Department of Anthropology
U.C. Berkeley

2015-2016

The Anthropology Instructor's Handbook for Teaching at Berkeley

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Part I: Getting Started

Welcome to the Anthropology faculty at the University of California, Berkeley!

Hiring Paperwork

Once you've received your appointment letter, you must complete employment paperwork to be officially hired at Berkeley. Campus Shared Services will be in touch with you via email to set up a date and time to address this. Be advised you'll be expected to bring valid ID to your on-boarding:

Click on the URL, and then scroll down to page nine (9) for the list of acceptable documents: http://www.uscis.gov/files/form/i-9.pdf

If you do not have any documents from List A on page nine, you must bring TWO forms of identification, one from List B *and* one from List C, i.e., a driver's license (List A) and original social security card (List B). Otherwise, anything from List A alone is acceptable unless specified. All documents must be valid and unexpired.

Getting your CalNet ID and Passphrase

Your CalNet ID is your online identity at UC Berkeley. It will be used for systems access log-ins and authentication to online services such as class rosters, bMail (Berkeley's email system), bSpace (Berkeley's online learning environment supporting teaching activities), and AirBears (campus Wi-Fi internet access). The ID will also be your campus email address when combined with @berkeley.edu. (For example, the CalNet ID "oski.bear" becomes "oski.bear@berkeley.edu" as an email address.) CSS will contact you when you can go to Cal 1 Card office to obtain the ID.

CalNet IDs must meet the following requirements:

1. Must be 2 or more characters in length (maximum 20)
2. Must contain at least 1 lowercase English letter, but *no* uppercase letters
3. Must not contain your Student, Employee, or Affiliate ID
4. Must not start with "cads" followed by a number
5. Must not start with "pvt-"
6. Must not start with "svc-"
7. Must not start with "app-"
8. Must not start with "app_"
9. Must not start with "guest-"
10. Must not start with a period (.)
11. Must not start with a hyphen (-)
12. Must not end with a period (.)
13. Must not contain two or more periods in a row (..)
14. Only the following characters are allowed:

- o Lowercase letters (a through z)
- o Numbers (0 through 9)
- o Periods (.)
- o Underscores (_)
- o Hyphens (-)

The CalNet Passphrase is the password used in combination with your CalNet ID to log on.

The CalNet Passphrase criteria are:

A minimum length of 9 characters (maximum 255). It may also include spaces.

A CalNet ID must contain characters from at least three of the following four character groups:
1) English uppercase (A through Z)
2) English lowercase (a through z)
3) numeric digits (0 through 9)
4) Non-alphanumeric characters (such as !, $, #, or %)

Without regard to case, the passphrase may not contain your first name, middle name, last name, or your CalNet ID itself if any of these are three characters or longer. (See the document Passwords must meet complexity requirements for the CalNet Passphrase rules with which all CalNet passphrases also must be compatible.)

Setting up Your bMail E-Mail Account

Once you have a CalNet ID, and you would like a UC Berkeley bMail email account, go to http://bconnected.berkeley.edu/ and click "Create Account" on the upper left, under Account Management. You would also go to this URL when accessing your email account.

Getting Your Faculty Identification Card

Once you have a CalNet ID, you can get a faculty identification card. Your faculty ID card serves as a library card, affording you library privileges, free use of the campus perimeter shuttle, and discounted membership at the Recreational Sports Facility. You would also use the ID to purchase a campus parking permit or discount bus/BART passes at Parking & Transportation (http://pt.berkeley.edu/).

To obtain your Faculty ID card, visit the Cal 1 Card office at 180 Cesar Chavez Center in Lower Sproul Plaza. The office is open Monday-Friday, 9:00 a.m. to 5:00 p.m. You will need a government-issued photo identification card (i.e. driver's license or passport) and your employee ID number (available from Cecilia).

Getting an Office Space & Keys/Key Codes

Contact Carolyn Frazier, the Department Manager, at cvfrazier@berkeley.edu to obtain campus office space. Please note that due to space limitations, you will be sharing office space with other visiting faculty and/or academic visitors.

Once you have been assigned an office space, see Kathleen Van Sickle at the Front Office in 232 Kroeber for the office key and key codes (if applicable).

Getting a Copy/Scanner Code

For access to the departmental copier/scanner, please see or contact Kathleen at kate811@berkeley.edu.

Getting on the Anthropology Web Site

Please contact Angelica to have your information added to the Anthropology website.

