEDURES. You can also contact your Program Coordinator for further information.

E. Promoting the Course

UC Berkeley Extension's Communication and Marketing Services Department maintains the Extension website and produces all promotional materials for courses, including brochures, flyers, print and radio advertising, news releases and the term's catalog. The department is responsible for making sure all promotional material is consistent with Extension and UC Berkeley policies and standards. Do not initiate any publicity or promotional materials to promote your course(s) without first consulting your Program Director. We ask this as you may be able to help identify useful mailing lists, recommend media to broadcast announcements, or distribute course and enrollment information.

You are encouraged to become familiar with the professional certificates and specialized programs of study linked to your course. Attend a free information session to gain valuable insight into organized curricula and the background and expectations of your students. This also provides an opportunity to promote your class to prospective students. If you are interested in participating in these events, speak with your Program Coordinator.

Section 2: Course-Related Materials and Resources

UC Berkeley Extension encourages instructors to help Extension reduce the high cost of course materials and ensure those materials are accessible by our students.

- Affordability: The Higher Education Opportunity Act (HEOA) has provisions to reduce costs to students while supporting instructors' ability to select high-quality course materials. HEOA requires that course book, material and cost information be made available to students before they enroll in a course. This includes textbooks, readers, photocopied materials, software access or licenses, lab kits, etc.
- Accessibility: In addition, each instructor has the responsibility to identify instructional materials for his or her courses far enough in advance of the course so that Extension Disabled Students Services (EXDSS) has adequate time to convert them into an accessible format (e.g., Braille, large print, digital/electronic). Timely submission of textbook adoptions enables the University to meet its legal requirement to provide students with disabilities an equal educational opportunity to learn course subject matter, to participate actively in classroom discussions, and to meet assignment deadlines. Please see Section 3: Students With Disabilities for more information regarding Extension Disabled Students Services (EXDSS).

A. Deadlines for Course Material Adoption, Affordability and Accessibility

The first date is the HEOA affordability deadline for instructors to submit textbook adoptions and other anticipated course materials for student purchase to your Program Coordinator (including readers, photocopied materials, software access or licenses, lab kits, etc.). The second date is the deadline by which textbooks, readers and course materials should be adopted/available for purposes of accommodating students with disabilities.

- Summer Term:
  - Affordability/Adoption: Course material information is due in mid-February
  - Accessibility: 30 days before course start date
- Fall Term:
  - Affordability/Adoption: Course material information is due in mid-May
  - Accessibility: 30 days before course start date
- Spring Term:
  - Affordability/Adoption: Course material information is due in early October

- Accessibility: 30 days before course start date

B. Tips for Reducing Costs and Increasing Accessibility

There are many ways to reduce costs of course materials and ensure accessibility:

- Use common textbooks, where possible, for related courses or keep the same text for two or more years;
- Whenever possible, you should determine if your course reader materials are freely available online. If the materials are available online, compile a list of URLs that can easily be distributed to your students.
- Place copies on UC Berkeley Library reserve (for those textbooks that are still in print);
- Use electronic and open content solutions available to students at very low or no cost (www.flatworldknowledge.com/);
- Meet textbook/reader adoption and accessibility deadlines to allow timely course material availability, low-cost course material options and timely conversion of materials for students with print disabilities;
- Work with Extension Disabled Student Services (EXDSS) to provide students with print disabilities a copy of the course textbook/reader in an accessible format (note: for conversion purposes, it is important that course-reader text be clean and legible). (See Section 3: Students With Disabilities)

C. Textbooks

For course materials that are not freely available online or require additional copyright clearance, you can determine whether a textbook will serve your needs and then process a textbook adoption through your Program Coordinator. Email textbook information to your Program Coordinator according to the deadlines above in Section 2: Course-Related Materials and Resources.

Please include the following information in your email:

- Complete title of the textbook(s)
- Author's name
- ISBN number
- Publisher
- Edition number
- Publication year

This information will be published on the public website under the course section information for students to see purchasing details once the term opens for enrollment. To request desk copies of texts, let your Program Coordinator know no later than three months in advance of the semester.

Some textbook publishers offer access to online learning tools (e.g., McGraw Hill's Connect). Access to these tools is typically bundled into the purchase of a new textbook; however, students who opt to purchase a used textbook would need to purchase the access to these online tools separately. If you require the use of a publisher's online learning tools as a mandatory course requirement, please work with your Program Coordinator to make sure that use of this tool is listed on our website to ensure compliance with HEOA and help students make more informed choices when purchasing their course materials for the term.

Note: If you teach in the International Diploma Programs, international program staff will contact you to coordinate textbook selection and order textbooks for students.

D. Copyright Restrictions and Procedures for Other Course Materials

UC Berkeley Extension must comply with federal law and University policy regarding copyright. Should you knowingly use copyrighted materials without appropriate authorization, you can be held liable.

Effective compliance with UC copyright policy will require some preplanning of the course materials. All materials under copyright that are brought into class must have permission for instructional presentation. Materials in question include, but are not limited to, all printed materials, films, videos and DVDs. Find more information on UC copyright policies.

1. PHOTOCOPYING

Requests for photocopying of unrestricted, permissible and "fair use" course materials may be processed through your Program Coordinator with at least three weeks notice. You can email the materials to your Program Coordinator. You may also duplicate fair-use course materials on your own at a convenient copy center and submit original vendor receipts at the end of the course for reimbursement to your Program Coordinator. Extension cannot reimburse you for materials prepared on personal equipment in your home or private business. Please consult your Program Coordinator on the allotted duplication budget for your section. Copying facilities at center and classroom locations are extremely limited and should be used only for exceptional circumstances (See 6. Instructor Resource Rooms [IRR].)

There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets, and answer sheets and like consumable material. Copying should not substitute for the purchase of books, anthologies, publishers' reprints or periodicals.

If the cost of the photocopying should be passed onto the student, please refer to the section on Course Readers below.

2. COURSE READERS

If you wish to order a course reader, first check with your Program Coordinator to determine whether your academic department will assist you with ordering course readers, or whether you are responsible for ordering course readers and providing them to students on your own. No charge shall be made to the student beyond the actual cost of the photocopying.

Department-Coordinated Course Readers

If departments are willing to support you in the course-reader-ordering process, complete a Reader Bibliography Form (PDF), and submit them along with the course materials to your Program Coordinator. Copyright clearance can often take between four and six weeks, and it is essential that requests are submitted by the due date for the term, which is generally 45 days prior to the enrollment open date. Your Program Coordinator will determine whether the reader will be included in the course fee or sold to the student for an additional fee by a local copy vendor. You must not sell readers directly to students.

Instructor-Coordinated Course Readers

Extension encourages you to work with copy vendors that will clear copyright, print readers on demand, sell readers directly to students at cost, and either make arrangements for students to pick them up or ship them directly to students. Using copy vendors that supply all of the above ensures that you are abiding by copyright law, saving costs and providing convenient ordering options to students. You must not sell readers to students; the copy vendor you choose must sell the readers at cost directly to students. Your Program Coordinator can further guide you on arranging a Course Reader for your class.

All vendors will require bibliographical information (Reader Bibliography [PDF]) of the materials in order to process copyright clearance. Please allow four to six weeks before the start of the class for copyright clearance and inform your Program Coordinator of purchasing information for your course reader. Below is a list of copy vendors:

- Copy Central (www.copycentral.com/course-reader-copyright-clearance.php) (Berkeley and San Francisco): Online student storefront for readers with pickup and drop-shipment options. Copy Central can help you assemble a course reader and offers copyright clearance services so that you will know that your course reader is being produced in a legal and ethical manner. You can order readers by submitting a reader submission form at: www.copycentral.com/downloads/Reader_Submission_Form.pdf
- Study.net (used in all Extension online courses): You can create an online resource repository including copyrighted material and combine it with your own course materials (i.e.,, syllabus, PowerPoint slides). Students can pay to digitally download and print copyrighted material. There are discussion groups available. An iPad application is now available. The general phone line for study.net is: (888) 462-0660, option 2. You can also directly contact the UC Berkeley rep for study.net: Hannah Moss, Email: hmoss@study.net, Phone.: (858) 386-3577.
- Replica Digital Ink (www.replicadigitalink.com) (Berkeley): (NON-COPYRIGHTED MATERIALS ONLY) Online student storefront for readers with pickup or drop shipment options. Replica holds no liability on its part in case the designed digital files infringe in any manner the rights owned by any third party. The users are strictly advised herewith, not to use any design material that infringes any patent, trademark, trade secret, copyright or other proprietary rights, held/owned by third party unless allowed appropriately to do so. Contact Amit Sarna: (510) 549-9991 or email amit@replicadigitalink.com

3. SOFTWARE

The "fair use" provision of the Copyright Act of 1976 does not apply to copying or reproducing software. Software may only be copied or reproduced for classroom use when a site license has been obtained from the software producer. Notify your Program Coordinator regarding any software needs for your course so that Extension can legally obtain a site license.

If you require access to software or online learning tools that is bundled as part of a textbook purchase, it needs to be listed as a required course material on the website. See C. Textbooks for more information.

4. ELECTRONIC DOCUMENTS

In general, electronic documents (e.g., for an online database, bulletin board or newsletter) receive the same protection that written materials receive.

5. AUDIO/VISUAL MATERIALS

Any audio/visual (A/V) materials shown in class must be legally obtained. To verify copyright for A/V materials, provide your Program Coordinator with a list of the A/V materials for the course. You will also need to inform your Program Coordinator whether you plan to provide the A/V materials or whether you need your Program Coordinator to order them. You are required to adhere to copyright laws in the acquisition and dissemination of A/V materials in your classroom. This is especially important when Extension has hearing-impaired students, as we may need to obtain captions for the A/V materials. See Section 3: Students With Disabilities.

6. OFF-AIR RECORDINGS

If you wish to use videotaped excerpts of off-air broadcasts for use in the classroom, you must adhere to these guidelines.

7. RECORDING IN THE CLASSROOM

Please refer to the following policies concerning recording in the classroom.

As needed, you may download a Classroom Audio Recording Agreement for Student and Instructor (PDF) to complete with the student making the request to record the lecture.

E. Guest Speakers

Guest speakers for class appearances and presentations may be arranged and included in the course budget with the advance approval of the Program Director. Guest speakers may not be used as substitute teachers. You are required to maintain a presence in the classroom with guest speakers and during all dates and times covered within your instructor agreement.

Guest speakers who receive a payment will be required to sign a Guest Speaker Agreement (DOC), which includes date(s) of the appearance and the amount to be paid.

To arrange an agreement and payment for a guest speaker:

- Contact your Program Coordinator and include the name and the email address for the guest speaker, the dates and times you wish to invite them to speak, and the topic on which he or she will be speaking.
- The Program Coordinator will follow up directly with the guest speaker to create and facilitate signature of the Guest Speaker Agreement (DOC).
- If the guest speaker is new, the Program Coordinator will also request the guest speaker to complete and submit a W-9 form to instructor payroll.
- If the guest speaker payment is more than $300, then the agreement will also need to be reviewed and signed in advance by the UC Berkeley Extension Dean's Office. This may take an additional week to process.
- After the date of the appearance or presentation takes place, please confirm and notify the Program Coordinator who will request payment to be sent to the guest speaker.

To arrange an agreement for a volunteer guest speaker:

- Contact your Program Coordinator and include the name and the email address for the guest speaker, the dates and times you wish to invite them to speak, and the topic on which he or she will be speaking.
- The Program Coordinator will follow up directly with the guest speaker to create and facilitate signature of the Guest Speaker Agreement (DOC). The compensation should be listed as $0.
- The Program Coordinator will also request the speakers to sign a waiver of liability.

F. Course Assistants, Course Facilitators and Graders

For certain courses (large online or classroom courses or hands-on technical labs), course assistants or facilitators and graders may be requested in advance. It is your responsibility to work with your Program Director on setting these terms in the budget planning stages, as well as finding a qualified, available person (often a former qualified student).

Section 3: Facilities and Safety

A. Extension Centers and Classrooms

Information about parking, public transportation, building entry, classroom access, emergencies, on-site staff hours and other site-specific matters can be found by facility on our website. Visit extension.berkeley.edu/locations for detailed information. Whenever possible, public transit is recommended.

1. CLASSROOM SCHEDULING AND ROOM ASSIGNMENT

Extension offers classes in Berkeley, San Francisco and Belmont, in addition to the UC Berkeley Campus and other locations in the Bay Area. Every effort is made to schedule classes in the most appropriate instructional facility and classroom for the course. Please be sure to notify your Program Coordinator if you have specific instructional needs (e.g., computer lab, drafting studio, breakout rooms) so that these may be taken into consideration when scheduling your course. Extension supports more than 1,500 courses annually and, in order to optimize the use of our instructional space, we ask that you follow regularized class meeting patterns. This enables us to assign classrooms more effectively by minimizing the need to take classrooms offline because of gaps in the scheduling block. In addition, it assists us in scheduling classes in the same classroom for each meeting.

