Berkeley Social Welfare
UC BERKELEY SCHOOL OF SOCIAL WELFARE

Doctoral Student Handbook

Berkeley Social Welfare

Welcome!

We are delighted you have selected Berkeley Social Welfare for your doctoral studies. Our faculty are highly respected scholars who represent a wide range of disciplines and specialties that will provide you a doctoral education of the very highest caliber. Through your classwork and individual study with faculty, you will have the opportunity to develop research skills and in-depth knowledge about challenges in social welfare and the interventions at the cutting edge of social change. Our program places great emphasis on individualized education, the development of research skills, and the creation of original and significant new knowledge. In addition to providing the educational climate conducive to creating innovative research scholars, we also train future educators who can inspire the next generation of social work practitioners and researchers.

The Doctoral Student Handbook is your major resource and reference guide to the doctoral program. We encourage you to become thoroughly familiar with the School and university policies, procedures, and information resources outlined in this Handbook. It provides practical advice about School operations; courses and curricula; advising and administration; degree requirements and grading, and the stages of student progress toward the qualifying examinations and dissertation. The Handbook also sets forth the obligations that you have, not only to the School, but to the faculty and to your fellow students in terms of academic and professional conduct and ethical standards. You may find the most current version of this handbook at http://socialwelfare.berkeley.edu.

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Introduction and Quick Reference

Welcome to The University of California and the Berkeley Campus!

Founded in the wake of the gold rush by leaders of the newly established 31st state, the University of California's flagship campus at Berkeley has become one of the preeminent universities in the world. Its early guiding lights, charged with providing education (both "practical" and "classical") for the state's people, gradually established a distinguished faculty (with 23 Nobel laureates to date), a stellar research library, and more than 350 academic programs.

Berkeley is a catalyst for economic growth and social innovation — the place where vitamin E was discovered, a lost Scarlatti opera found, the flu virus identified, and the nation's first no-fault divorce law drafted. Scholars at Berkeley have conducted groundbreaking research on urban street gangs and on basic human nutritional requirements, identified why wartime supply ships were failing at sea, invented technologies to build faster and cheaper computer chips, and imaged the infant universe. It also spawned the Free Speech Movement in 1964 that was a model for other social movements that have fundamentally changed our society.

In accordance with UC's "public" character, the university has long served talented individuals regardless of means. As early as 1897, financial aid was available for "needy and deserving" students. More than a century later, UC Berkeley combines outstanding teaching and research programs with broad access for students of all means.

The University of California is widely considered the nation's premier public university system and Berkeley ranks consistently as the nation's and world's leading public university. The goal of graduate study at Berkeley is to inspire independence and originality in the pursuit of knowledge.

About Berkeley Social Welfare

Berkeley's first woman faculty member, Jennifer Peixotto, established the first graduate-level social work curriculum at Berkeley in 1918 in the Department of Economics. The graduate Certificate in Social Service was established in 1927 and was accredited by the American Association of Schools of Social Work the next year. Berkeley Social Welfare, with its MSW degree, was established in 1944 and since then we have prepared over 11,000 social work professionals for leadership positions in public and nonprofit human service sectors.

Our students are trained and equipped with the knowledge of professional practices, policies, and programs required to address a wide range of contemporary societal problems. They use empirical evidence to inform practice and transform lives. Through our field education program, our 200 master's students contribute over 130,000 hours of vital support to over 150 human service agencies and their low-income clients throughout the San Francisco Bay Area each year. With over 300 graduates of our doctoral program, our School produces top-notch professors and researchers for some of the best social work schools and policy centers throughout the country and around the globe.

Our Social Welfare faculty reflects the excellence of Berkeley as a whole. The last Chronicle of Higher Education rankings for social work/social welfare ranked Berkeley Social Welfare faculty as #1 in scholarly productivity.