Your Departmental Mailbox

A mailbox will be set up for you outside the Anthropology Front Office at 232 Kroeber Hall for the duration of your appointment. The Anthropology mailbox may be used to receive business-related mail via the USPS, Fed Ex, and UPS. You may also ask students to turn work in to your box. Mailboxes are shared, so ask that mail be clearly addressed and that confidential materials are placed in an envelope. Please advise your students accordingly.

Due to the high volume of mail received on campus, the University mail service will not handle personal mail or packages. If they determine a piece of mail is personal, they will hold it, send you a memo, and charge $12 to release the item.

The Department Mailing address:

Department of Anthropology
232 Kroeber Hall, Mail Code 3710
University of California, Berkeley
Berkeley, CA 94720-3710

Part II: Teaching at Berkeley

Listing Your Course(s)

Most courses utilizing temporary instructors are critical for the undergraduate major or one of the graduate programs.

All Berkeley courses are approved by the campus Academic Senate before entering the permanent course catalogue, which defines the scope of the course, the format (how many hours of lecture, section, and/or lab per week), and whether a final exam is required.

Students select courses based on information offered by the department, the online schedule of classes, and in consultation with faculty and the undergraduate adviser, Frances Bright. Frances will ask you for a brief paragraph, called the Course Description, detailing the course you are teaching. You may send this to her at f.bright@berkeley.edu

Anthropology offers several "Special Topics" courses requiring the instructor to submit an added topic title with the course description for web posting. If you are teaching such a course, you would send the information to Frances.

Your Classroom Needs

If you require audio/visual equipment for your teaching or want a specific feature for pedagogical reasons (such as movable chairs or a chalkboard), please inform the advisers. If your course is already set up when you are hired, please consult with the graduate adviser, Ned Garrett at Ned@berkeley.edu regarding your needs.

If you have occasional A/V equipment needs your classroom lacks, you may reserve the departmental digital projector. The sign-out sheet is on the back of the Front Office door (232 Kroeber). See Kathleen or anyone in the Front Office for assistance. You may also reserve a projector or video cart through the Educational Technology Services' online reservation system: https://ets.berkeley.edu/classroom-technology-equipment. You will need your CalNet ID, the class course control number and course title and number to reserve equipment. The Course Control Number (CCN) is available at the online schedule of classes at http://schedule.berkeley.edu/, or you may contact Frances for assistance. Please note the department cannot pay equipment setup costs. Instructors must pick up equipment from the ETS office, located in 44 Dwinelle Hall, open Monday–Friday, 7:30am–5:30pm. Graduate Student Instructors (GSI's) or readers assigned to your class may also pick up equipment for you.
For more information on equipment: http://ets.berkeley.edu/about-classroom-technology

Class Readings

Campus Textbook Affordability & Accessibility Policy
At UC Berkeley we all share a concern about reducing the high cost of course materials and ensuring those materials are accessible by our students. Please see policy below for information regarding instructors' responsibilities and important upcoming deadlines for submitting assigned course books and readers.

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 information be made available to students before they enroll in a course. UC Berkeley complies with HEOA by asking faculty to submit book orders to the Cal Student Store even in cases where faculty place orders with independent bookstores, so they can be listed in the course catalogue. Providing book lists to the Student Store, regardless of where books are ordered, also makes it possible for the store to buy back books at the end of the semester and offer them at a discount in the future.

*Accessibility***:** In addition, each faculty has the responsibility***** to identify instructional materials for his or her courses far enough in advance of the semester that the Disabled Students Program 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, actively participate in classroom discussions, and meet assignment deadlines.

Important Deadlines: Below are required dates by term for faculty to submit textbook adoptions. The first date is the HEOA affordability deadline for submitting textbook adoptions to the Cal Student Store. The second date is the seven week-accommodation deadline by which textbooks and readers should be adopted/available for purposes of accommodating students with disabilities.

To ensure a record of your adoption, email mchavez@bbasolutions.com or submit online using passcode 554.

Summer 2015

- Affordability Deadline: March 15, 2015
- Accommodation Deadline: April 16, 2015

Fall 2015

- Affordability Deadline: April 15, 2015
- Accommodation Deadline: July 11, 2015

Spring 2016

- Affordability Deadline: October 15, 2015
- Accommodation Deadline: December 3, 2015

Book orders submitted after these deadlines may not arrive in time for the class.