2. CLASSROOM ASSIGNMENTS AND ACCESS

Daily classroom schedules are posted at all Extension Centers. Changes to room assignments are reflected in the posted schedule and on the Extension website.

Extension Center Scheduling and Hours

For courses scheduled at Extension's San Francisco Campus, Berkeley Golden Bear Center or Belmont Center, classrooms are unlocked 30 minutes prior to the scheduled start time and relocked 15 minutes after the scheduled end time. Because Extension offers daytime, evening and weekend courses, classrooms are often scheduled for different courses throughout the day. In order to clean and re-set classrooms, we ask that you vacate your assigned classrooms at the end of the scheduled meeting time. If you require additional classroom time, contact your Program Coordinator to discuss possible schedule modifications.

Berkeley Campus Scheduling and Hours

Please note that classes cannot be scheduled on the Berkeley campus before 6:30 pm and must end by 10 pm. In addition, Campus maintains a 10-minute grace period for vacating classrooms. For this reason, we generally recommend a class start time of 6:45 pm or later for courses scheduled on the Berkeley Campus.

3. ROOM SETUPS

Extension classrooms are configured in a standard "lecture" or "classroom" style with tables and chairs facing the front of the classroom. If it is essential that a classroom be arranged in a nontraditional fashion because of the nature of the in-class work (e.g., conference style, group table clusters or U-shaped, etc.), you may ask your Program Coordinator to request a Room Setup Preference (PDF), due three weeks before your scheduled class. Please note that certain configurations affect classroom capacities, and room setup requests are processed on a space-available basis.

Room setups are not available on the Berkeley Campus or at other non-Extension centers, and student desks may be stationary in some Extension classrooms.

4. CLASSROOM MAINTENANCE

Classrooms should always be left in good condition for subsequent use. Ask students to dispose of trash and make every effort to leave the rooms and their contents in order. Furniture that has been rearranged should be

put back as found; any borrowed furniture should be returned to its original location.

5. CLASSROOM ASSISTANCE

Center Support Staff are available at all Extension centers whenever classes are in session. If you have a question or concern pertaining to your classroom, please go the Registration Desk and speak with the on-site representative who can assist you. Center Support Staff are available to assist by answering questions related to: course information; opening rooms; distributing course packets; providing account codes and training for photocopiers; and providing way-finding and reception services. They are sometimes available for light photocopy jobs.

Please do not relocate your class or make other changes to the classroom without first contacting the on-site representative. If you would like to request additional changes for the next class meeting, contact your Program Coordinator.

6. INSTRUCTOR RESOURCE ROOMS (IRR)

UC Berkeley Extension provides an instructor resource room (IRR) for instructors at most Extension centers. These facilities are provided as a place for instructors to do work in preparation for their courses and are supported by the Classroom Technology Services team. Access to the room(s) might be restricted for security. If you find the door is locked talk with the front desk staff for assistance.

Photocopying

In general, duplication requests are submitted to the academic department via your Program Coordinator. Account codes are required to make copies or print to the photocopiers. Your Program Coordinator or the Center Support Staff can provide you with the correct code.

Location	Microwave	Refrigerator	Computer	Printer	Table or Desk
Golden Bear Center - Resource room on 2nd Fl, southwest corner	Yes, located in staff lounge.	Yes, located in staff lounge.	Yes, located in IRR.	Yes, printer in IRR, Copier in room 275.	Yes, both in IRR.
SF Center - 6th Fl room 616	Yes, 6th Fl vending room.	Yes, in room 616.	Access in open computer lab.	Copier in 616.	Yes, table.
Belmont Center - Guest office and Break Room	Yes, in break room.	Yes, in break room.	Yes, in guest office.	Yes, copier at reception desk.	Desk in guest office, table in break room.

7. FIELD TRIPS AND SITE VISITS

If a class has activities that take place outside of the classroom, such as a field trip or site visit, you need to be specific in your syllabus about what it will involve. (Example: The field trip includes about two miles of walking in an hour's time. The walk includes some stairs and steep inclines and may cover wet or slippery surfaces.) Please note that it may be necessary to make special arrangements for a disabled student or, in some cases, to design an alternative for the entire class. See Section 3: Students With Disabilities for more information.

Each student must sign an Elective/Voluntary Activities Waiver (PDF). You must inform your Program Coordinator of any field trips or site visits that you are planning so that representatives can forward the waiver forms to class and facilitate the rescheduling of the classroom for other Extension events or classes, as needed. All signed student waivers must be submitted to your Program Coordinator for filing.

B. Classroom Technology Services

At the beginning of each fall semester, Classroom Technology Services (CTS) conducts orientations on classroom equipment. Please see the most recent schedule and CTS Training Flyer and Support Request Process quick reference guide (PDF) for requesting assistance.

A one-on-one 30-minute overview of classroom equipment can also be requested via the CTS request form at any time. Please contact your Program Coordinator for assistance.

1. STANDARD TECHNOLOGY

Please view the Standard Classroom Technology by Extension Center (PDF) for more information regarding what standard classroom technology equipment is available at each Extension location. You do not need to submit a request for standard equipment.

2. SPECIAL ROOM AND SOFTWARE REQUIREMENTS

You should discuss your general classroom technology needs with your Program Coordinator before your class is scheduled so that any special considerations for room scheduling or software acquisition can be taken into account.

3. WIRELESS SERVICE

All Extension centers have wireless networks named CalVisitor, AirBears2 and attwifi. Please refer to Section 5: Wi-Fi Networks (AirBears2, attwifi, CalVisitor) for more information.

4. OTHER CLASSROOM TECHNOLOGY

A request must be submitted for all nonstandard classroom technology equipment. You and your Program Coordinator can make classroom technology requests directly to the Classroom Technology Services team by completing an online CTS Request Form.

Classroom technology requests are accepted when the term opens to enrollment. To guarantee that the equipment and support staff are available, you must submit your order a minimum of two weeks before it is needed. Please note that more lead-time may be needed for non-Extension facilities.

5. ASSISTANCE DURING CLASS

If you need assistance with the equipment that you ordered, contact the Classroom Technology Services Helpline at (510) 643-4433 and follow the pre-recorded prompts. You will be transferred to the on-call classroom technologist of that location for immediate assistance.

6. OPEN LABS

UC Berkeley Extension has two open computer labs: one in San Francisco and one at the Golden Bear Center. The labs are predominantly intended for Extension students enrolled in classes with an open lab component, and priority will be given to these students. However, you can also use computer labs to prepare for Extension classes. To confirm current affiliation with UC Berkeley Extension, staff may request you to present a copy of your instructor agreement for the current term.

C. Safety

Extension strives to provide a safe learning environment.

- Program these Emergency and Non-Emergency Phone Numbers into your cell phone for the location where you are teaching.
- Review the Emergency Information and Procedures found in this emergency handout.
- All Extension Centers also have emergency contact numbers posted on the wall in each classroom near the entrance for your convenience.

Should you find anything of concern, first contact your Program Coordinator. If it is after-hours and the Extension academic offices are closed, call the number associated with the facility or notify on-site personnel who can help if you have a last-minute emergency or problem involving your teaching. If appropriate, call the police.

As the instructor, students will look to you to take the lead in an emergency. While emergencies happen very rarely, it is important to be prepared when they do:

- Introduce yourself to security and center staff and call upon them when needed.
- If you are teaching on the Berkeley main campus, please sign up for the UC Berkeley Warn Me Emergency Alert System: warnme.berkeley.edu/
- Familiarize yourself with the evacuation procedures that are posted on the wall in the classroom.
- In the event of an earthquake, instruct students to duck and cover and evacuate when and if it is safe to do so.
- If a student has an accident while onsite for an Extension class or while on a class field trip or site visit, direct the student to Center Staff to complete the Accidental Injury Report (PDF). It is strongly recommended that you keep a blank form with you during the term. If the accident occurs during a class not held at an Extension Center, please contact your Program Coordinator or Program Director to relay an account of the event as soon as possible. He or she can follow up with the appropriate parties to make sure that a thorough report is submitted.
- If you are an employee instructor and have an accident while onsite teaching an Extension class or while on a class field trip or site visit, call Lisa Fuller, in Extension's Human Resources department, immediately at (510) 642-0169 or email lfuller@berkeley.edu, to complete the required Workers' Compensation form.
- If you are delayed or having a personal emergency situation and cannot make it to class, call to notify your Program Coordinator and the Center Staff as soon as possible and Extension will make arrangements to notify the students. Please do not ask a colleague to cover your class or substitute. Please see F. Emergency Makeup Meetings and Substitute Instructors for more information on rescheduling make up sessions or arranging for a substitute.
- If you notice something unusual about a student, but you are unsure of what to do, please email extension-studentaffairs@berkeley.edu. Please also review information under Section 5: Other Student Conduct.

Section 4: Student Attendance and Participation

A. Attendance and Participation Policy

It is up to you to specify your attendance and participation policy in the syllabus and to explain it on the first day of class.

If a student misses class for any reason, the burden is on the student to make up the work and decide whether he or she can continue in the course. For students who feel that they can make up the work, you should provide any materials that were provided in class (handouts, slides, notes, etc.) and remind the students of the assignments that are due. It is not your responsibility to make up the instructional time with the student.

1. ABSENCES DUE TO ILLNESS

Instructors are asked to refrain from general requirements for written excuses from medical personnel for absence due to illness. Many healthy people experience a mild-to-moderate illness and recover without the need to seek medical attention.

The UC Berkeley Academic Senate occasionally issues guidance concerning missed classes and exams due to illnesses such as influenza advising that students not attend class if they have a fever. Should a student experience repeated absences due to illness, Extension advises instructors to use flexibility and good judgment in determining whether to excuse missed work, extend deadlines, or substitute an alternative assignment. Instructors may also refer students to the refund policy, the Petition to Withdraw or the Petition for Incomplete. See Section 5: Petition to Withdraw (W) and Section 6: Petition for Incomplete (I).

2. ACCOMMODATION FOR PREGNANCY AND PARENTING

In compliance with Title IX of the Education Amendments of 1972, and with the California Education Code, Section 66281.7, it is the official policy of the University of California at Berkeley to not discriminate against or exclude any person on the basis of pregnancy or related conditions, and to provide reasonable accommodations to students as appropriate. Instructors are reminded of their responsibilities for excusing medically necessary absences for pregnancy and related conditions and making reasonable accommodations in the areas of class sessions, exams, tests, project deadlines, field trips, and any other required activities.

Reasonable common sense, judgment and the pursuit of mutual goodwill should result in the positive resolution of conflicts. If a mutually satisfactory arrangement cannot be achieved, the following appeals processes may apply: refund policy, the Petition to Withdraw or the Petition for Incomplete. See Section 5: Petition to Withdraw (W) and Section 6: Petition for Incomplete (I).

Students also have the option of filing a Title IX complaint. For more information about accommodations for student who are pregnant or parenting, please contact the Office for the Prevention of Harassment and Discrimination (ophd.berkeley.edu).

3. ALTERNATIVE TEST OR EXAMINATION SCHEDULE TO ACCOMMODATE RELIGIOUS CREED

In compliance with California Education Code, Section 92640(a), it is the official policy of the University of California, Berkeley, to permit any student to undergo a test or examination, without penalty, at a time when that activity would not violate the student's religious creed, unless administering the examination at an alternative time would impose an undue hardship that could not reasonably have been avoided.

To accommodate a student's religious creed, refer students who wish to request to schedule tests or examinations at alternative times directly to your Program Coordinator. Your Program Coordinator can help coordinate the exam schedule with you and the student.

Reasonable common sense, judgment and the pursuit of mutual goodwill should result in the positive resolu-

tion of scheduling conflicts. If a mutually satisfactory arrangement cannot be achieved, the following appeals policies may apply: refund policy, the Petition to Withdraw or the Petition for Incomplete. See Section 5: Petition to Withdraw (W) and Section 6: Petition for Incomplete (I).

B. Classroom Visitor Policy

Auditing is not permitted in UC Berkeley Extension courses.

Unless otherwise stated in the program, course or section description, visitors may attend the first scheduled class of a course that has six or more classroom meetings without charge when space or enrollment limitations permit. Students must, however, formally enroll in the course and pay all fees before the second classroom meeting.

In courses with five or fewer classroom meetings, visitors are not permitted, and students must formally enroll in the course and pay all fees prior to the course start date.

Extension cannot guarantee retention of an educational record, grades or transcripts for students who do not enroll and pay in a timely manner.

Students must pay to enroll and attend all noncredit courses. In addition, students who wish to attend a credit course but do not wish to take a course for a Credit Letter Grade (CLG) need to pay to enroll and inform you of their intention to take the course as Not for Credit (NC) by the appropriate deadline for the program, course or section. In these cases, grading options can be designated by using the Grade Option Change form. (See Section 2: Course Grading Options and Deadlines.)

C. Verification of Student Enrollment

For each course section you teach, Extension sets up a class list in your UC Berkeley Extension Instructor Account. From there, you can view and print the class list. Below are some resources available to you regarding your online instructor account; please refer to Section 4: Online Instructor Account for additional details.