Our Vision and Mission

Our Vision Statement reflects our profession's values:

> *Improving the lives of vulnerable individuals, families and communities.*

Our mission is consistent with the public service mission of the University of California in its dedication to knowledge development and social improvement, specifically through educating professionals for careers in public and community service:

Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage by:

- *Developing effective leaders and scholars committed to solving complex social problems;*

- *Producing, disseminating and utilizing research to improve social service delivery and policy through critical thinking and evidence-based knowledge;*

- *Preparing the next generation of culturally competent social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.*

We achieve and advance our mission through classroom courses, supervised fieldwork and service learning opportunities, robust engaged public scholarship, and innovative research. Our multidisciplinary approach allows us to educate social work practitioners, educators and researchers to think critically and change systems that perpetuate poverty and social disadvantage.

UC Berkeley Principles of Community

UC Berkeley's "Principles of Community" statement was developed collaboratively by students, faculty, staff, and alumni, and issued by the Chancellor. Its intent is to serve as an affirmation of the intrinsic and unique value of each member of the UC Berkeley community and as a guide for our personal and collective behavior, both on campus and as we serve society.

These principles of community for the University of California, Berkeley, are rooted in our mission of teaching, research and public service. They reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

- We place honesty and integrity in our teaching, learning, research and administration at the highest level.

- We recognize the intrinsic relationship between diversity and excellence in all our endeavors.

- We affirm the dignity of all individuals and strive to uphold a just community in which discrimination and hate are not tolerated.

- We are committed to ensuring freedom of expression and dialogue that elicits the full spectrum of views held by our varied communities.

- We respect the differences as well as the commonalities that bring us together and call for civility and respect in our personal interactions.

- We believe that active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.

- We embrace open and equitable access to opportunities for learning and development as our obligation and goal.

Quick Help Resource Guide

For help with…	Please see/ask…
Academic Calendar – Official Academic Calendar Questions & Policies	Registrar's Office http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current
Academic Course Scheduling	Bob Teague
Academic Integrity Violations	Center for Student Conduct: http://sa.berkeley.edu/conduct
Academic Policy Issues/Questions	Bob Teague
Academic Student Employment - GSI, GSR, Reader	Bob Teague
Admissions Information & Advising	Joshua Dullaghan
Admissions Policy Issues/Questions	Bob Teague
Admissions Recruiting	Joshua Dullaghan
Alumni Relations	Emerald Templeton
Appointments with the Dean	Kristina Osborn
Audio-Visual Equipment/Support	Lorretta Morales
bCourses (Learning Management System)	Educational Technology Services: http://ets.berkeley.edu/bcourses/
Billing & Payment Issues/Services	Cal Student Central http://studentcentral.berkeley.edu/home
Building Issues	Lorretta Morales
Cal 1 Card (Official Campus ID)	Cal 1 Card Office (643-6839) http://services.housing.berkeley.edu/c1c/static/index.htm
Calendar: Adding Events, Meetings, Lectures to Official Online Calendar	UC Berkeley Calendar Network http://events.berkeley.edu/index.php/calendar/sn/socwel.html
CalNet ID	https://calnet.berkeley.edu/
Career & Professional Development Advising	Emerald Templeton
Classroom Lockouts – 24 hrs/day	Physical Plant Customer Service Desk: call 642-1032
Classroom Support	Lorretta Morales
Classroom Technology - General Assignment Rooms	Educational Technology Services: http://ets.berkeley.edu/
Commencement	Sandra Alexander
Communications – External/Internal/School-related	Francesca Dinglasan
Computer Support	Campus Shared Services-IT http://sharedservices.berkeley.edu/it/
Conflict/Dispute Resolution - Student-related	Ombuds Office for Students & Postdoctoral Appointees http://sa.berkeley.edu/ombuds
Conflict/Dispute Resolution - Workplace/Staff-related	Staff Ombuds Office: http://staffombuds.berkeley.edu/
Continuing Education Events	Emerald Templeton
Counseling & Psychological Services – Student	University Health Services (Tang Center) http://uhs.berkeley.edu/students/counseling/cps.shtml
Course Enrollment – Graduate	Joshua Dullaghan
Course Evaluations	Lorretta Morales
Disabilities, Students with	Disabled Students' Program (DSP): http://dsp.berkeley.edu/
Electronic Funds Transfer (EFT)	http://eftstudent.berkeley.edu
Emergency Preparedness	Lorretta Morales Office of Emergency Preparedness: http://oep.berkeley.edu