Tips for Reducing Costs and Increasing Accessibility
There are many ways to reduce these costs and ensure accessibility, and you and your colleagues have helped in a variety of ways. We hope you continue to:

- use common textbooks, where possible, for related courses or keep the same text for two or more years;

- for creation of course readers, use the Cal Student Store which provides full copyright clearance, automatically identifies adopted course materials in UC Berkeley's course listings, and allows students to conveniently purchase using the Cal One Card and other University financial accounts;
- create online readers that combine open educational resources with electronic resources licensed by the Library http://www.lib.berkeley.edu/services/ereadings.html;
- place copies on 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 (http://www.flatworldknowledge.com/);
- meet textbook adoption deadlines to allow timely course book availability and low-cost book options;
- work with the Disabled Students Program 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.);
- meet textbook/reader identification deadlines to allow timely conversion and thus equal educational opportunity for students with print disabilities.

For more tips, please visit
http://teaching.berkeley.edu/textbook-affordability-accessibility

*Details on faculty responsibility with regard to student accessibility:

Faculty and other course instructors may be subject to referral to the Vice Provost for the Faculty if they refuse to submit textbook adoptions at least seven weeks before classes start. To be subject to referral, the instructors must have been made aware of this policy and must have knowingly refused to follow it without good cause, whether arbitrarily or not. The Vice Provost will consider whether faculty misconduct has occurred under Section II.A. of the *Faculty Code of Conduct* http://apo.chance.berkeley.edu/faculty_misconduct_015.pdf for (1) failure to meet the responsibilities of instruction due to "arbitrary denial of access to instruction", (2) discrimination against a student for reasons of disability, or (3) violation of University policy, including the pertinent guidelines concerning nondiscrimination against students on the basis of disability.

Book Orders
For assistance ordering textbooks, e-mail the campus bookstore at text@berkeley.edu with a copy (cc) to Kathleen Van Sickle: kate811@berkeley.edu. Include the book's title, the author, the ISBN (available on Amazon), if the book is required or recommended. Please indicate whether older editions are acceptable.

Desk Copies
Please email Kathleen if you want a desk copy. To order the book, she will need the title, author, edition, ISBN, and publication date. Publishers are fickle about desk copies, and while Kathleen will try to obtain one, the publisher may not comply. Please contact Kathleen as soon as possible regarding desk copies.

General rule is 20 new books ordered = 1 desk copy.

Electronic & Paper Reserves at the Anthropology Library
Reserve Book & Journal Articles Lists
Instructors may ask libraries to put specified course materials in the Anthropology Library's reserve collection. The instructor may designate shorter loan periods for high-

demand materials, such as two hours or one day. Instructors may also limit student use of materials to the library. For Anthropology courses, these reserves are held at the George and Mary Foster Anthropology Library in 230 Kroeber Hall.
For more information: http://www.lib.berkeley.edu/ANTH/find/reserves.html

Reserve lists should include all the information required on the Reserve Request Form. Attach a copy of the course syllabus to the Reserve List.
The form can be found here: http://www.lib.berkeley.edu/ANTH/services/reserves.html

Lists are due at least *one month before the semester begins*. Reserve Lists are processed in the order received.

You can place a request in one of four ways:

1. Via the Online Reserve Request Form
2. Email form to Lillian Lee, Operations Manager, at:
    Llee@library.berkeley.edu
3. Fax form to (510) 643-9293
4. Bring form to the Circulation Desk at the Anthropology Library

Personal Copies/ Photocopies on Reserve
Instructors can also put personal copies of books and photocopied articles on reserve.

The Library encourages "batching" photocopied articles. (e.g. "First Week's Readings" or "Readings for October"). They can be processed more quickly and are easier to identify. Do not put your only copy of a reading on reserve, as they circulate heavily and might be lost by a student.

To place your request:

1. Print and fill out the Personal Reserve Form (PDF) at
    http://www.lib.berkeley.edu/ANTH/pdfs/personal_copy_reserves.pdf
2. Bring the form and reserve materials to the Anthropology Library Circulation Desk.

Electronic Course Reserves
Electronic Course reserves are set up in bSpace: https://bspace.berkeley.edu/portal. Once you are hired and have a CalNet ID you can to set up a bSpace page for your class.

For training in bSpace go to: http://ets.berkeley.edu/TrainingSupportCenter/

You can convert articles into PDF format using the departmental copier/scanner, which can email them to your Berkeley.edu email address. To set up your departmental copier account, please see Kathleen Van Sickle. You may also ask the department to copy/scan

materials for you by filling out the request form located in the front office. Please allow up to four weeks for copies/scanning requests.