- Step-by-step instructions for activating your account (PDF)
- Video tutorial: My Profile
- Video tutorial: Courses and Current Schedule

As auditing is not allowed in UC Berkeley Extension courses (see Section 3: Classroom Visitor Policy, all students present in your course should be enrolled. It is very important to verify that the students attending your course are also listed on your official class list.

- Verification of information: Have students sign in and compare sign-in sheets with your official class list to verify that each student is enrolled in the course. In longer classroom-based courses, enrollment should stabilize by the second or third class meeting. You should occasionally have students sign in and then check the sign-in sheet against the class list. To correct any errors in the spelling of students' names, you and your students should email extension-records@berkeley.edu. Please refer to the student account policy for more information.
- Students who do not appear on the class list: If any student's name does not appear on the class list by the second or third class meeting, direct the student to call the Extension Registration office at (510) 642-4111 to enroll immediately or enroll online. Additionally, you should give these students the Enrollment Research Inquiry form (PDF, also available in your UC Berkeley Extension Instructor Account) and have them return the forms to you to pass on to your Program Coordinator as soon as possible. Extension uses this form to ensure that no administrative errors have occurred with respect to the enrollment processing of those students.
- Waitlist procedures: Extension Registration has jurisdiction over the waitlist. Please do not "approve" or

promise any waitlisted students of enrollment in the class, as this could cause confusion to the existing waitlist process administered by Registration. Please refer students to join the waitlist through the website or to call Registration at (510) 642-4111.

Section 5: Best Practices for Student Communications

To reach students while keeping their contact information secure and confidential, it is recommended that you communicate with your students via one of the following methods:

- Your Instructor Account: From your UC Berkeley Extension Instructor Account on the Extension website, you can send broadcast emails to all enrolled students or emails to individual students. This feature is particularly useful to send a welcome email prior to when the course section starts. However, at this time the system does not allow you to include attachments.
- Canvas Coursemail: You may consider setting up a course website through UC Berkeley Extension's online learning management system, Canvas. You can securely and confidentially communicate with students using the Coursemail feature.
- Your University bMail Email Account: You should list the individual email addresses in the blind copy field so that the addresses are not accessible to others.

For group project work, it is best practice for students to exchange their contact information with others students directly.

(See CHAPTER 6: IT SYSTEMS AND RESOURCES for more information on using these systems.)

Staying in Contact with Students after Your Course Section Ends

Under FERPA, it is not recommended to initiate contact with students unless it is for a Legitimate Educational Interest. At the conclusion of the course, you may offer students your personal contact information so that students can voluntarily choose to make or maintain contact with you after the course has concluded; however, do not solicit or demand student contact information for this purpose. Staying in touch after the section ends for other non-academic purposes needs to be voluntary for the student. If you use LinkedIn for professional networking purposes, you can inform students that you are available on LinkedIn, but it is not recommended for instructors to initiate the "link."

For more information regarding FERPA, please see A. Family Educational Rights and Privacy Act of 1974 (FERPA).

Section 6: Student Evaluation of Course and Instruction

A. Mid-Semester Evaluations

Extension strongly recommends some form of student learning evaluation early in the course to identify any need for early intervention and to evaluate students' progress toward learning objectives. Read more information on formative evaluation.

Many departments also request mid-semester evaluations for first-time Extension instructors using a paper form process. If you are requested by a department to administer a mid-semester evaluation, set aside 10 to 15 minutes during the first half of the meeting so that all students can complete the evaluation. Please appoint a student to administer the evaluations and give the evaluation instructions to him or her. You and any teaching assistants must leave the room during the time students are filling out the forms. You must not handle, read or otherwise review the contents of completed forms. The appointed student will collect all completed forms, seal them in the postage-paid envelope and mail the evaluations or drop them off at the Center Registration Desk.

Please contact your Program Coordinator for more information.

B. End of Course Evaluations

It is UC Berkeley Extension policy that all courses and instructors be evaluated as part of an overall campus mandate to assess and improve the quality of teaching.

Beginning Spring 2016, UC Berkeley Extension will utilize an online course evaluation system that will standardize and manage the entire process for most departments. Evaluations for online continuous enrollment courses will be rolled out in July 2016. Other programs not covered in the online course evaluation system include: Concurrent Enrollment, Fall Program for Freshmen, Corporate Training Programs and special evaluations required for licensing boards. The online course evaluations system allows for the automation and simplification of end of course evaluations for instructors and allows students to access their class' survey at their convenience in order to produce more thorough reviews free of in-class time constraints.

The online course evaluations system will manage the entire process:

- When a course is 85% complete, the system will open a survey, notify the instructor(s) and email invitations to enrolled students. For one-day workshops, the survey will open at the end of the class session.
- Instructors will be emailed a link to general statistics and response rates of active surveys. (Student names will not be included.)
- Surveys will remain open for 10 days, and students who have not completed the survey will receive reminders on the 2nd and 6th days.
- Ten days after the course ends, a report summarizing the responses will be emailed to the department. The same report will be emailed to instructors after final grades are submitted.

When you are notified by email that the course survey is open, we encourage you to remind students to complete the evaluations and to educate students on the value of their input. Encouraging student participation is one of the best methods to increase your evaluation response rates. More information from UC Berkeley's Center for Teaching and Learning is provided here: http://teaching.berkeley.edu/increase-response-rate-and-quality.

CHAPTER 4: UNDERSTANDING EXTENSION STUDENTS

Section 1: Adult Learners

Students are often motivated to enroll in UC Berkeley Extension classes for two primary reasons: professional development and personal enrichment. In an increasingly competitive continuing education marketplace, our students go out of their way to attend UC Berkeley Extension courses. Many of our students have committed themselves to studying a particular subject in depth and have registered for one of our professional certificates or specialized programs. Upon completion, these programs provide evidence that our students have mastered a set of specific professional skills. Some courses may also be used as credit toward degrees at other institutions based on their requirements.

What does this tell us about the type of students likely to be enrolled in classes? More than 92 percent hold undergraduate degrees, 38 percent hold master's degrees and 8 percent hold doctoral degrees. One main reason our instructors continue to teach with us is the quality of Extension students.

Six characteristics of adult learners that describe what will best help them to learn include:

- **Adult students are mature people and prefer to be treated as such.**
  They learn best in a democratic, participatory and collaborative environment. They need to be actively involved in determining how and what they will learn, and they need active rather than passive learning experiences. They are self-reliant learners and prefer to work at their own pace.
- **Adult students have needs that are concrete and immediate.**
  They tend to be impatient with long discourses on theory and like to see theory applied to practical problems. This doesn't mean they are not interested in theory, but they also must see the practical application of the theory. They are task- or problem-centered rather than subject-centered. Their learning is not complete until it is expressed in appropriate action.
- **Adult students are more impatient in the pursuit of learning objectives.**
  They are less tolerant of "busy work" that does not have immediate and direct application to their objectives or needs.
- **Adult students have useful past experience.**
  They are more realistic and have insights into what is likely to work and what is not. They are more readily able to relate new facts to past experiences.
- **Adult students enjoy having their talents and information incorporated into a teaching situation.**
  They bring their own experiences and knowledge into the classroom, which they like to use as a resource for learning. Give them practical learning activities to build on their prior skills and knowledge.
- **Adult students are sometimes fatigued when they attend classes.**
  They appreciate any teaching devices that add interest and a sense of liveliness, such as a variety of methods, audio/visual aids, change of pace and sense of humor.

Section 2: International Students

UC Berkeley Extension hosts an increasing number of international students, and you must be aware not only of individual learning styles, but also of cultural differences and cultural assumptions both teachers and students bring to the classroom. For example, international students may have differing assumptions and definitions concerning academic integrity.

International students are advised that they must have achieved a minimum TOEFL score of 79 iBT and/or possess equivalent English language proficiency skills. They also must have previously completed the listed prerequisites for the course(s).

If you have a non-native English speaker in your classroom who seems to be struggling with the material, please consult your Program Coordinator. If you teach in the International Diploma Programs, please contact UC Berkeley Extension's International Student Administrative Services at extension-intl@berkeley.edu or (510) 642-2564.

If you would like to gain a better understanding of how student and teacher behaviors affect international student learning, contact the Extension Education Department at (510) 642-1171 or extension-education@berkeley.edu.

Please also refer to policies concerning international students.

Section 3: Students With Disabilities

The federal Americans With Disabilities Act (ADA) of 1990, as amended and other federal and state laws, as well as the University of California Guidelines Applying to Nondiscrimination on the Basis of Disability require that persons with disabilities have equal opportunity to enjoy campus programs, activities, and benefits.

Extension is committed to ensuring that all students with disabilities have equal access to educational opportunities. We offer a wide range of services for students with disabilities that are individually designed, and based on the specific needs of each student.

EXDSS works with the campus Disabled Students Program (DSP) to confirm each student's eligibility for academic accommodations. EXDSS will provide all students who elect to use their approved accommodations with a Letter of Accommodation for every course section in which they enroll each semester. EXDSS collaborates with instructors, volunteers, auxiliary service assistants and vendors to provide services to students. For online courses, EXDSS will notify and work with a course developer to implement necessary accommodations.

Students with special needs are asked to contact Extension Disabled Student Services (EXDSS) at (510) 643-5732 or extension-dss@berkeley.edu at least two weeks before the beginning of a course so that the appropriate arrangements can be made. If students inform you directly of a disability and/or their need for an accommodation, you must direct them to contact EXDSS immediately to obtain more information, and if needed, a Letter of Accommodation. Please refer students to information published on our website. Do not provide accommodations until you receive a Letter of Accommodation from EXDSS.

Course instructors play a critical role in enabling the University to meet its obligation to appropriately accommodate students with disabilities who are registered with UC Berkeley's Disabled Students' Program (DSP) and who have been issued a Letter of Accommodation by Extension Disabled Student Services (EXDSS).

The following is a limited list of typically approved accommodations. When students give you Letters of Accommodation, you may be responsible for implementing the following accommodations in the classroom depending upon the student's special needs:

- Applicable to All EXDSS Students:
  - Confidentiality: Information about a student's disability is confidential, and may not be shared with other students. You should file your Letters of Accommodation in a safe place and refrain from discussing your students' disabilities and necessary accommodations with other fellow students or others who have no educational "need to know." See A. Family Educational Rights and Privacy Act of 1974 (FERPA).
  - Review all accommodation letters and work with the student in confidence and with discretion to decide how accommodations will be implemented.
  - Only implement academic accommodations documented in the Letter of Accommodation for the current term.
- Accessible Format for Reading Assignments:
  - Provide all course handouts, course-related web access and technology in an accessible electronic format. Because students with print disabilities usually need assistance, reading materials should be provided well in advance before the reading assignment due date (preferably two weeks).
  - All materials should be clearly legible, "clean" (without stray marks, highlighting, or mark-ups), and whenever possible, in a Word Document or word-searchable PDF.
  - Required or Recommended: Always indicate in your syllabus which course readings (including Canvas or Angel assignments) are either "required" readings or "recommended."
- Extended time for exams and quizzes:
  - Some students may be afforded time and one half, double-time or triple time to take an exam or quiz.
  - Proctoring Assistance: With advance notice (2 weeks preferably), EXDSS has limited resources for exam proctoring. All instructors with students approved for extended testing time in their class will receive access to the EXDSS proctor request form. To request proctoring services, please submit a proctor request form.
- Note-taking:
  - EXDSS may request you to ask the class for a student volunteer to serve as a note-taker; however, please do not reveal to the class which student is in need of the service.
- Sign language interpretation (vendor arrangement)
- Captioning:
  - Extension works with vendors for real-time captioning.
  - Instructors must ensure that all media includes captions (preferred) or subtitles. Please note that you are required to adhere to copyright laws in the acquisition and dissemination of such materials. See G. Copyright Restrictions. You may, with advance notice, contact EXDSS for assistance at extension-dss@berkeley.edu.
- Assistive listening devices
- Lab assistance
- Schedule Changes, Physical Activities and Field Trips:
  - Notify EXDSS at extension-dss@berkeley.edu of any schedule changes as soon as possible so we can reschedule service providers.
  - If a class includes an activity requiring physical mobility or field trip, you need to be specific in your syl-

labus about what it will involve. (Example: The field trip includes about two miles of walking in an hour's time. The walk includes some stairs and steep inclines and may cover wet or slippery surfaces.)

- Please note that it may be necessary to make special arrangements for a disabled student or, in some cases, to design an alternative for the entire class. Communicate with your EXDSS if questions arise about the accessibility of any class activity.

You are not required to compromise the academic quality of your course by giving passing grades to students who have failed to demonstrate the required level of understanding or performance competency. The requirement to provide reasonable accommodations is designed to afford an equal opportunity for students with disabilities. Once you have provided accommodations, you should grade the work of disabled students as you would grade the work of any others.