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Quick Help Resource Guide

For help with…	Please see/ask…
Extramural Grant Preparation/Submission	Lauren Hill
Field Education Program Administrative Issues	Sandra Alexander
Final Exam Scheduling & Rooms	Reception Desk, 120 Haviland
Financial Aid – Student	Cal Student Central: http://studentcentral.berkeley.edu/
Funding/Financial Aid-Graduate Student	Joshua Dullaghan
HavJobs Career Services Manager (CSM)	Emerald Templeton
Housing	http://housing.berkeley.edu/livingatcal/graduatestudents.html
International Student Resources/Services	Berkeley International Office: http://internationaloffice.berkeley.edu
Job Announcements for Students/Alumni	Emerald Templeton
Key Card Building Lockout – 24 hrs/day	UCPD: call 642-6760
Keys	Reception Desk, 120 Haviland
Lactation Room Access	Breastfeeding Support Program – Tang Center http://uhs.berkeley.edu/Facstaff/healthmatters/breastfeeding.shtml
Library	Library: http://lib.berkeley.edu/index.html
Mail/Mailboxes	Reception Desk, 120 Haviland
Media Inquiries/Press Releases	Francesca Dinglasan
Parent/Childcare Resources, Student	Student Parent Center: http://studentparents.berkeley.edu/
Parking Passes – for Guests/Visitors	Reception Desk, 120 Haviland
Parking Permits – Student	Parking & Transportation: http://pt.berkeley.edu/
Policies & Procedures, Campus/University	Joshua Dullaghan, Bob Teague
Residency	http://registrar.berkeley.edu/Residency/legalinfo.html
Room Reservations	Reception Desk, 120 Haviland
Student Health Insurance Program (SHIP)	Tang Center: http://uhs.berkeley.edu/students/insurance/
Student Records – Graduate	Joshua Dullaghan
Supplies	Lorretta Morales
Teaching Resources	Center for Teaching & Learning: http://teaching.berkeley.edu/teaching-resources GSI Teaching & Resource Center: http://gsi.berkeley.edu/
Textbook Ordering	Reception Desk, 120 Haviland
WarnMe Emergency Alert Service	https://warnme.berkeley.edu/
Website Issues	Francesca Dinglasan

Berkeley Social Welfare Directory

School of Social Welfare
120 Haviland Hall #7400
Berkeley, CA 94720-7400
Phone: (510) 642-4341
FAX: (510) 643-6126
Web: http://socialwelfare.berkeley.edu

Social Welfare Library: 642-4432
Doctoral Student Office: 643-6677
GSI Office: 643-6665
Center for Social Services Research (CSSR) 642-1899
CA Social Work Education Center (CalSWEC) 642-9272

Faculty & Staff Roster

Academic Senate faculty eligible to serve on doctoral student committees are highlighted in **bold.**