Syllabi

Syllabus Design Considerations

The Berkeley Campus adopted an Academic Honor Code two years ago, endorsed by the Berkeley Division of the Academic Senate, the ASUC, the Graduate Assembly, and the University Administration:

"As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others."

A critical element of a successful Honor Code is ensuring that faculty make a conscious effort to discuss academic integrity in their courses, and many do so already.

In order to facilitate these discussions and to clarify the spirit and intent of the Honor Code, the ASUC and Academic Senate have developed an Honor Code Guide for Syllabi that is intended to be used either verbatim or adapted by faculty for inclusion into course syllabi.

All incoming students, both undergraduate and graduate, are introduced to the Honor Code as part of the registration process, and prominent placards stating the Honor Code are displayed in all general assignment classrooms. Additionally, an Academic Integrity webpage has been developed with multiple resources and relevant information for both instructors and students.

Key Dates in the Student Calendar
Please take the Student Calendar into account when designing your syllabus. The Student Calendar can be found here: studentcentral.berkeley.edu/calendar

UC Berkeley Academic Calendar
To find the Fall 2015/Spring 2016 academic calendar, go to:
http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current

Add/Drops
Students must add/drop courses by the fifth week of the semester. They also must change grading options by week five. All Anthropology majors must take Anthropology courses for a letter grade.
Add/Drop Calendar: http://registrar.berkeley.edu/Registration/adddrop.html

Other Considerations
Make your attendance and grading policies clear on your syllabi—this helps avoid trouble down the road. One such policy would be, "Students who do not attend class in

the first two weeks may be dropped from class." Another would be your expectations regarding advance notice with regards to Religious Accommodation (see page 13 for more information on this).

For other syllabus guidelines please see:
http://teaching.berkeley.edu/components-syllabus

Office Hours

Please include office hours on your syllabus. Most faculty hold office hours approximately three hours per week. Please provide your office hours to Kathleen Van Sickle. Place your Office Hours sign-up sheet/card outside your office door so students may schedule a time to meet with you.

Class Rosters

Rosters for your classes are available at two online locations. The official class roster is available via Bear Facts (https://bearfacts.berkeley.edu/bearfacts/). If you set up a bSpace page for your class, it will automatically link to your Bear Facts roster, allowing students access to the class web site. The bSpace roster is also linked to Student ID photo database, a useful feature in learning student names.

Enrollment Issues

Allowing Waitlisted Students into Your Class
Priority enrollment in Anthropology courses is given to majors. If a class fills to capacity, students wishing to add may put their names on a course waitlist. Waitlists can be set to automatically add students when a spot opens or be set on "manual," allowing the instructor discretion over who may enroll. The instructor may determine who enrolls based on class level, prior educational experience, or University major. Please contact Frances at f.bright@berkeley.edu so she can add the student into the class.

Many students know waitlists are not always automatic, and will approach you about entry into your class. You are not obligated to add these students beyond the registration limit; nor should you feel pressured into adding students for various reasons. If you have questions or concerns about adding, speak with Department Chair Cori Hayden in 213 Kroeber or email to cphayden@berkeley or see Frances.

To avoid miscommunication, please inform Frances directly, via email or in person, that you want a student added to your course.

Concurrent Enrollment Students
Concurrent Enrollment is a program operated by University Extension (http://extension.berkeley.edu/info/concurrent.html). This program provides an opportunity for non-matriculated community members to enroll in UC Berkeley campus

courses on a space-available basis; matriculated UC Berkeley students who register and enroll via the campus systems always have enrollment priority.

Concurrent students must seek instructor consent before being permitted to enroll. The Office of Concurrent Enrollment will email you with a link you may use to approve enrollment. Students may also be approved through Bear Facts or Carolyn Frazier, who receives the emails as well.

You may add Concurrent students once you have added any regularly matriculating waitlisted students who are qualified to be in the course.

Concurrent students often experience delays getting access to bSpace. You may manually add them as "visitor" to expedite their access.

Instructor Drops
Reasons you may drop registered students from your class by the end of the first three weeks:

1) Your syllabus clearly states that students who do not attend class in the first two weeks will be dropped.
2) They do not meet the prerequisites listed in the General Catalog (http://general-catalog.berkeley.edu/catalog/gcc_list_crse_req?p_dept_name=Anthropology&p_dept_cd=ANTHRO).
3) They did not attend the first class meeting and did not inform you or the GSI of illness, accident, etc.

Please take attendance and "instructor-drop" anyone not attending class for the first two weeks. You can do this by contacting Frances Bright. You may wish to inform no-shows that you plan to drop them; this is your decision. You are not obligated to do so.