If you receive a Letter of Accommodation and find it difficult to provide the accommodations listed, or if you disagree with the accommodations, contact the EXDSS coordinator at (510) 643-5732. If you and the EXDSS Coordinator reach an impasse in the discussion about an accommodation, the EXDSS Coordinator will contact the DSP Educational Specialist to discuss your concerns. If you still disagree after receiving input from the Specialist, the Specialist and EXDSS Coordinator will contact the Disability Compliance Officer who will examine the case and make a final decision.

If you have any questions please feel free to contact Extension Disabled Student Services (EXDSS) at (510) 643-5732 or extension-dss@berkeley.edu.

Section 4: Academic Integrity and Academic Misconduct

Students are encouraged to reach out to their fellow students in the classroom to avoid isolation, to discuss materials, and to ask each other questions; however, there are limits to this collaboration. In discussing issues of academic integrity with students, Extension recommends that you convey information in the spirit of establishing a productive and fair learning environment for all. Students are expected to share responsibility for establishing a learning environment that is beneficial for them and fair to others.

The UC Berkeley Extension Honor Code can be used in discussions and written texts to students to address academic integrity and academic misconduct and general student conduct: "All members of the UC Berkeley Extension community are expected to act with honesty, integrity and respect for others."

Academic misconduct is violation 102.01 of the UC Berkeley Extension Code of Student Conduct and is defined as "all forms of academic misconduct including but not limited to cheating, fabrication, plagiarism or facilitating academic dishonesty." Please refer to APPENDIX II: DEFINITIONS AND EXAMPLES OF ACADEMIC MISCONDUCT in UC Berkeley Extension's Code of Student Conduct for a non-exhaustive list of definitions and examples of academic misconduct.

In 2015, UC Berkeley Extension launched the Turnitin service to support academic integrity. Turnitin is an opt-in tool enabled through the Canvas Learning Management System that allows instructors to check student assignments for originality. Instructors can use Turnitin to identify possible instances of plagiarism or as a student-facing self-assessment tool to improve student writing and citation. For more information on how to enable Turnitin for your class, please contact your Program Coordinator and also refer to Section 7: Turnitin for more information.

A. Syllabus Statement

You can deter academic misconduct most effectively by providing—in the syllabus and in classroom discussions—clear expectations about appropriate academic behavior in class and informing students about the consequences for engaging in prohibited behavior. In D. Preparing Your Course Syllabus, you were encouraged to include the following information on your syllabus:

"All members of the UC Berkeley Extension Community are expected to act with honesty, integrity and respect for others. For further information, refer to:

- How to Maintain Your Academic Integrity: extension.berkeley.edu/static/studentservices/policies/#integrity
- UC Berkeley Extension Code of Student Conduct: extension.berkeley.edu/static/studentservices/policies/#conduct

If you plan to enable Turnitin, please also include the following:

- This class will be using Turnitin. Turnitin is an online plagiarism detection service that matches submitted papers to a text-matching database consisting of traditional publications, Internet publications, and other UC Berkeley and UC Berkeley Extension student papers. It is a useful tool for learning proper summary, paraphrase, and quotation skills in addition to identifying overt instances of plagiarism. Further information and instructions can be found at Turnitin.com.

B. Academic Integrity Information and Handouts

Some student populations, such as international students, may need additional guidance on academic integrity as the assumptions and definitions of academic integrity may vary culture by culture.

- All online courses hosted on elearning.berkeley.edu (Angel) and on onlinelearning.berkeley.edu (Canvas) have detailed information about academic integrity in the Course Information folder at the top of the Modules listing. This information should also be referenced in your classroom syllabus.
- Feel free to copy and distribute the following handout to your class along with your syllabus: Tips on Maintaining Your Academic Integrity.

You can also develop your own handouts to further guide students with your expectations. Here is a general example of additional information you can share with students on your syllabus or in a handout:

- It is up to every student to ensure that all academic work reflects his or her own ideas and properly attributes other ideas to the original sources. These are some basic expectations of students with regards to academic integrity:
  - Any work submitted should be your own and should not have been submitted for credit in another course unless you have prior written permission to re-use it in this course from this instructor.
  - All assignments must use proper citation, identifying original sources and using citation for words or ideas from other sources. Refer to the Library's resource on citation and plagiarism.
  - Do not collaborate or work with others on assignments or projects unless you have been given permission or instruction to do so.
- Potential consequences of code violation academic misconduct (v102.01): (Examples below can be adapted as needed. Instructors should be as specific as possible):
  - Student will resubmit assignment, paper or computer program.
  - Student will retake exam.
  - Student will receive reduced credit, grade or zero on assignment or exam.
  - Student will receive reduced final grade or failing grade for the course.

As you read through the next two sections on prevention, consider the following questions regarding what defines appropriate collaboration for your students:

- What constitutes permissible collaboration in the course?
- Can students discuss assignments together?
- Can students work together to create their answers?
- Should students tell instructors with whom they worked?
- You may include information in your syllabus about ways students can or cannot work together, and clearly inform the students of your expectations regarding collaboration on the first day of class and during the semester.
- Permissible and impermissible collaborations. Examples below can be adapted as needed:

More tips can be found at http://sa.berkeley.edu/conduct/dishonesty and http://asuc.org/honorcode.

C. Preventing Plagiarism

One of the most prevalent forms of academic misconduct is plagiarism on papers. If you require original research papers in your class, then explain to students what you mean by "original" and by "research." If you require citations of sources, you should explain or provide a handout of what you define as appropriate use of citations.

Here are some suggestions for preventing plagiarism or cheating on papers:

- Review what constitutes plagiarism when the papers are assigned.
- Explain proper procedures for crediting and citing sources and distribute citation guidelines of the Modern Language Association (MLA) or the American Psychological Association (APA). The Purdue Online Writing Lab has produced easy-to-use guides for the MLA and APA styles; they cover Web sources, as well as print and other traditional sources. Refer to the Library's resource on citation and plagiarism.
- Remind students that the Internet is not "open source" and that they will need to cite Websites as they would for any other source (including Wikipedia). Refer students to UC Berkeley's Teaching Library, which has prepared a tutorial on Research-Quality Web Searching that offers best practices in research.
- Ask students to test their knowledge about plagiarism by taking a plagiarism test from Indiana University's School of Education.
- Assign topics that are unique and/or likely to require new research.
- If possible, ask students to keep a log of their research activities, with full citations, even printouts of their sources, so that they can retrace their steps when creating their citations and compiling their bibliography. Or, recommend citation-management tools for courses that require extensive research.
- Give students a schedule of deadlines for handing in evidence of progress on their papers.
- Inform students that they may be examined on their sources for their work.

Collaboration examples to share with students:

- OK: Researching the Web on a topic for a written assignment or discussion question.
- OK: For written assignments, discussing the question or assignment topic with other students.
- Not OK: Copying, paraphrasing or using ideas from a website or text without using proper citation of the source. See guidelines.
- Not OK: Writing a piece together and submitting the same or slightly paraphrased text.

D. Preventing Cheating on Exams and Assessments

When preparing and planning for exams and assessments, you may use procedures and methods that discourage cheating. Most students appreciate your efforts to make the testing situation fair. Cheating on classroom exams occurs through wandering eyes, whispering, texting and crib sheets.

For most fully online courses, the final exam is proctored and students must pass the exam with a grade of C or better in order to pass the online course. However, other online assessments, including exams and quizzes, are offered without a monitor and are effectively considered to be "open book" or "open Web." Currently, UC Berkeley Extension's learning management system for online courses does not offer features for Web-proctored or electronically proctored exams.

To be more aware of the potential for cheating on examinations and methods for preventing it:

- Inform students what is appropriate academic behavior for exams and that you will be enforcing the University's rules on cheating by monitoring the exam for academic misconduct.
- Create alternate exam versions with the order of the questions scrambled, and distribute them to the students in a way that will minimize the ability to cheat. Many online tools allow for randomization or selection of questions from a pool.
- Consider an open-book exam or allow students to bring certain materials to the exam.
- Assessment questions should challenge the student to apply their knowledge rather than parrot back rote answers.
- Maintain adequate security at all times for exams, grade books and grade rosters.
- To prevent students from having someone else take their exam, proctors for online exams require identification and student signatures on exams. If you teach a classroom course, you may also wish to employ this method for their examinations. If you plan to check IDs, note this in the syllabus and notify students at the first class meeting and before the exam.
- Students who miss or will miss the scheduled exam and need to arrange for a makeup exam at alternate times should be provided with alternative versions of the exams (See 3. Alternative Test or Examination Schedule to Accommodate Religious Creed.)
- If you return originals or copies of exams back to students, change the exams every time you teach that course.

1. COLLABORATION EXAMPLES TO SHARE WITH STUDENTS

- OK: Studying together for the midterm.
- OK: Listening to lectures with another student.
- Not OK: Working with another student when doing the homework. (In some cases, instructors may want students to work together on specific assignments or projects; if so, please specify to students which assignments and projects are OK for collaboration.)
- Not OK: Discussing the answers to the questions while taking a midterm, exam, quiz or final.
- Not OK: Obtaining the questions and answers to an exam from a student who previously took the exam.
- Not OK: Using electronic devices, the Internet or texting questions to another person to obtain answers to exam questions.
- Not OK: Writing notes on your hand or in your blank "blue book" prior to the exam.

2. CLASSROOM EXAMS

- Monitor the exam. Maintain order and quiet while exams are being collected or turned in.
- Space permitting, assign students to sit in every other seat.
- Require students to sign an attendance sheet when they turn in their exams.
- Ensure that all books, notes, laptops and cell/smart phones are turned off and placed out of sight, not on the seat between students.
- When exam "blue books" are used, stamp them and distribute randomly; have students begin on a particular page, or have students swap them with each other.
- Supply any "scratch paper," and allow only this scratch paper to be used during the exam. Students should submit all scratch paper with the completed exam.

3. ONLINE EXAMS

- Keep the exam open and available for a limited period of time.
- Place a time limit on the examination.
- Advise students that detailed logs are kept that can reveal collaboration.
- Although online testing is appealing because of the ability for the assessment to be automatically graded (multiple choice, fill in the blank, true/false), you should incorporate at least a few questions that require written answers that can be compared to assignments and postings for similarity of voice.
- Encourage students to test themselves by taking midterms or other assessments similar to the proctored final in order to prepare for the final exam.

E. Investigating and Resolving Incidents of Academic Misconduct

If you have concerns about a student's academic integrity, immediately communicate them to your Program Coordinator who can provide further advice and support.

If there is sufficient documentation collected to pursue the charge of academic misconduct, the determination of the academic penalty rests entirely with the instructor. According to the Berkeley Academic Senate Committee on Courses of Instruction (Memo dated November 7, 1987), "[a]n instructor may assign an F grade both to the assignment in which the cheating occurred and, when the offense is sufficiently serious, for the course as a whole. A student should, however, always be informed of the action taken. The student should also be told of the right to a grade appeal, if he or she considers the grade unfair."

Extension instructors are required to attempt to informally resolve the incident directly with the student whenever possible. Students have a right to be notified as soon as possible about a potential violation and given an opportunity to respond.

Procedures

1. Documentation

Collect all of the documentation on the situation including:

- The course syllabus
- The original version of the work in question with notes as applicable (e.g., blue book, test/quiz, paper, assignment, etc.)
- Other important documentation (e.g., sources work plagiarized from, online resources, other students' work, etc.)

- Correspondence with the student(s)
- Written statements from witnesses (including all instructors, guest lecturers, course assistants or facilitators, proctors or other students).

2. Investigation: After reviewing the documentation, determine whether the student engaged in appropriate academic behavior. Consult with your Program Director if you need further guidance or for complicated cases.

a. **Case Dropped:** It is acceptable to decide that the student's behavior was appropriate or to drop the case due to insufficient documentation. No further action is needed.

b. **Case Pursued:** If there is sufficient documentation to pursue the charge of academic misconduct, arrange a meeting, phone call or online chat to discuss your concerns with the student. If the case warrants it, you may invite the Program Director to participate. Below outlines some specific advice (from Barbara Gross Davis' "Tools for Teaching," Jossey-Bass, 2009):

- Objectively explain the problem to the student as you see it.
- Describe why the issue is a problem in grading or in evaluating the student's work.
- Project an air of concern for the student as an individual, but communicate the seriousness of the situation.
- Avoid using the words "cheating" or "plagiarism" as a direct accusation. Explain and discuss the concerns without accusing the student. (For example: "I found that your paper had the exact same paragraph from this article. Can you tell me what happened when you wrote this paper?" or, "When I was grading the exams, I saw that your answers, including the wrong answers, matched another student's. I believe that you were sitting by this student during the exam. Can you tell me what happened during the exam?")
- If there is documentation related to the allegation, show the documentation that you have gathered to the student.
- Listen attentively to the student's explanation.
- If a student denies any wrongdoing, ask him or her questions about his or her approach while working on the paper, assignment or exam. Also, ask for explanations about the specific aspects of the paper, assignment or exam (i.e.,, definitions of unique terms, his or her process to answer the question, his or her understandings of the materials, or the use of outside sources, etc.).