Name	Title	Office	Phone	Email
AGUILERA, Adrian	**Assistant Professor**	204	642-8564	aguila@berkeley.edu
ALEXANDER, Sandra	Field Education Assistant	129	642-1306	swfield@berkeley.edu
AUSTIN, Mike	**Professor**	216	642-7066	mjaustin@berkeley.edu
AYASSE, Robert	Field Consultant & Lecturer	332	642-0303	rayasse@berkeley.edu
BERRICK, Jill D.	**Professor**	331	643-7016	dberrick@berkeley.edu
BOYSON, Sherman	Undergraduate Adviser	129	642-4407	boyson@berkeley.edu
CALDERON, Luna	Field Consultant & Lecturer	329	664-9183	lcalderon@berkeley.edu
CHANDLER, Tess	Director, Development & External Relations	125	510-778-3010	tchandler@berkeley.edu
CHOW, Julian	**Professor**	209	643-9288	jchow99@berkeley.edu
DINGLASAN, Francesca	Director, Communications	126	642-5063	fdinglasan@berkeley.edu
DUBROW, Andrea	Field Consultant & Lecturer	314	643-6663	adubrow@berkeley.edu
DULLAGHAN, Joshua	Graduate Student Affairs Officer (GSAO)	128	642-4406	jdullaghan@berkeley.edu
EDLESON, Jeffrey	**Dean & Professor**	120	642-5039	jedleson@berkeley.edu
EDWARDS, Valerie	Lecturer	316	643-2786	vedwards@berkeley.edu
FELICIANA, Christina	Field Consultant & Lecturer	304	642-2424	cfeliciana@berkeley.edu
FULLMER, David	Director of Information Technology	317	642-4405	dfullmer@berkeley.edu
GAMBRILL, Eileen	**Professor Emerita**	207	642-4450	gambrill@berkeley.edu
GARNETT, Paul	CSS-IT Support	3	510-664-9000	itcsshelp@berkeley.edu
GILBERT, Neil	**Professor**	327	642-4362	ngilbert@berkeley.edu
GOMEZ, Anu	**Assistant Professor**	328	642-0722	anugomez@berkeley.edu
HILL, Lauren	CSS-Research Administration	3A	666-2055	lhill@berkeley.edu
JACKSON, Jennifer	Field Consultant & Lecturer	319	642-5584	jjackson@berkeley.edu
MAY, Joshua	Research & Event Support	16	643-0839	joshlmay@berkeley.edu
MERRILL, Greg	Director, Field Education & Lecturer	313	643-6397	gregmerrill@berkeley.edu
MIDGLEY, Jim	**Professor**	203	642-4430	midg@berkeley.edu
MORALES, Lorretta	Faculty Support & Building Coordinator	117	643-6670	lmorales@berkeley.edu
NICKLES, Kate	CSS-Research Administration	3A	666-2054	knickles@berkeley.edu
ORGANISTA, Kurt	**Professor**	224	643-6671	drkco@berkeley.edu
OSBORN, Kristina	Assistant to the Dean	122	642-4408	swdean@berkeley.edu
RALPH, Cathy	Field Consultant & Lecturer	302	642-8251	cjralph@berkeley.edu
REISER, Mia	Finance Director	3F	643-6669	mreiser@berkeley.edu
RHODES, Carol	Administrative Officer	117	643-1644	cdrhodes@berkeley.edu
ROBINSON, Barrie	Field Consultant & Lecturer	206	642-7176	bkr@berkeley.edu
SCHARLACH, Andy	**Professor**	218	642-0126	scharlac@berkeley.edu
SACKS, Tina	**Assistant Professor**	330	642-0929	tsacks@berkeley.edu
SEGAL, Steven	**Professor**	305	642-3949	spsegal@berkeley.edu
SHAPIRO, Valerie	**Assistant Professor**	217	643-6672	vshapiro@berkeley.edu
SKEEM, Jen	**Assoc. Dean for Research & Professor**	202	642-0766	jenskeem@berkeley.edu
STERZING, Paul	**Assistant Professor**	326	642-7974	sterzing@berkeley.edu
STONE, Susan	**Associate Professor**	222	643-6662	sistone@berkeley.edu
TEAGUE, Bob	Academic Coordinator	127	642-8535	bteague@berkeley.edu
TEMPLETON, Emerald	Dir., Ofc. of Career & Professional Development	128	642-9043	etempleton@berkeley.edu
WAGNER, Heidi	Assistant Dean for Administration	124	642-7475	hwagner@berkeley.edu

Academic Calendar

View the official academic calendar for current and future years online at
http://registrar.berkeley.edu/CalendarDisp.aspx?terms=current.

To access the Berkeley Social Welfare Master Calendar, visit http://socialwelfare.berkeley.edu/ and select "Master Calendar" from the **News+Events** Menu in the top right corner.