If your course depends on students having prior knowledge and training, you must first speak with the student before determining a prerequisite isn't met. If the student is not prepared for the course, encourage her/him to drop themselves.

The Instructor Drop deadline is the Friday of the third week of instruction. Please email Frances the names of students you wish dropped before the deadline.

Examinations

Scheduling
You may decide whether you wish to hold a midterm and what the format will be. However, Berkeley Academic Senate rules require all courses to have a final examination unless the original approved course format uses another form of final assessment. The final examination schedule is available at the Online Schedule of Classes: http://schedule.berkeley.edu/.

During the final weeks of the semester your class will be assigned a date and final exam room. This information is also found at the Online Schedule of Classes under Final Exam Calendar and Printable Undergraduate Schedule. With few exceptions, final examinations are held in different classrooms other than your regular classroom.

If your course is not scheduled for a final examination, but you wish to have one, please fill out a request for a final exam variance form (See Frances or Ned) ***before*** the semester starts. Please return this form to Ned Garrett. If your course is scheduled for a final exam and you do not plan to give one, please fill out a final exam variance by the end of August (Fall 2015) or January (Spring 2016) and return it to Ned. Exam Variance requests are reviewed by the campus Academic Senate.

Accommodating Disabled Students
Disabled students requesting classroom accommodations are required to go through the Disabled Students Program (DSP) http://dsp.berkeley.edu/facultyintro.html. DSP assesses student needs then provides instructors with confidential accommodation letters specifically defining what instructors must do to accommodate students. When students give you DSP Letters of Accommodation, the law Americans with Disabilities Act (ADA), mandates that you provide the accommodations listed.

If you receive a Letter of Accommodation and have difficulty providing the accommodations listed, please contact the Specialist listed in the letter.

Accommodation does not mean compromising academic quality by giving passing grades to students who have failed to demonstrate the required course competencies. Disabled students should be graded in the same manner as their classmates, meaning neither more leniently nor more harshly.

All matters pertaining to disability are confidential. Please refrain from discussing student accommodation/disabilities in the hearing of fellow students or others who have no educational need to know.

See page 21 for campus policy.

Exam Proctoring
The campus operates a shared system for test proctoring. The service is impacted, meaning it is best to proctor students yourself or by the reader/GSI if possible. If not, requests for midterms should be made at least two weeks prior to the regularly scheduled exam. Requests for final exams need to be made at least six weeks prior to regularly scheduled exams; exact dates are posted on the Proctoring Services website: http://dsp.berkeley.edu/proctoring/index.html

Student Examination Retention
The University protocol is to retain exams for 13 months, there after they are shredded. Upon your departure, please turn in exams to Frances Bright, Undergraduate Student Advisor in room 215 Kroeber.

Religious Accommodations
See page 19 for campus policy.

It is helpful to include a statement on your syllabus regarding religious accommodation and your expectations regarding instructor notification.

Field Trips

If you plan to take a class on a field trip, please ask Carolyn Frazier for the waiver of liability forms. Students must sign and return forms to you **before the trip. Signed waivers are required for participation**.

Commencement

Commencement is on May 19, 2016 and will be held at Zellerbach Hall.

Teaching Evaluations/End of Semester Evaluations

Evaluation Packets
Anthropology instructors can expect to be evaluated at the end of the semester. The Department uses a standardized set of anonymous Teaching Evaluation Forms completed by students. Evaluation forms for your class will be available for pickup at the Front Office at 232 Kroeber Hall by the last two weeks of instruction.   You must sign out your evaluation packet on the Sign Out sheet. During the last week of classes, be sure to carve out enough time at the end of class period for students to fill out evaluations.   Evaluation packets must then be returned by a student and signed in. Faculty/visiting instructors should not take possession of the evaluations after distribution to students. Please see Kathleen for any questions regarding your evaluation packet or evaluation issues.

Privacy/Confidentiality
You and your GSI should leave the room while students fill out the forms. Please have a student volunteer (not your Reader/GSI) collect the forms and return them to 232 Kroeber Hall to ensure document privacy. Written comments and numeric summaries of the evaluations will be available after final grades are processed.

For suggestions on conducting student evaluations please see:
http://teaching.berkeley.edu/assessment-evaluation

Grades

E-Grades
Grades are submitted electronically in the E-Grades system, which is accessed through a program called Bear Facts: https://bearfacts.berkeley.edu/bearfacts/. You will need your CalNet ID to log into Bear Facts.