3. Informal Resolution: After conferring with the student, determine whether the student engaged in appropriate academic behavior. Consult with your Program Director if you need further guidance or for complicated cases.

a. **Case Dropped:** It is acceptable to decide that the student's behavior was appropriate or to drop the case due to insufficient documentation. No further action is needed.

b. **Case Pursued:** If you still suspect an academic misconduct violation has occurred, propose academic sanction(s) to informally resolve the incident by completing and signing the Instructor Disposition for Academic Dishonesty form (PDF, also available in your UC Berkeley Extension Instructor Account). You are only permitted to propose academic sanction(s); you are not permitted to propose other non-academic sanctions as listed in the UC Berkeley Extension Code of Conduct. A range of options for academic sanctions is listed on the form; however, please consult your Program Director if you need further guidance on proposing appropriate academic sanction(s). Present the form and the proposed resolution to the student and give the student a clear deadline to agree and sign the form (e.g., 5–10 business days at the most).

4. Resolution Outcomes:

a. **Case Resolved Informally:** If after presenting the student with the Instructor Disposition for Academic Dishonesty form, the student assumes responsibility and signs the form, proceed with implementing the academic sanctions as outlined on the form and submit the completed incident report as soon as possible to extension-registrar@berkeley.edu (but no more than 30 days after the incident) along with:

   i. The Instructor Disposition for Academic Dishonesty form (signed by both you and the student);
   ii. The course syllabus;
   iii. The original version of the work in question with notes as applicable (e.g., blue book, test/quiz, paper, etc.);
   iv. Other important documentation (e.g., sources work plagiarized from, online resources, other students' work etc.);
   v. Correspondence with the student(s);
   vi. Written statements from witnesses (including all instructors, guest lecturers, course assistants or facilitators, proctors or other students).
   vii. For students who have not had a prior history of academic misconduct, the UC Berkeley Extension Registrar's Office will issue the student a non-reportable warning. For students who have a prior history of academic misconduct, the UC Berkeley Extension Registrar's Office will proceed with an investigation, issue an alleged violation letter and propose further non-academic disciplinary sanctions.

b. **Case Not Resolved Informally:** If after presenting the form to the student, the student does not assume responsibility and does not sign the Instructor Disposition for Academic Dishonesty form by the deadline you have given them, consult the academic department on procedures for resolving the student(s) grade(s). You or the department may also refer the student to UC Berkeley Extension's grading policies if he or she disputes his or her final grade. Submit the completed incident report as soon as possible to extension-registrar@berkeley.edu (but no more than 30 days after the incident) along with:

   i. The Instructor Disposition for Academic Dishonesty form (signed by you only);
   ii. The course syllabus;
   iii. The original version of the work in question with notes as applicable (e.g., blue book, test/quiz, paper, etc.);
   iv. Other important documentation (e.g., sources work plagiarized from, online resources, other students' work etc.);
   v. Correspondence with the student(s);
   vi. Written statements from witnesses (including all instructors, guest lecturers, course assistants or facilitators, proctors or other students).
   vii. The UC Berkeley Extension Registrar's Office will proceed with the investigation and the conduct process begins. If a student is found responsible through the conduct process, the UC Berkeley Extension Registrar's Office only has the authority to propose non-academic disciplinary sanctions for the student; grades are considered a matter of academic judgment on the part of the instructor. The policies outlined in UC Berkeley Extension's grading policies also apply.

Section 5: Other Student Conduct

The UC Berkeley Extension Honor Code can be used in discussions and written texts to students to address general student conduct: "All members of the UC Berkeley Extension community are expected to act with honesty, integrity and respect for others."

Many classroom disruptions can be avoided by setting expectations early on. There are many preventative measures you can take that will help guard against disruptive behavior in your classroom. Here are some general recommendations (from teaching.berkeley.edu/disruptive-behaviors):

- In your syllabus, set explicit deadlines and make the consequences for missing them clear. Enforce those consequences.
- In your syllabus, outline expectations for appropriate classroom behavior and the consequences for inappropriate behavior.
- Understand your rights and responsibilities. See Section 3: Instructor Conduct.
- Understand your students' responsibilities as outlined in the UC Berkeley Extension Code of Student Conduct (PDF).
- Create an inclusive classroom. From the first day of class, set guidelines for discussion to ensure that everyone feels welcome expressing his or her ideas in class. Some instructors find it helpful to have a brainstorming session about the Honor Code with students on the first day of class and to come to a group agreement about ground rules for respectful class interactions.
- Know your own biases and hot-button issues, which can help you prepare for difficult moments.

A. Best Practices

As the instructor, you are in a unique position to model appropriate classroom behavior for your students. Maintain written records—such as emails and your own documentation of events—when problem scenarios arise. In online courses, use the Coursemail system within the learning management system rather than direct email to retain a record of interactions with students. Below are some tips for handling disruptive behavior in a professional manner (from teaching.berkeley.edu/disruptive-behaviors):

- Talking in class: Try for a long, dramatic pause in your lecture when students are chatting with each other.
- Packing up early: Reserve important activities and points for the end of the class. Have a real end to your class and don't run over time.
- Arriving late and leaving early: Make your policies clear on the syllabus. Set aside an area near the door for students who arrive late. Have an important assignment or activity at the beginning and/or end of class. (Read more valuable classroom management tips.)
- Don't criticize or publicly embarrass students in front of the class. Talk to them privately after class, if necessary.
- Think in advance about how you might respond to disruptive behaviors so you will not be blindsided if they occur. Get good scenarios, complete with video examples.

B. Addressing an Ongoing or Escalating Behavioral Issue

First try to address disruptive behavior directly with the student. In serious cases, rely on your Program Director for support and advice. Escalated situations may be referred to a Student Affairs Specialist in the Registrar's Office. Please write to extension-studentaffairs@berkeley.edu for assistance.

If a student is exhibiting behavior that you believe may pose an immediate threat to himself or herself or someone else, contact the police immediately. Please see a list of emergency numbers.

If you feel unsafe meeting with a student alone, keep your door open or ask a colleague to stand nearby or meet with you. If you're concerned for your safety, position yourself so that the student is not between you and the door.

If a student disrupts your class, kindly but firmly ask him or her to stop. If he or she persists, obtain the individual's name. You may ask a student to leave your class, but only for that session. If the student refuses to leave, inform them that the police will be called. Call the police or ask another student to do so. Always report such an incident to your Program Director or Program Coordinator or write extension-studentaffairs@berkeley.edu.

C. Resources Available to You and Your Students

You may play many roles at UC Berkeley Extension, but it is not your job to be your student's therapist. There are many resources available at Extension to help you navigate a difficult student situation.

- If you are concerned about a student and would like further guidance, or are unable to resolve a case within your department please write to extension-studentaffairs@berkeley.edu for assistance.
- UC Police's Threat Management Unit is available to advise and assist in cases of harassment or threatening or violent behavior. They can answer questions, provide referrals or give presentations. Contact UCPD at (510) 642-6760.
- The University has resources available to instructors, students and staff who are have been subjected to sexual assault, relationship violence, stalking or other forms of sexual harassment:
- Confidential care advocates are available to assist.
- Please also refer to the following information regarding confidential and non-confidential reporting options and resources.
- The Title IX/VI Compliance Officer (510) 643-7985 in the Office for the Prevention of Harassment and Discrimination handles sexual harassment/violence and discrimination complaints from instructors, staff and students. More information.
- Many international students have mental health services available through Extension's health insurance plan; please contact extension-intl@berkeley.edu.
- Community counseling resources are also available for students; please email extension-studentaffairs@berkeley.edu for a list.

D. Filing an Official Complaint for Student Misconduct

To file a complaint involving a student(s), please submit the following information in writing:

- Name of accused student(s) and/or student organization
- Date of alleged incident
- Time of alleged incident
- Place of alleged incident
- Detailed statement of what you observed/heard/experienced (the complaint)
- Names and contact information for any witnesses
- Any additional pertinent information

You can submit complaints in writing to:

Registrar's Office
UC Berkeley Extension
1995 University Ave., Suite 110
Berkeley, CA 94704-7000
Email: extension-registrar@berkeley.edu

Timeline for Complaints: Complaints should be submitted within 30 days of the date that the person making the complaint knew or should have reasonably known about the alleged violation. Complaints received after this time period will not be pursued unless as required by law (e.g., sexual assault complaints).

Note: Complaints need to be submitted by individual(s) who directly witness the alleged conduct and who give their written permission for the information to be shared. Extension may not be able to move forward with a conduct process in response to anonymous complaints.

CHAPTER 5: GRADING POLICIES AND PROCEDURES

Section 1: Types of Courses

Grading criteria and grading options for each course depend on what type of course is offered. When you are in the process of planning your course and writing your course outline and syllabus, your Program Coordinator will inform you of what type of course you will be teaching. You can also determine your course type/number by looking under the course title in the online catalog.

UC Berkeley Extension offers many types of academic and professional credit and noncredit courses.

A. Credit Courses

If a course is offered for credit, the title of each credit course is followed by the UC Berkeley academic department abbreviation in which the credit is granted and the course number. The amount of semester units offered appears after the course number in the print catalog and is included in the specific course-section information on the website. Credit is in semester units. For courses carrying academic or professional-level credit, the University's standard formula for one unit of credit is 15 hours of instructional time, plus two hours of study time for each hour of instruction. Thus, a one-unit course is 15 hours of instruction and 30 hours of study outside of class for a total of 45 hours of course effort. Some courses, such as studios or labs, require more instructional time and less study time.

Credit course numbers include a letter prefix and sometimes a letter suffix: for example, Analytic Geometry and Calculus MATH XBW101A. The course-number prefix X indicates a credit course that originates at UC Berkeley Extension. The course-number prefixes XB indicates an Extension credit course that is equivalent to the campus course with the same content, title, number and credit value offered to UC Berkeley students. The course-number prefix XBW indicates an XB course that is offered either fully or predominantly online.

UC Berkeley Extension offers several types and levels of credit courses:

- X, XB1–99 and XBW1–99: Lower-division credit courses at the level of the first two years of college.
- X, XB100–199 and XBW100–199: Upper-division credit courses at the level of the second two years of college.
- X, XB 200–299 and XBW 200–299: Graduate-level credit courses that are ordinarily open only to students who have completed at least 18 upper-division units basic to the subject matter of the course.
- X300–399: Professional credit courses in education for prospective and current teachers and school administrators.
- X400–499: Professional, post-baccalaureate credit courses in a variety of fields (other than education) such as the arts, behavioral health sciences, biological and physical sciences, business and management, technology and information management, engineering, landscape architecture, writing, and so forth.

All university-level academic credit courses numbered X, XB1–299 and XBW1–299 and the Extension instructors who teach them are reviewed and approved by the appropriate academic department on the UC Berkeley campus and by the Committee on Courses of Instruction (COCI) of the UC Berkeley Academic Senate. The UC Berkeley Academic Senate delegates authority to the Dean of UC Berkeley Extension to approve professional, post-baccalaureate credit courses that are numbered X300–499. This academic supervision by University faculty is assurance of excellence in course content and quality of instruction.

B. Noncredit Courses

Noncredit courses can be offered for noncredit letter grade or noncredit pass/not pass; however, the majority UC Berkeley Extension's noncredit courses are offered for continuing education units (CEUs), a nationally recognized means of recording noncredit study. Many employers and re-licensure agencies accept these units as evidence of your serious commitment to career advancement and the maintenance of professional competence. The letters ceu and a number identify a noncredit course in which you can earn continuing education units. One ceu is awarded for 10 instructional hours. Student attendance and an evaluation of student knowledge or completed work are the primary criteria for the satisfactory completion of a course offered for CEU.

UC Berkeley Extension offers two types of noncredit courses:

- 800–899 noncredit courses may be offered for a noncredit letter grade, pass/not pass or for continuing education units (CEUs). UC Berkeley Extension does not award both a noncredit grade and CEUs for the same course.
- 1000 or above: Noncredit courses numbered 1000 or above may be offered for continuing education units (CEUs) which are recorded on a student's permanent record (transcript) or they may carry no academic credit, grades or CEU values and will not be recorded on a student's permanent record (transcript). Some noncredit courses are related to personal enrichment topics.

Final approval for all noncredit courses resides in Extension's Dean's Office as delegated by the Berkeley Academic Senate.

Section 2: Course Grading Options and Deadlines

All students will be graded according to the default student grading option unless they file a Petition for Grade Option Change form (PDF), Petition to Withdraw, or if you come to a written agreement with a student and file a Petition for Incomplete (strict policies apply for the awarding of incompletes grades). The deadline for students to request a grading option change from you is prior to the course end date and final exam or project due date, or by the deadlines established for concurrent enrollment courses. Refer to the following sections for further information: Section 5: Petition to Withdraw (W) and Section 6: Petition for Incomplete (I)

The change from "not for credit" to "credit" may be made only if you have recorded the student's academic progress throughout the course. If a student doesn't inform you of his or her preferred grading option, assign the student a letter grade. If the student stops attending class, has not officially withdrawn, and has not informed you of their grade option, assign the student an "F" as a final grade for the course.