Fall Semester 2014

Welcome Activities	Thursday, August 21-Wednesday, August 26, 2014
TeleBEARS Begins	Monday, April 7, 2014
Fee Payment Due	Friday, August 15, 2014
FALL SEMESTER BEGINS	Thursday, August 21, 2014
Classes Begin	Thursday, August 28, 2014
Academic and Administrative Holiday	Monday, September 1, 2014
End of 3rd week of classes	Friday, September 12, 2014
Academic and Administrative Holiday	Tuesday, November 11, 2014
Academic and Administrative Holiday	Thursday, November 27-Friday, November 28, 2014
Classes End	Friday, December 5, 2014
Reading/Review/Recitation Week	Monday, December 8-Friday, December 12, 2014
Last Day of Instruction	Friday, December 12, 2014
Final Examinations	Monday, December 15-Friday, December 19, 2014
FALL SEMESTER ENDS	Friday, December 19, 2014
Academic and Administrative Holiday	Wednesday, December 24-Thursday, December 25, 2014
Academic and Administrative Holiday	Wednesday, December 31-Thursday, January 01, 2015

Spring Semester 2015

TeleBEARS Begins	Monday, October 20, 2014
SPRING SEMESTER BEGINS	Tuesday, January 13, 2015
Fee Payment Due	Thursday, January 15, 2015
Academic and Administrative Holiday	Monday, January 19, 2015
Classes Begin	Tuesday, January 20, 2015
End of 3rd week of classes	Friday, February 6, 2014
Academic and Administrative Holiday	Monday, February 16, 2015
Spring Recess	Monday, March 23-Friday, March 27, 2015
Academic and Administrative Holiday	Friday, March 27, 2015
Classes End	Friday, May 1, 2015
Reading/Review/Recitation Week	Monday, May 4-Friday, May 8, 2015
Last Day of Instruction	Friday, May 8, 2015
Final Examinations	Monday, May 11-Friday, May 15, 2015
SPRING SEMESTER ENDS	Friday, May 15, 2015
Commencement Convocation Ceremony	Saturday, May 16, 2015
Academic and Administrative Holiday	Monday, May 25, 2015

Summer Sessions 2015

TeleBEARS begins	Monday, February 2, 2015
Academic and Administrative Holiday	Monday, May 25, 2015
First Six-Week Session A	Tuesday, May 26 - Thursday, July 2, 2015
Ten-Week Session B	Monday, June 8 - Friday, August 14, 2015
Eight-Week Session C	Monday, June 22 - Friday, August 14, 2015
Academic and Administrative Holiday	Friday, July 3, 2015
Second Six-Week Session D	Monday, July 6 - Friday, August 14, 2015
Three-Week Session E	Monday, July 27, 2015 - Friday, August 14, 2015

The Berkeley Doctorate in Social Welfare

Berkeley Social Welfare's doctoral program develops scholars who make significant contributions to the field of social welfare through excellent teaching, research, policy development and analysis, and administration. Most Berkeley graduates become faculty members in schools of social work and social welfare or hold positions in policy-making agencies or research institutions.

The Doctoral Program is supervised by the Doctoral Committee, composed of all members of the social welfare faculty eligible for service on qualifying examination and dissertation committees, and two student representatives. The Chair of the Doctoral Committee administers the program, with assistance from the Graduate Student Affairs Officer and other professional staff.

Degree Requirements

To be granted the Degree of Doctor of Philosophy, students must satisfy the following requirements:

1. Complete a course of study in the School and related departments of the University specified by the School, designed to achieve proficiency in the areas of social work theory, social welfare policy and/or administration, history and philosophies of social welfare, and social research methods.

2. Pass qualifying examinations indicating proficiency in the areas mentioned above.

3. Pass an oral examination before a committee appointed in accordance with rules of the Graduate Council.

4. Be admitted to candidacy for the Degree of Doctor of Philosophy according to procedures established by the Academic Senate.

5. Complete a dissertation dealing with some problem of significance to the field of social welfare and of such character as to show power to prosecute independent investigation.