Full instructions on how to use e-grades is available here:

http://registrar.berkeley.edu/?PageID=egradeinst.html

Academic Policies on Grades: http://www.berkeley.edu/catalog/policies/grades.html

Grades are submitted twice during the semester:

8th Week Midterm Status Grades
Instructors are required to submit a midterm status report when an undergraduate's work, at midterm time, is not sufficient to pass the course. Their purpose is to give students in your class notice about their status so that they can take action to seek help, improve their grade, or change their grading option to NP from a letter grade; they are not recorded on the student's permanent record. Midterm grades are submitted via the E-Grades system, which is available Monday through Friday during the term's eighth week. The department will notify you of the exact dates. Midterm deficient grades are available for students to review on Bear Facts the following, ninth week. If an instructor is unable to file a midterm status report, he/she should notify students with grades of C or worse as soon as possible.

Midterms & Finals FAQ: http://ls.berkeley.edu/taxonomy/term/91/all

End of Semester (Final) Grades

Due Dates
During Fall and Spring semesters, final grades are due within five days of your scheduled final exam. If you have no final, grades are due five days after the last class meeting.

Summer Sessions final grades are due within three business days of the final class meeting. Summer grades are also filed via E-Grades in Bear Facts.

Pass/No Pass & Satisfactory/Unsatisfactory Grades
Berkeley students may elect to take courses as Pass/No Pass (undergraduates) or Satisfactory/Unsatisfactory (graduate students). A "P", or Pass, must equal a grade of C- or better. An "S", or Satisfactory, equals a B- or better.
"P"/"NP" Guidelines: http://ls-advise.berkeley.edu/registration/pnp.html

Incompletes
Incompletes or an "I" may only be assigned when at least 2/3 of the student's classswork to date is of passing quality, but the student cannot finish a final paper or examination due to documented illness, death, or other uncontrollable life events.

Before assigning an "I", please meet first with the student to discuss remaining work and when it must be completed. Anthropology asks students to fill out an Incomplete Contract, which should contain enough information so another instructor can grade the student's remaining work if you are not available. Incomplete Contracts are available in Frances Bright's office at 215 Kroeber and are placed in the student's file once filled out.

To replace an Incomplete with a grade, see Frances.

All students should be directed to:
http://ls-advise.berkeley.edu/registration/incomplete.html

More information for faculty is available at:
http://registrar.berkeley.edu/faculty.html

Assigning "F" or "No Pass" Grades
If you assign an "F" grade or an "NP" (non-pass), please mention any noteworthy circumstances in the E-Grades notes column. Helpful examples include "student missed midterm," "no final exam," "stopped attending after the midterm," "never attended," or "never turned anything in." Students cannot see the notes column, but it can be helpful to faculty and staff in clearing up enrollment errors, student requests for retroactive drops, or withdrawals.

Changes to the Final Grades
Changes to final grades are made only due to instructor or GSI error. Please contact Frances or Ned Garrett to submit a grade change.

Records
Final exams and papers must be kept for a minimum of 13 months after the end of the semester. Please leave these with Frances.

A Note on bSpace's Online Gradebook
bSpace has a gradebook function allowing students to monitor their progress. For more information, please attend a training session. To sign up for training, see:
http://ets.berkeley.edu/instructional-support

bSpace's gradebook does not replace E-Grades; grades must still be entered in E-Grades.

Student Conduct

If you have a student engaging in problematic behaviors in or outside the classroom, please see Frances for help with Berkeley student conduct guidelines. See also:
http://students.berkeley.edu/osl/sja.asp?id=984&rcol=1202

Part III: Teaching Resources at Berkeley

The Center for Teaching and Learning

The Center for Teaching and Learning offers materials to help set up a course, pedagogy issues, and professional consultations. Faculty may consult with the Center regarding any teaching issue, from designing new courses to classroom and lecturing issues. They also offer resources for fellowships and grants relating to instructional improvement. See http://teaching.berkeley.edu/.

The GSI Teaching & Resource Center

The Graduate Student Instructor Teaching & Resource Center offers a variety of services including course observations, videotaping, and confidential consultations. They also offer grants to pay for events, activities, or materials aimed at improving student learning in GSI-led sections. For more information go to: http://gsi.berkeley.edu/

Library Services for Faculty & Workshops for Your Classes

George and Mary Foster Anthropology Library Services for Visiting Faculty
New faculty members are encouraged to familiarize themselves with the Library's collections and services, such as placing materials on course reserve. Contact Lillian Lee, the Library Operations Manager for more information.