All relevant forms are available in your UC Berkeley Extension Instructor Account. As Extension does not currently record student grade preferences, you should keep track of the student's grade preference by recording it in the "Student Notes" section of the grading sheet in your UC Berkeley Extension Instructor Account.

A. Credit Courses Numbered X, XB and XBW 1-199, X300-399 and X400–499

Unless the course is offered for "variable" semester units that the student can elect upon enrollment, students must earn all units associated with the course or none ("partial" units cannot be awarded). The grading options for these courses are as follows:

- Credit Letter Grade (CLG): Credit letter grade is the default grading option for all courses offered for credit letter grade.
- Pass/Not Pass (P/NP): Pass/Not Pass is the default grading option for courses that are only offered for credit pass/not pass but can also be elected by students for courses offered for credit letter grade.
- Not for Credit (NC)

B. Graduate-Level Credit Courses Numbered X200-299

The grading options for graduate-level credit courses are as follows:

- Credit Letter Grade (CLG): Credit letter grade is the default grading option for all graduate-level courses offered for credit letter grade.
- Satisfactory/Unsatisfactory (S/U): Satisfactory/Unsatisfactory is the default grading option for graduate-level courses that are only offered for credit satisfactory/unsatisfactory but can also be elected by students for graduate-level courses offered for credit letter grade.
- Not for Credit (NC)

C. Noncredit Courses - Letter Grade or Pass/Not Pass

The options for 800-level noncredit courses that are only offered for a letter grade are as follows:

- Letter Grade (LG): Noncredit letter grade is the default grading option for all courses offered for noncredit letter grade.
- Pass/Not Pass (P/NP): Pass/Not Pass is the default grading option for courses that are only offered for noncredit pass/not pass but can also be elected by students for courses offered for noncredit letter grade.

D. Noncredit Courses – Continuing Education Units (CEU)

For any noncredit course offered for continuing education units (800-level or numbered 1000 or above), students who have attended the entire class and who have participated in the class as defined by the course syllabus should by default be assigned CEUs. One ceu (1.0) is awarded for each 10 hours of class time. Unless the course is offered for "variable" Continuing Education Units (CEU) that the student can elect upon enrollment, students must earn all CEUs associated with the course or none ("partial" CEUs cannot be awarded).

E. Courses or Workshops With Professional Education Units

Extension may also be approved by a licensing board, professional association or accrediting body (e.g., APA, BBS, MCLE, BRN, etc.) to offer courses or workshops for professional education units. Students have the option to affiliate themselves with their licensing board, professional association or accrediting body in their UC Berkeley Extension Student Accounts (see Section 8: Online Student Account) and can opt to earn professional education units when they enroll online into these types of courses.

You should expect to receive specific instructions from your Program Coordinator regarding professional sign-in sheets. Professional sign-in sheets will be sent to your classes and you will be requested to have students sign in and provide their license numbers. In addition to assigning CEUs on the grading sheet in your UC Berkeley Extension Instructor Account per the instructions above, you must return these completed professional sign-in sheets to the academic department. The academic department will issue Letters of Completion to students.

Section 3: Classroom Visitor Policy

Auditing is not permitted in UC Berkeley Extension courses. Students must always pay to enroll, and they have the option to receive a "not for credit" grading option in a credit course. For more information, see Section 3: Classroom Visitor Policy.

Section 4: Grade Chart and Grade Descriptions

Grade your students using the following chart. Although UC Berkeley Extension does not calculate or record an official grade point average (GPA) on student transcripts, GPAs can be unofficially calculated on the basis of grades and number of units per below.

Grade (For Roster)	Grade Points Per Unit	Recommended Percentage Breakdown	Description
A+ A A-	4.0 4.0 3.7	94%–100% 94%–100% 90%–93%	Excellent: The grade of "A+", when awarded at your discretion, represents extraordinary achievement, but does not receive grade point credit beyond that received for the grade of A.
B+ B B-	3.3 3.0 2.7	86%–89% 83%–85% 80%–82%	Good
C+ C C-	2.3 2.0 1.7	76%–79% 73%–75% 70%–72%	Fair: Each course in a certificate program must be completed with a grade of C or better, although some programs have higher requirements.
D+ D D-	1.3 1.0 0.7	66%–69% 63%–65% 60%–62%	Barely passed
F	0.0	< 60%	Failed
P			Passed at a minimum level of C-minus or 70%
NP			Not Passed—anything below a C-minus or below 70%
S			Satisfactory or passed at a minimum level of B-minus or 80% (only an option for graduate-level courses e.g., X200–299)
U			Unsatisfactory—anything below a B-minus or below 80% (only an option for graduate-division university courses, e.g., X200–299)
I			Work of passing quality but incomplete due to circumstances beyond the student's control. Strict criteria apply; see Section 6: Petition for Incomplete (I). Work should be completed within 90 days of the course end date. If student does not complete the work as agreed, instructors may opt to submit a final failing grade. If left unresolved, the grade Incomplete (I) in any course becomes part of the student's permanent academic record.
NC			Not for Credit: Assigned to students whose attendance is satisfactory but who choose not to fulfill credit requirements. See Section 3: Classroom Visitor Policy.
W			Withdrawal: Withdrawal from a course without academic penalty. Issued based on a student-initiated withdrawal. See Petition to Withdraw for more information.

CEU			Assigning CEU indicates that the student has attended all of the instructional hours and has participated in the course as outlined in the course syllabus.

Passed, Not Passed, Satisfactory and Unsatisfactory carry no grade points and the units are excluded in determination of the grade points when a student has completed a professional certificate or specialized program of study.

Various organizations offer tuition reimbursement to their employees, and the criteria for reimbursements can vary. Some companies tie reimbursement to a grade of "B" or better; others have a sliding scale that depends on the grade. Only concern yourself with the quality of the student's performance in the course, not the financial arrangements a student may have made. If you receive questions about reimbursement that you cannot comfortably answer, refer the student to your Program Coordinator.

Section 5: Petition to Withdraw (W)

Students can request to withdraw from a course without academic penalty after the drop deadline has passed. Unlike a "drop," a withdrawal is notated on a student's transcript with a grade of "W." See Drops and Refunds for more information.

Students can request to withdraw by submitting a request through their UC Berkeley Extension Student Account (see Section 8: Online Student Account) or by completing and submitting a petition to withdraw form (PDF, also available in your UC Berkeley Extension Instructor Account). The request or form must be submitted prior to the course end date and final exam or project due date, or by the deadlines established for concurrent enrollment courses.

Online withdrawal requests are reviewed and approved by the academic department director. The status of the request is noted (e.g., "pending," "denied" or "approved") in blue on the online grading sheet available in your UC Berkeley Extension Instructor Account. Academic departments may consult with you for further information when they receive a withdrawal request.

For all "approved" student withdrawal, requests that haven't yet been assigned a grade, assign a "W" to the grading sheet for courses offered for a letter grade. For noncredit CEU courses, leave the grade field blank and insert a student note that the student requested to withdraw and date. For all denied student withdrawal requests, assign the grade that the student earned. If you notice that a withdrawal request status has been in pending status for a long period of time, please notify your Program Coordinator.

Section 6: Petition for Incomplete (I)

UC Berkeley Extension policy states that if a student has completed 75% of the coursework with a passing grade but is unable to complete the remaining work before the course end date due to circumstances beyond his or her control, the instructor may assign an Incomplete grade (I) and give the student up to three additional months to complete all work. This Petition for Incomplete Grade form (PDF, also in your UC Berkeley Extension Instructor Account) serves as a written agreement between student and instructor and will document the work to be completed and the date by which it must be completed.

Students must meet strict criteria before qualifying to receive an incomplete grade. Incomplete grades are contingent upon your approval, and you are under no obligation to grant them. If any student requests an Incomplete, please review our published policies and refer the student to them. If the student meets the criteria for an incomplete, please download a Petition for Grade Incomplete (PDF, also in your UC Berkeley Extension

Instructor Account) and complete it with the student. When giving an Incomplete (I), you accept the responsibility and, in effect, enter a contract with the student to receive and evaluate the student's remaining work by a mutually chosen date, within three months of the course's end date. You should provide a telephone number or email address on the petition form to allow the student to communicate with you.

Note: International students on an F-1 student visa are not allowed to petition for Incomplete (I). You must assign the grade earned by the end of the course. You should confirm with the student that he or she is not on a student visa before agreeing to enter into an incomplete agreement.

To submit the incomplete grade:

- Log in to your Extension instructor account at extension.berkeley.edu and submit an "I" grade for the student on the grading sheet.
- Return the completed and signed form as follows:
- Scan the form and email it from your berkeley.edu domain email account to: extension-records@berkeley.edu, or
- Mail the form to: UC Berkeley Extension Records Unit, UC Berkeley Extension, 1995 University Ave, Ste. 110, Berkeley, CA 94704-7000.
- Retain a copy of the form to submit with the student's final course grade (see below).

When the Student Completes the Work:

You should:

1. Complete the bottom of the Petition for Incomplete Grade with the date that the work was submitted and the final grade assigned for the course.
2. Make a copy for your records.
3. Follow the instructions above to mail or scan and email the form to Extension.

If students do not complete the work as agreed, you may opt to submit a final failing grade for a student. If left unresolved, the grade "Incomplete" (I) becomes part of the student's permanent academic record.

If you have any questions about incomplete grades, consult your Program Coordinator.

Section 7: Submitting Final Grades/CEUs to UC Berkeley Extension

The following video tutorials show you how to submit final grades or CEUs through your UC Berkeley Extension Instructor Account:

- Grading Credit Courses
- Grading Noncredit Courses

To access a course grade sheet, log in to your UC Berkeley Extension Instructor Account. Select the specific class, and then select the grading sheet option from the submenu in the left-hand navigation.

Note: If you do not click the Save button, any new items or changes will be lost.

1. Filter students: Select student(s) by using filter "Show students that are."
2. How to navigate: Use your Tab key to move from one box to the next.
3. Enter final grades/CEUs: Enter final grade(s) or CEU(s). The box has a dropdown arrow; click on the arrow and then click on the appropriate value.
   a. Withdrawal requests: Please note that any withdrawal requests made by the student through the website will be denoted in the color blue on the grading sheet. These requests are reviewed and approved by the

academic department director and the status of the request is noted. For all approved student withdrawal requests that haven't yet been assigned a grade or CEU, assign a W for letter-grade courses and leave the grade field "blank" for CEU courses with a note in the student notes field to indicate that the student requested to withdraw (per No. 4a below).

b. For credit and other letter-grade courses:

i. Assign a letter grade (A–F) unless the student has a documented and approved petition for withdrawal (W), for incomplete (I) or for another grade option such as Not for Credit (NC) or Pass/Not Pass (P/NP). Please add a brief explanation in the student notes field to indicate that a petition form was submitted and approved (per No. 4a below).

ii. If the student has not dropped, has not requested an incomplete or withdrawal, and/or has not otherwise attended the course, assign a failing final grade for the course (F or NP as applicable) and add a brief explanation in the student notes field (per No. 4a below).

c. For CEU courses: Assign CEUs to all students who have attended the entire class as well as participated in the class as defined by the course syllabus. To keep track of attendance, it is recommended to have students sign in at the beginning and end of each class meeting. If a student did not show or has not attended the entire class, leave the final grade/CEU field "blank" and add a brief explanation in the student notes field (e.g., student did not attend class, etc.). See No. 4a below).

4. Enter additional information as applicable:

a. Student notes: Use the "student notes" field if you wish to explain any anomalies in grading. Students will not be able to view these notes unless they make formal requests to review their entire student record per the A. Family Educational Rights and Privacy Act of 1974 (FERPA) or if UC Berkeley Extension receives a subpoena for this information.

b. Number of sessions (optional): You may wish to denote the number of sessions each student attended.

c. Other information: Please note that your academic department will attest to whether students have met the certificate requirements, and the records department will enter completion dates upon final approval of grades and CEUs.

5. Save frequently: Any data you enter will not be captured by the system until you click on the Save button at the bottom of the sheet. Remember to save your work frequently (every five to 10 minutes). As a security measure, if you have not clicked on Save for 30 minutes, the system will close your access and all your work since the last save will be lost. Until you select Instructor Approved, you can save the grading sheet and return to make changes to a student's final grade or CEU.

6. Final grade submission:

a. Instructor Approved Checkbox

i. Note: After you mark the Instructor Approved checkbox, you will no longer be able to modify final grades or CEUs directly. Do not mark the Instructor Approved checkbox if you still expect to change any final grades or CEUs.

ii. Once your course is complete and you are comfortable with the final grades or CEUs you have assigned and saved, mark the Instructor Approved checkbox for each student and click on the Save button at the bottom of the page.

7. Grade due dates: For classroom courses, you must submit grades and CEUs within two weeks of the section end date. For online courses, you must submit grades and CEUs within two weeks of receiving the student's final project or exam. Note: Failure to submit grades in a timely manner will delay your payment.

What Happens After Grades Are Submitted?