6. Spend a minimum of at least two years of graduate study in residence at the University of California, Berkeley.

Curriculum Overview

Berkeley's doctoral program in Social Welfare is designed to inspire independence and originality of thought in pursuit of knowledge. Students design their academic pursuits in consultation with individual faculty from the School of Social Welfare and from distinguished departments across the Berkeley campus. Doctoral course work includes seminars in research methods, statistics, theory and other related courses within the School of Social Welfare and other departments of the university along with individual tutorials with members of the faculty.

Students pursue knowledge in three fields of study, all related to their own interests: 1) a social problem field; 2) a social science theory field; and 3) a field of social welfare intervention. Doctoral students become proficient in research methodology and experts in their area of

interest, and ultimately demonstrate their scholarly competence in their dissertation. Students progress toward the doctorate degree in stages as depicted below:

Pre-Candidacy	Qualifying Exam	Advance to Candidacy	Dissertation	Graduation!
•Required coursework •3 field bibliographies •3 research papers •Dissertation prospectus	•**Spring semester of 3rd year**	•Apply to Graduate Division upon passing the Qualiyfing Exam •Complete human subjects training if requried	•Minimum of 2 additional semesters working with dissertation committee •**File by end of 5th year**	•Degrees conferred in May & December •Annual Scholars Day presentations & Commencement Ceremony in May

There is no total unit requirement for the PhD degree, **but you must enroll full-time until you take and pass your qualifying exam. Full-time enrollment is 12 units each semester**, no more than 4 of which may be earned by working as a Graduate Student Researcher (GSR) or a Graduate Student Instructor (GSI).

Required Coursework

Required courses for doctoral students focus primarily on research methodology. In addition, you may enroll in elective courses, seminars, and independent tutorials useful for mastering your selected fields of study, preparing your papers and bibliographies for the qualifying examination, and developing competence in research methods. Small seminars and individual tutorials can be particularly important in preparing the bibliographies, research papers, and the dissertation prospectus required for your qualifying examination. You are also encouraged to select courses from the rich and varied offerings in other University departments.

Required courses that must be completed prior to the Qualifying Examination are listed in the table below. Doctoral students are required to complete a series of statistics courses during their first two years in the program. In addition to the courses shown below, PB HLTH 245 is strongly recommended as well. Students entering the program with significant previous coursework or background in statistics should consult with the doctoral chair to determine an alternative course of study. All doctoral students must enroll in at least16 units of statistics coursework prior to taking the Qualifying Examination.

Required Coursework for the Social Welfare PhD	
PB HLTH 142: Introduction to Probability & Statistics _or_ EDUC 293A: Data Analysis in Educational Research	4 units
PB HLTH 145 Statistical Analysis of Continuous Outcome Data _or_ EDUC 275B: Data Analysis in Educational Research II	4 units
PB HLTH 241: Statistical Analysis of Categorical Data _or_ Comparable course in another department	4 units
SOC WEL 279: History & Philosophy of Social Welfare	2 units
SOC WEL 287: Research Resources and Processes	2 units
SOC WEL 289A: Research Methods and Techniques in Social Welfare	2 units
SOC WEL 295: Dissertation Seminar	2 units
AT LEAST ONE Additional Elective in Qualitative or Quantitative Research	Units vary
AT LEAST ONE Additional Elective in Social Science Theory	Units vary

SOC WEL 296: Individual Study

Individual Study (aka independent study) units are taken with specific faculty when working on your Qualifying Examination papers, bibliographies, or on any project undertaken before advancement to candidacy.

How to Arrange an Independent Study

1. Download the "Petition for Independent Study (SOC WEL 296) / Independent Research (SOC WEL 299)" form from the Social Welfare web site at http://socialwelfare.berkeley.edu/phd-program.

2. Complete the top portion of the form and bring it to your faculty supervisor. Discuss your proposal, negotiate topics, assignments, the number of units to be earned, grading option, and number of hours per week you expect to be working with your faculty supervisor.

3. Once you and the faculty supervisor have signed the form, turn in the form to the Graduate Programs Advisor at 120 Haviland Hall.

4. The Graduate Programs Advisor will e-mail you the Course Control Number for the SOC WEL 296 course assigned to that faculty member.