Lillian Lee, 642-2419, Llee@library.berkeley.edu
Library website: http://www.lib.berkeley.edu/ANTH/

Berkeley Library Workshops for Your Classes
You may schedule a library instruction session for your course. Please submit requests at least three weeks in advance of preferred dates to ensure staff availability.

To request a library session customized for your course, complete a library workshop request form (link below). A librarian will contact you to further discuss your class needs and confirm the presentation time and location. Your request is not confirmed until you have received the library's reply, usually within three business days.

The request form: http://www.lib.berkeley.edu/instruct/classrequestform.html

The Media Resources Center

The Media Resources Center (MRC) is the Berkeley Library's primary collection of materials in electronic non-print formats. Current UCB faculty, instructors, and graduate student instructors may arrange to borrow materials for same-day classroom use on the Berkeley campus, or for overnight previewing. Contact Karly Stark, avmccirc@library.berkeley.edu, or telephone, 642-8197.

Visit: http://www.lib.berkeley.edu/MRC/ for more information.

The MRC has two media-equipped group rooms accommodating 15 to 20 people. The rooms may be reserved for one-time use by UCB faculty or graduate student assistants, or by groups of three or more students for course-assigned viewing. MRC group rooms are not booked for regularly/frequently occurring events. To reserve group rooms, contact Karly Stark.

Campus Policies & Guidelines for Spring 2015

1. ACCOMMODATION OF RELIGIOUS CREED
In compliance with Education code, Section 92640(a), it is the official policy of the University of California at 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. Requests to accommodate a student's religious creed by scheduling tests or examinations at alternative times should be submitted directly to the faculty member responsible for administering the examination by the second week of the semester.

Reasonable common sense, judgment and the pursuit of mutual goodwill should result in the positive resolution of scheduling conflicts. The regular campus appeals process applies if a mutually satisfactory arrangement cannot be achieved.

The link to this policy is available in the Religious Creed section of the Academic Calendar webpage.

2. CONFLICTS BETWEEN EXTRACURRICULAR ACTIVITIES AND ACADEMIC REQUIREMENTS
The Academic Senate has established Guidelines Concerning Scheduling Conflicts with Academic Requirements to address the issue of conflicts that arise between extracurricular activities and academic requirements. These policies specifically concern the schedules of student athletes, student musicians, those with out-of-town interviews, and other students with activities (e.g., classes missed as the result of religious holy days) that compete with academic obligations.

These policies were updated in Spring 2014 to include the following statement:

-The pedagogical needs of the class are the key criteria when deciding whether a proposed accommodation is appropriate. Faculty must clearly articulate the specific pedagogical reasons that prevent accepting a proposed accommodation. Absent such a reason, the presumption should be that accommodations are to be made.

The guidelines assign responsibilities as follows:

-It is the instructor's responsibility to give students a schedule, available on the syllabus in the first week of instruction, of all class sessions, exams, tests, project deadlines, field trips, and any other required class activities.

-It is the student's responsibility to notify the instructor(s) in writing by the second week of the semester of any potential conflict(s) and to recommend a solution, with the understanding that an earlier deadline or date of examination may be the most practicable solution.

-It is the student's responsibility to inform him/herself about material missed because of an absence, whether or not he/she has been formally excused.

The complete guidelines are available on the Academic Senate website. Additionally, a checklist to help instructors and students comply with the guidelines is available on the Center for Teaching and Learning website.

3. 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. University Health Services does not have the capacity to evaluate such illnesses and provide documentation excusing student absences. However, UHS will continue to provide documentation when a student is being treated by Tang for an illness that necessitates a change in course load or an incomplete.

From time-to-time the Academic Senate has issued 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, it may be appropriate for the faculty member to ask the student to seek medical advice. The Senate guidelines advise faculty to use flexibility and good judgment in determining whether to excuse missed work, extend deadlines, or substitute an alternative assignment. Only the Committee on Courses of Instruction (COCI) can waive the final exam. However, a department chair can authorize an instructor to offer an alternative format for a final exam (e.g., paper, take-home exam) on a one-time basis (http://academic-senate.berkeley.edu/committees/coci/toolbox#16).

4. READING, REVIEW, RECITATION (RRR) WEEK
The Reading, Review, Recitation (RRR) period before final exams provides students time to prepare for exams, to work on papers and projects, and to participate in optional review sessions and meetings with instructors. For the coming semesters, please keep these dates in mind:

In Spring 2016, classes end on Friday, April 29, 2016. RRR week will take place between the last day of classes (April 29) and the first day of the final exam period (Monday, May 9, 2016).