If you find any errors in the grading sheet after marking the Instructor Approved checkbox, please contact your Program Coordinator immediately and refer to A. Grade Correction Request (For Erroneous Grades). for more information on how to submit a Grade Correction Request for Erroneous Grades.

Once you mark grades as "instructor approved" and save the grading sheet, the grading sheet is submitted to the academic department for "program approval." The academic department verifies that the certificate requirements are met and marks the grading sheet as "program approved." This action submits the grading sheet to the Registrar's Office for "final approval." Records assistants insert a completion date and mark the grading sheet as "final approved." Once grades are marked as "final approved," students will be able to view and print their achievement reports from their UC Berkeley Extension Student Accounts (see Section 8: Online Student Account) under "My Enrollment History."

Section 8: Final Grade Reviews and Appeals

A. Grade Correction Request (For Erroneous Grades)

When you file a grade (except Incomplete) on the Grade Roster at the end of the semester, it is considered final. No change of grade may be made on the basis of reassessment of the quality of a student's work. No term grade except Incomplete may be revised by re-examination. However, the correction of a clerical or procedural error may be authorized as the Extension academic department directs.

Extension's Academic and Student Records Unit may be authorized to change a final grade upon written request from you for clerical or procedural errors, including those in adding scores or transcribing grades. The department director must authorize the grade correction by signing the form. Grades for a course that concluded 12 or more months from the course end date may not be appealed or corrected.

To request grade corrections, mail or fax a request letter or complete the Grade Correction Request (PDF) to the Program Director responsible for the course.

B. Final Grade Appeals Policy

UC Berkeley Extension considers grades to be a matter of academic judgment on the part of the instructor. It is Extension's policy that students can only request a final grade review in certain circumstances. If it is not possible to resolve the situation with the student directly, you should refer the student to the Final Grade Reviews and Appeals Policy. Alert your Program Director that he or she may receive a grade review request and provide details regarding the circumstances from your point of view.

Section 9: Documenting Grades and Retaining Student Work

A. Documenting Grades

You should record and date everything that will count toward determining your students' final grades, including attendance and retain it for at least 13 months. Proper grading documentation makes it possible for students to change their grading option for example, from Pass/No Pass to Letter Grade, at different points in the term. Be prepared to explain how you calculated a grade.

B. Retaining Student Work

As stipulated by the UC Berkeley Academic Senate regulation A251 (Disposition of Final Examinations), if you

teach a ground-based course, it is your responsibility to retain your students' final examinations or copies of them for a period of 13 months after the dates of such examinations.

It is also your responsibility to provide a student access to his or her final examination, either by providing the student with a copy of the final examination or by making arrangements for the student to review it under suitable supervision. If the student is unable to review the final examination under suitable supervision, then a copy of it shall be provided to him or her.

For online courses, the graded proctored final examination cannot be released to the student. You record the final exam grade in your grade book within the online learning classroom, you submit the final calculated course grade through your online instructor account in the student information system, and you return the final graded exam to the Exams department. Students may schedule a time with their proctor to review the exam, but they will not be allowed to take the final exam with them.

Student work is FERPA-protected: A student should only see his or her own exam; exams should not be placed in a pile for students to peruse. Final examinations and any other retained student work should be returned to the students, shredded or destroyed after 13 months, unless there is an agreement with the student to extend an incomplete grade and the information is needed to calculate a final grade.

As a best practice, Extension strongly recommends that you also keep copies of final papers, final projects, the Grade/CEU records, the syllabus, recorded student grades, and grading criteria for 13 months as you may be required to show how you calculated a grade if a question arises.

If you have questions, please contact your Program Coordinator or contact extension-exams@berkeley.edu for online courses.

CHAPTER 6: IT SYSTEMS AND RESOURCES

Section 1: System Access Checklist

To assist new Extension instructors with getting set up on all of the various UC Berkeley and UC Berkeley Extension systems, please follow the steps outlined in the System Access Checklist. For additional details and support information about these systems, please review the information in this chapter.

Section 2: CalNet ID

Description: The CalNet ID is your online identity on the UC Berkeley campus. You will use your self-selected username in conjunction with your passphrase to authenticate and access many web-based campus services (this self-selected name will later become your bMail email address). CalNet policy requires that each account holder protect their CalNet ID as carefully as they would other personal IDs (e.g., Social Security or credit card numbers) and the CalNet passphrase information "must not be revealed to any other person for any reason" as it can then be used to access confidential information. A CalNet ID is mandatory for every UC Berkeley Extension instructor.

Cal Net ID Benefits for Employee Instructors:

- Free bConnected account and bMail email address (see Section 2).
- Access to UC Berkeley Libraries - UC Berkeley has the fourth largest library collection in the world! During your teaching term you have UC Berkeley Library privileges, including access to the stacks and access to electronic databases and electronic journals. (See Section 8).
- Access to UC Berkeley's secure Wi-Fi networks (see Section 4)

Cal Net ID Benefits for Independent Contractor Instructors:

- As an affiliate of the University, independent contractor instructors are eligible for a CalNet ID that is issued by campus. The CalNet ID allows access to some services on campus; however, Independent Contractor Instructors with CalNet IDs have more limited access to campus services than employee instructors. A CalNet ID will allow Independent Contractor Instructors to obtain a free bConnected account and bMail address (see Section 2).

How to Request a CalNet ID:

CalNet ID's are usually created as a part of UC Berkeley Extension's hiring process. When a new instructor is hired and entered into the UC payroll system, Instructor Payroll provides a CalNet registration token, consisting of a sequence of numbers, that is required to create a CalNet ID.

- To request a Cal Net ID and registration token, instructors can contact Instructor Payroll at (510) 643-7044 if their last name begins with A–L, or (510) 642-4212 for M–Z or email instructorpayroll-unex@berkeley.edu.
- Prior to creating your CalNet ID, please review the following:
  - CalNet Terms of Use
  - CalNet ID requirements
    - Please use one of the following naming conventions when creating your CalNet ID. The CalNet ID will later be appended with @berkeley.edu account to create your bMail account.
    - First initial + last name, e.g., jsmith
    - First name.last name, e.g., john.smith
    - First initial + middle initial + last name, e.g., jasmith
  - CalNet Passphrase requirements
- Follow the instructions provided by Instructor Payroll to create your CalNet ID with your CalNet registration token within 72 hours after receiving the token.

Support and Information:

If you need help with your CalNet ID and passphrase, assistance may be requested in the following manners:

- In person at Cal 1 Card office -- 180 Cesar Chavez Center, Lower Sproul Plaza
- By phone at (510) 642-4126
- Via email to calnet@berkeley.edu.
- Also, more information and how-to's are available at the CalNet wiki site.

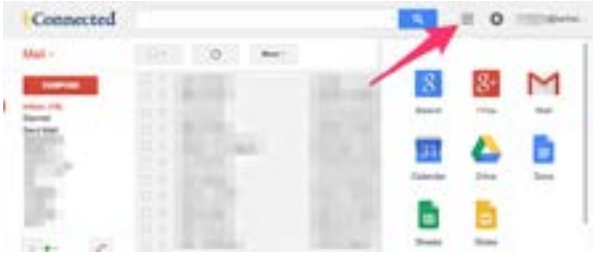
Section 3: bConnected Account—bMail/bCal (Google Apps for Education)

Description: bConnected is the Berkeley name for our campus-wide Google Apps for Education collaboration tools). A bConnected and bMail account is mandatory for every UC Berkeley Extension instructor.

With a single login, the online bConnected services provide access to all your campus communication tools from your desk, your smart phone, or anywhere you have Internet access. bConnected includes:

- bMail - an @berkeley.edu email account
- bCal - calendar
- bDrive - personal cloud storage
- Docs, Sheets, Slides, and Forms

From your bMail window, you can access other applications like bCal, bDrive and Google Docs by clicking on the Apps icon in the upper right corner, as shown in the screenshot below:



How to Create a bConnected Account:

- You must first create your CalNet ID and passphrase before being able to create your bConnected account (see Section 1).
- To create your bConnected Google account:
  - Go to: Create Accounts and Lists for Individuals and Departments
  - Click on the "Google Account".
  - Log in using your CalNet ID and passphrase.
    - On the left, select "create account" and follow the instructions.
    - Your bMail address will be your CalNet ID appended with @berkeley.edu.
  - Confirm your bMail address with your Program Coordinator as soon as the account is created. Log in, and send your Program Coordinator an email from your berkeley.edu account.

Logins:

- bConnected
- bMail

Training and Support:

- bConnected Training and Support
- To view, create or change the access key required to log in to your bConnected Google account from a mobile device or email client, visit the Manage My Access Keys page.
- You will need to use your CalNet ID and passphrase. If you need to reset your passphrase, please visit CalNet Identity and Access Management.
- Frequently Asked Questions

Policies:

- UC Berkeley Electronic Mail Policy
- Policy Governing Disclosure of Information from Student Records

Recommended Use:

- Consistently and regularly use the berkeley.edu email address for receiving, sending and monitoring all UC Berkeley Extension business-related email communications with Extension staff, Extension students and

other Extension instructors.

- Communicate with Extension students through one of the University-secured systems: your instructor account on the UC Berkeley Extension website (Section 4: Online Instructor Account), the Canvas learning management Coursemail system (Section 6: Online Learning (Canvas Learning Management System)), or through your berkeley.edu email account (Section 3: bConnected Account—bMail/bCal (Google Apps for Education)).

Section 4: Online Instructor Account

Description: UC Berkeley Extension's online Instructor Account enables you to do various instructor actions within UC Berkeley Extension's online student information system:

- See your current teaching schedule at a glance
- View and print class lists or course rosters
- Send broadcast emails to the entire class or send email to individual students.
- Record and submit final grades and non-credit continuing education units (CEUs)

An online Instructor Account is mandatory for every UC Berkeley Extension instructor.

Log in:

- Your login credentials will be emailed to your @berkeley.edu account after you confirm your bMail address with your department's Program Coordinator. It will include a username (T followed by six digits) and a temporary password.
- Browse to http://extension.berkeley.edu/ and select "Instructor" from the upper right corner.

Authenticate using your username or T number and temporary password.

- Once you have logged in, navigate to "My Profile" on the left navigation menu.
  - Change your temporary password to an updated password.
  - Enter your @berkeley.edu email address and set it as your preferred email address.
  - Save your changes.
- NOTE: The username for your online instructor account is the same username as your Online Learning (Canvas) account in Section 6: Online Learning (Canvas Learning Management System); however, your password may be different in this system.
- **Employee Instructors:** Please also update all of your personal contact and direct deposit information through the Blu Portal. This will update your personal contact information in other campus systems, e.g., payroll systems. (See Section 9: BLU Portal for more information).
- **Independent Contractor Instructors:** Please email your academic department or instructorpayroll-un-ex@berkeley.edu to request to update this information in campus vendor systems.

Support:

- Step-by-step instructions for activating your account (PDF)
- Video tutorial: My Profile
- Video tutorial: Courses and Current Schedule
- Video tutorial: grading credit courses
- Video tutorial: grading noncredit courses
- Video tutorial: online proctored exams
- If you are having trouble logging in to your instructor account, please contact your academic department.

Recommend Use:

- Send a broadcast welcome message to all students 1 week before course starts. Please refer to the Courses and Current Schedule video tutorial for instructions.
- Send individual emails to check in with students who haven't yet started their continuous enrollment coursework.
- Download Class Lists to facilitate taking attendance in class.
- Submit all final grades and CEUs through this system.
- Download and use various Extension forms
- Review Extension policies in the Instructor Handbook (to come)

Section 5: Wi-Fi Networks (AirBears2, attwifi, CalVisitor)

Description: The main UC Berkeley campus and all three Extension centers have the following Wi-Fi networks available to all classroom-based instructors:

- AirBears2: Available to all Extension instructors and to students in Concurrent Enrollment and Fall Program for Freshmen. See more information below on how to set up and access the AirBears2 Wi-Fi network on your mobile device.
- attwifi: Available free for AT&T customers and for a fee to the general public. If you are within range of an AT&T hotspot and have enabled Wi-Fi on a qualifying AT&T device (such as an iPhone), it may connect automatically to the "attwifi" network. If you don't have an AT&T device, but would like to purchase time on the 'attwifi' network, select the "attwifi" SSID. You will be presented with the AT&T splash page, which will allow you to buy AT&T Wi-Fi access.
- CalVisitor: an in-progress campus-wide Wi-Fi initiative that is intended for visitors to campus. Cal Visitor provides basic Internet access to websites and allows users to use VPN services to connect to their home institutions or enterprises. CalVisitor is not intended for use by members of the campus community who have access to AirBears2. No password or special configuration is required to access the CalVisitor network.

AirBears2:

AirBears2 provides simplified authentication, improved confidentiality for data being transmitted wirelessly, and is the preferred Wi-Fi option for eligible campus users. The secure automatic connection means that users only log in once. The encryption of wireless data traffic improves security.