5. Enroll in SOC WEL 296 units through Tele-BEARS using the CCN provided.

Independent Study forms are due by the Friday of the 3rd week of instruction for the fall and spring semester. They are due one week prior to the Summer Session Add Deadline. Late additions are not allowed.

SOC WEL 298: Group Study for Graduate Students

Most elective graduate seminars in the School of Social Welfare are offered under the broad course designation "SOC WEL 298, Group Study for Graduate Students; topics vary. If four or more students are interested in pursuing a particular topic, they may ask a faculty member to offer a seminar.

SOC WEL 295: Dissertation Seminar

This integrative seminar is generally taken after or in conjunction with your research and statistics courses and before your Qualifying Exam. It is designed to give you feedback as you prepare your dissertation prospectus or proceed with your dissertation research and to address any relevant areas of research methodology not covered in your previous study. It may be repeated for credit. In the event that SW 295 is not offered in a given year, students may fulfill the requirements of developing the dissertation prospectus as an "Individual Study" with the proposed Chair of their dissertation.

Additional Elective in Qualitative or Quantitative Research

This elective is required before you take your qualifying examination. While it is usually taken in your second year, a qualitative research elective may be taken in your first year before completion of your statistics sequence. See the following list for a sample of courses approved by the doctoral Curriculum Review Committee as research electives. Be sure to check with the

offering department to make sure a course in which you are interested will be offered in any given semester.

Sample List of Electives in Qualitative & Quantitative Research

Dept. & Course #	Course Title
AFRICAM 201A	Interdisciplinary Research Methods of African-American Studies
AFRICAM 201B	Qualitative Research Methods of African-American Studies
ANTHRO 169B	Research Theory and Methods in Socio-Cultural Anthropology (Ethnology)
ANTHRO 211A (UCSF)	Ethnographic Methods
ANTHRO 250J	Ethnographic Methods
CY PLAN 204A-D	Analytic and Research Methods for Planners
CY PLAN 280B	Advanced Methods: Qualitative Research
EDUC 228A	Qualitative Methodology
EDUC 271B	Theory and Methods in Qualitative Research
EDUC 271G	Research Methods in Educational Leadership: Qualitative
EDUC Admin 273A	Qualitative Evaluation and Research
EDUC 274A	Measurement in Education and Social Services I
EDUC 275G	Hierarchical and Longitudinal Modeling
EDUC 276A	Models and Methods of Evaluation
EDUC 280C /280D	Research Apprenticeship: The Conduct of Ethnographic Inquiry
INFO 272	Qualitative Research Methods of Systems and Management
ISF 189	Introduction to Interdisciplinary Research Methods
PB HLTH 201F	Community-Based Research and Interventions to Promote Health
PB HLTH 218B	Evaluation of Health and Social Programs
PB HLTH 219A	Qualitative Research
PB HLTH 219B	Advanced Methods: Interview and Questionnaire Design
PB HLTH 219C	Community Based Participatory Research
PB HLTH 219D	Introduction to Survey Methods
PB HLTH 219E	Intro to Qualitative and Multi-Method Research
PB HLTH 231A	Research Methods for Health Services
PB HLTH 240A	Biostatistical Methods: Advanced Categorical Data Analysis
PB HLTH 240B	Biostatistical Methods: Survival Analysis and Causality
PB HLTH 241	Statistical Analysis of Categorical Data
PB HLTH 242C	Longitudinal Data Analysis
PB HLTH 245	Introduction to Multivariate Statistics
PB HLTH 252	Epidemiological Analysis
PB HLTH 293.19	Applied Econometrics
POL SCI 239	Selected Topics in Methodology: Qualitative
PUB POL 279	Research Design and Data Collection for Public Policy Analysis
PSYCH 205A / 205B	Psychological Statistics and Analysis
SOCIOL 272D	Quantitative Statistical Research
SOCIOL 272F	Interview Methods
SOCIOL 273D	Advanced Seminars in Research Methods- Quantitative Statistical Research
SOCIOL 273E	Participant Observation
SOCIOL 273F	Interview Methods (advanced)
SOCIOL 285 (UCSF)	Qualitative Research Methods
STAT 151A	Linear Modeling: Theory and Applications
STAT C261	Quantitative/ Statistical Research Methods in Social Science