In Fall 2015, classes end on Friday, December 4, 2015. RRR Week will take place between the last day of classes (December 4) and the first day of the final exam period (Monday, December 14, 2015).

Please note that the regular semester classroom will NOT be available during the RRR week unless the instructor requests it through the departmental scheduler.

Presentations of capstone projects, oral presentations, and performances are permitted, although flexibility in scheduling may be required to accommodate students' individual

schedules. The introduction of new material is not permitted. Mandatory exams or quizzes and other mandatory activities are also not permitted, with some very limited exceptions (capstone presentations, for example).

Please keep in mind that final exams and papers or projects substituting for final exams may not be due before the final exam week.

Detailed, updated guidelines on RRR week activities are available on the Academic Senate web site. The Office of the Registrar has posted answers to frequently-asked questions about the academic calendar.

In addition, the Center for Teaching and Learning has prepared some suggestions on making RRR week productive for instructors and students. If you have tips or ideas you would like to have added to this page, please email teaching@berkeley.edu.

5. COMMENCEMENT CEREMONIES AND FINAL EXAMS
Campus policy stipulates that graduation ceremonies must take place after the conclusion of final examinations, with the exception of professional school ceremonies with graduate students only.

For Spring 2016, final exams end at 10 pm on Friday, May 13, 2016.

For Fall 2015, final exams end at 10pm on Friday, December 18, 2015

The Spring 2016 Graduates Convocation will be held Saturday May 14, 2016. For more information, please see the Commencement Convocation Events Office website.

6. ACCOMMODATION FOR DISABILITY
Instructors are reminded of their responsibilities for accommodating disabilities in the classroom in the following areas:

Confidentiality: Information about a student's disability is confidential, and may not be shared with other students.

Role of Instructor: Course instructors play a critical role in enabling the University to meet its obligation to appropriately accommodate students with disabilities who are registered with the Disabled Students Program (DSP) and who have been issues a Letter of Accommodation.

Reading Assignments:

In advance: Because students with print disabilities usually need assistance from the DSP Alternative Media Center, reading materials should be provided well in advance (two or more weeks) before the reading assignment due date.

Required or Recommended: Always indicate which course readings (including bCourse postings) are either "required" readings, or "recommended."

Accessible Format: Reading materials (especially bCourse postings) should be provided in an "accessible format," e.g., clearly legible, "clean" (without stray marks, highlighting, or mark-ups), and whenever possible, in a Word Document or word-searchable PDF.

For more information about accommodations for students with disabilities, please contact the Disabled Students Program at 510-642-0518 or email DSP Director Paul Hippolitushippolitus@berkeley.edu. For more information about providing reading assignments in an accessible format, please contact Martha Velasquez directly at dspamc@berkeley.edu.

Staff Directory

Name	E-Mail Address	Room	Phone Number
Carolyn V. Frazier Director of Administration *See for:*	cvfrazier@berkeley.edu	211 Kroeber	(510) 643-4470

Carolyn V. Frazier — *See for:*
- Field Trips
- Office Assignments
- Facilities Issues
- General Administration Issues

Ned Garrett — ned@berkeley.edu — 205 Kroeber — (510) 642-3406
Graduate Student Advisor
Primary Scheduler
See for:
- GSI/Reader Hiring Issues
- Graduate Student Incompletes
- Graduate Student Conduct Issues
- Room Reservations
- Classroom Requests/Changes

Angelica Espinoza — angelicae@berkeley.edu — 209 Kroeber — (510) 642-2941
Human Resources/Academic Personnel Officer
See for:
- Employment information
- Anthropology Web Changes

Frances Bright — f.bright@berkeley.edu — 215 Kroeber — (510) 642-3616
Undergraduate Student Advisor
See for:
- Course Descriptions
- Waitlists/Instructor Drops
- Student Issues and Policies
- Undergraduate Conduct Issues
- Undergraduate Incompletes
- Undergraduate Grade Changes

Kathleen J. Van Sickle — kate811@berkeley.edu — 232 Kroeber — (510) 642-3392
Front Desk
See for:
- Ordering Books/Desk Copies
- Copies, PDFs and Copier Access
- Listing Office Hours
- Minor Teaching Supplies (whiteboard markers, folders etc)
- Teaching Evaluations
- Keys & Key Codes
- Mailboxes, mail