AirBears2 Set Up and Log In:

Follow these steps to setup your AirBears2 access:

- You must have first created a CalNet ID and passphrase (Section 1).
- You may have already created a Google Apps Key to access your bConnected account from a mobile device (Section 2). If so, you can use your Google Apps Key to access the AirBears2 Wi-Fi network.
- Otherwise, to view, create or change your Google Apps Key, use your CalNet Passphrase to log in to the Manage My Keys website and follow the instructions provided.
- Configure Your Device or Computer: Once you have your Google Apps Key, you can configure your device or computer to use AirBears2.
  - Just select it as your Wi-Fi network, accept the certificate that is offered (this secures the association process)
  - Log in with your CalNet ID using your AirBears2 key as the password.

- Once you have done this the first time, your device should automatically use AirBears2 whenever you are within range (inside almost all Campus buildings).

Training and Support:

- Learn more about using AirBears2 for different types of computers and devices.

Recommended Use:

- Access AirBears2 Wi-Fi on your mobile device at any of the following locations:
- UC Berkeley campus
- Golden Bear Center in Berkeley
- San Francisco campus
- Belmont Center

Section 6: Online Learning (Canvas Learning Management System)

Description: Online Learning (Canvas) is UC Berkeley Extension's new learning management system (LMS). Extension is currently transitioning all of our fully online courses to Online Learning (Canvas) from our previous LMS system (Angel). We are also expanding the use of Online Learning (Canvas) to support instructors in face-to-face classroom based courses. Use of this system is optional for UC Berkeley Extension classroom instructors.

Instructor Benefits- You can use Canvas features to help manage your course:

- Use the Assignments feature to gather student work via online submissions.
- Use the Gradebook feature to track grading for individual student assignments. NOTE: Final student grades should ONLY be posted in your online instructor account (Section 3).
- Use Files to deliver course content such as PDFs, documentation, and presentations.
- The Modules feature allows you to organize units of related materials that students can access from any device with an Internet connection. Organized content in Modules make great stand-alone resources—review materials, videos, images, self-paced activities such as practice quizzes, or web quests. You can also use them to try new teaching practices such as flipped classroom models in select lessons.

Log in:

- Contact your Program Coordinator to help set up your course in Canvas.
- To set up your account for the first time:
  - Log in to your online instructor account at extension.berkeley.edu (Section 3), select Online Class Login from the drop down in the View Online Resources column to the right of your course and click the Go button. (Alternatively, you can go directly to Canvas at onlinelearning.berkeley.edu.)
  - Click on the blue "Don't know your password?" link underneath the Username field.
  - On the next screen, type your bMail email address (@berkeley.edu account) in the Username field and click on the blue Request Password button.
  - You will receive an automated email with instructions on setting up a password for this site.
  - Please follow those instructions and create your password. After creating your password, go back to the login page at onlinelearning.berkeley.edu to access your online classroom.
- To log in:
  - Log in to your online instructor account at extension.berkeley.edu (Section 3), select Online Class Login from the drop down in the View Online Resources column to the right of your course and click the Go

button. (Alternatively, you can go directly to Canvas at onlinelearning.berkeley.edu.)
  - Enter your Extension instructor account number (T followed by six digits) in the Username field and enter your new password in the Password field, then click the Log In button. NOTE: The username is the same username as your online Instructor account in Section 3; however, your password may be different in this system.
- NOTE: Instructors with fully online courses in the Angel learning management system will continue to log in to Angel using the same username (T number) and password that they use to access their online instructor account (see Section 3).

Support:

- Canvas Instructor Guide
- Canvas Training PowerPoint
- CANVAS 24/7 Help Support:
  - Phone: 855-308-2758
  - Email: support@canvas.com
  - Live chat at onlinelearning.berkeley.edu

Recommended Use:

- For posting course materials, such as a syllabus and PowerPoint slide presentations.
- Use the gradebook to grade individual assignments and securely communicate assignment grades to students. NOTE: Final student grades should ONLY be posted in your online instructor account (Section 3).
- Once class begins, you can easily contact students individually or broadcast the entire class by using the Coursemail feature.
- **Canvas quizzes are NOT recommended for face to face classroom based instruction** as it may require you to reserve a computer classroom which may have limited availability. It may also be challenging to manage Canvas quizzes in the classroom if you have disabled students in your class who require extended testing time; please contact extension-dss@berkeley.edu for more information.

Section 7: Turnitin

Description: Turnitin is an optional tool that allows instructors to check student submissions for originality.

Beginning Fall 2015, Turnitin will be made available to UC Berkeley Extension via Online Learning (Canvas learning management system). Turnitin is integrated with the Canvas Assignments tool and can be enabled when creating a new Assignment.

- Instructors of online courses: contact support at brcoe-course-support@berkeley.edu to request Turnitin be enabled in your courses.
- Instructors of classroom courses: Step-by-step instructions may be found at: https://berkeley.service-now.com/kb_view.do?sysparm_article=KB0010873

Log in: onlinelearning.berkeley.edu using your Online Learning account credentials (Section 5)

Support:

- **For more information, please refer to:** https://www.ets.berkeley.edu/discover-services/academic-integrity/turnitin-instructors-getting-started
- **For Turnitin and Canvas support, please contact:** brcoe-course-support@berkeley.edu

Recommended Use:

- Start using Turnitin at the start of a course section, as modifying a current assignment with existing student submissions can cause loss of data and confusion.
- Add a statement to your course syllabus advising that Turnitin will be used to assess assignments. Please use the sample text below or a similar statement:

This class will be using Turnitin. Turnitin is an online plagiarism detection service that matches submitted papers to a text-matching database consisting of traditional publications, Internet publications, and other UC Berkeley and UC Berkeley Extension student papers. It is a useful tool for learning proper summary, paraphrase, and quotation skills in addition to identifying overt instances of plagiarism. Further information and instructions can be found at Turnitin.com.

Section 8: Online Student Account

Description: UC Berkeley Extension instructors who wish to participate in the instructor development course, "Teaching at UC Berkeley Extension" (see D. Instructor Development Course) or wish to enroll as a student in any other UC Berkeley Extension courses must create and maintain an online student account, enroll through Extension's website and access the course through Online Learning (Canvas) through their student account. New instructors are notified when instructor development courses are available for enrollment. In the meantime, please ask your Program Coordinator for more information regarding the schedule.

The online course has five modules addressing:

- Module 1: Teaching Adult Learners
- Module 2: Plan and Design your Course
- Module 3: Develop Instructional Strategies and Integrate Technologies
- Module 4: Assess Your Students' Learning
- Module 5: Manage Your Classroom for Inclusion

The course provides:

- Insights, skills, tips, techniques and best practices that instructors can use in their own classroom to enhance the student learning experience;
- A forum to discuss teaching experiences and concerns with fellow instructors;
- Access to a Teaching Toolbox, which has a collection of all the readings and resources for the entire course in one place;
- 1.5 Continuing Education Units (CEU) are awarded to participants who complete the course.

Enrolling and Accessing Your Online Course:

- Step 1: Create a free Student Account by visiting: https://extension.berkeley.edu/portal/logon.do?method=load. NOTE: your Online Instructor username (T followed by six digits) that you use for checking your rosters and grading your students is completely separate from your Online Student username (X followed by six digits) that you will use to register and take this online instructor development course. To register and log in to this course, you must create a new "student" account (X followed by six digits):
  - It's important that you use a personal e-mail address to set up the student account (not your berkeley.edu email account).
  - You will be emailed your Extension student username and a temporary password. Retain this information for future use.

  - For further information, please see the Step-by-step instructions to create your student account and enroll (PDF).
- **Step 2:** Visit: http://extension.berkeley.edu/search/publicCourseSearchDetails.do?method=load&courseId=11681761&showInternal=true and enroll in the Teaching at UC Berkeley Extension course (EDUC 1010). You will need your Extension student username and password that you created in Step 1 to complete the enrollment.
  - **IMPORTANT NOTE TO PARTICIPANTS:** This is a dedicated link to the course and should only be used by instructors that have been invited by Extension Program Directors to participate in the Teaching at UC Berkeley Extension course. Please do not share with others.
- **Step 3:** On the first day of class, please log in to the following website: onlinelearning.berkeley.edu;
  - First login only
    - Click on the blue "Don't know your password?" link. (This prompts the system to send you a password.)
    - Enter the personal email address used to create your student account.
    - Select the blue "Request Password" button.
    - You will receive an automated email with instructions on setting up a password.
    - Follow these instructions and create a password.
  - Each additional login
    - Use your student Username (X followed by 6 digits).
    - Use the password created at first login.

Support:

- Detailed information about taking an online course at UC Berkeley Extension can be found at: http://extension.berkeley.edu/upload/online_introduction_canvas_fd.pdf
- For technical support with your online course, e-mail: brcoe-course-support@berkeley.edu.

Recommend Use

- Use your online Student Account to take Extension instructor development and other Extension courses as a UC Berkeley Extension student.

Section 9: BLU Portal

Description: Blu contains tools for managing your personal information such as personal contact and emergency contact information and direct deposit information. Blu also provides employee instructors with access to online UC Learning Center courses, resources and books.

Log in: at https://blu.is.berkeley.edu/ using your CalNet ID and passphrase

Support:

- How to update addresses in Blu - Please note that Extension instructors are not required to use CalTime; however, these instructions are applicable to updating your address on Blu.
- Self-Service Direct Deposit Instructions

Recommended Use:

- Update your address in the campus payroll system.
- Update emergency contact information.

- Update direct deposit information.
- Not intended for Independent Contractors: Independent Contractor Instructors should contact instructorpayroll-unex@berkeley.edu to update their contact information in the campus vendor system.

Section 10: At Your Service

Description: A University of California website that provides access for employee instructors to view/print their earning statements and W-2 forms and adjust W-4 tax allowances and withholdings. It also provides employee instructors with access to other applicable benefit-related information.

Log in:

- https://atyourserviceonline.ucop.edu/
- As a new user, you can request a temporary password on the At Your Service website, by emailing UCB central payroll at payhelp@berkeley.edu or you may call the UCOP customer service center at 1-800-888-8267. You will need to provide your employee ID number and may be asked to provide your Social Security Number.

Support:

- Instructions for Entering W-4 Tax Allowances via At Your Service Online

Recommended Use:

- Update your address in the campus payroll system.
- Enter W-4 tax allowances
- Download earning statements or W-2 forms.
- Not intended for Independent contractors: Independent contractor instructors should contact instructorpayroll-unex@berkeley.edu to update their contact information in the campus vendor system.

Section 11: UC Berkeley Library Card and Proxy Server

Description: Employee instructors are eligible to receive a UC Berkeley library card and borrowing privileges. Employee instructors can also remotely access UCB only article databases and electronic journals through the UC Berkeley Library Proxy Server. You must abide by the Library's conditions of use and licensing restrictions for electronic resources. Employee instructors are only eligible for library privileges for the duration of their academic appointment; their library accounts are automatically created approximately one week within the start date of their appointment and expire approximately one week after their appointment ends.

NOTE: Independent Contractors are not eligible for library privileges.

- **Card Privileges:** Use your employee Cal 1 Card as your library card for borrowing materials and for access to the Main (Gardner) Stacks, Moffitt Library, the Media Resources Center and other areas requiring a Cal ID. For additional information, please see Information for Faculty and Instructors or contact the Privileges Desk.
- **UC Berkeley Library Proxy Server Set-Up:** Follow these instructions to set up UC Berkeley Library Proxy Server Access.

Log in:

- When using external Internet providers, connect to the proxy server using your CalNet ID and passphrase.
- If you are in a campus building, connect directly to the library website thought campus Wi-Fi AirBears2. When connecting to the Internet through Wi-Fi CalVisitor, you will not be able to access licensed library resources, or use the Library Proxy Server to access licensed library resources.

Support:

- Proxy FAQ
- Extension instructors are also eligible for a UC Berkeley Library Card. See more information on borrowing privileges.
- Scholarly Communication
- Contact the UC Berkeley Reference Center if you have more specific questions about authorized use.
- UC Berkeley Library Privileges Desk

Recommended Use:

- You **MUST** abide by the Library's conditions of use and licensing restrictions for electronic resources.
- **Permitted Use:** The materials you download are protected under licenses and copyright. Please consult your academic department before sharing this information with your students. You may be required to create a course reader to legally distribute these materials to your class.
  - Viewing, downloading, copying, printing and saving a copy of search results.
  - Viewing, downloading, copying, printing and saving individual articles.
  - Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes.
  - Sending a copy of an article to another authorized user (i.e., current faculty, students or staff). NOTE: Not all Extension students possess UC Berkeley library cards and they may not be authorized users.
  - Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access).
  - Contact the UC Berkeley Reference Center if you have more specific questions about authorized use.
- **NOT PERMITTED:** Engagement in any of the activities included in the Not Permitted list below may result in your account being suspended:
  - Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted
  - Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted.
  - Using e-resources for commercial gain is not permitted (i.e., reselling, redistributing or republishing licensed content).
  - Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e., sending to mailing lists or electronic bulletin boards) is not permitted. NOTE: Not all Extension students possess UC Berkeley library cards and they may not be authorized users.
  - Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access).
  - Contact the UC Berkeley Reference Center if you have more specific questions about authorized use.