You may request approval of a course not on the above list by bringing a syllabus to the Chair of the Curriculum Committee. Students are encouraged, though not required, to take statistics or research methods courses throughout their doctoral studies

Coursework in Social Science Theory

PhD students are required to complete coursework focused on basic discipline social science theory. You are required to enroll in at least one course, with the total number of courses required determined in consultation with your Qualifying Examination committee chair. At the discretion of the committee chair, you may use independent study units (SOC WEL 296) in your examination theory area toward the satisfaction of this requirement. The chair of your qualifying examination must verify that you have satisfied this requirement before you apply for the examination.

The following list provides a sample of social science theory coursework offered at UC Berkeley; the list is not exhaustive. You may request approval of a course not the list by bringing a syllabus to the Chair of the Curriculum Committee. You should meet with your committee chair to determine which courses will be required prior to the qualifying examination.

Sample List of Coursework in Social Science Theory

Dept. & Course #	Course Title
ECON 100A&B	Economic Analysis--Micro & Macro
ECON 101A&B	Economic Theory--Micro &Macro
ECON 202A&B	Macroeconomic Theory
HD 201ABC	Fundamentals of Human Development
POL SCI 209A	Comparative Political Economy
POL SCI 280A	Public Organization Theory
PSYCH 234A	Contemporary Psychoanalytic Theory
PSYCH 234B	Theories of Child and Family Therapy
PSYCH 234C	Theories of Community Intervention
PSYCH C240A	Biological & Perceptual Development
PSYCH 240C	Cognitive Development
PSYCH250B	Perspectives in Personality
PSYCH 260A/B	Proseminar Course in Social Psychology
PSYCH 290	Various Seminars
PEIS 100	Classical Theories of Political Economy
PB HLTH 201A	Social & Cultural Perspectives in Public Health
PB HLTH 201C	Health, Behavior, and the Family
PB HLTH 202A	Social Movements and Public Health
PB HLTH 202B	Ethnic & Cultural Diversity in Health Status
PB HLTH 202F	Advanced Social and Cultural Theory
SOC WEL 210B	Infant Development
SOC WEL 210C	Aging Processes
SOC WEL 293	Social Welfare Theory
SOCIOL 201	Sociological Theory
SOCIOL 202	Advanced Study in Sociology Theory
SOCIOL 202A	Classical Sociological Theory
SOCIOL 202B	Contemporary Sociological Theory
SOCIOL 202C	Systematic Sociological Theory

Progress Reviews

Progress reviews are designed to assess your progress in the program and identify resources and supports that can assist you toward our degree. Social Welfare doctoral students complete a Progress Review at the end of their first year. Students who are not making progress similar to their peers may be asked to participate in Progress Reviews more regularly.

The First Year Progress Review

This review is held in the spring of your first year. The review lasts about 30 minutes with you, your faculty adviser, and three review committee members appointed by the doctoral program chair. You will be asked to tentatively identify your three fields of study and submit a brief statement describing your educational objectives and career plans. Discuss any questions you have with your faculty adviser.

For this review, you submit two papers that you have written, one of which must be from your work in the doctoral program. Please submit papers which best indicate your substantive interests and your ability to deal with these interests abstractly and analytically.

The purpose of the review is threefold: 1) to permit faculty to evaluate your progress to date; 2) to appraise the extent to which the doctoral program is meeting your educational objectives; and, 3) to offer consultation regarding possible fields of study for the qualifying examination and faculty members with whom to work. During the review, discussion may focus on your course work, research interests, fields of study, future plans, or any matters related to your progress toward the PhD degree. After the review, your adviser will share the committee's recommendation with you and will prepare a summary for your file. The committee's recommendation is used in considering your continuation in the program. Successful completion of the review is required before you apply to take the qualifying examination.

Annual Progress Summaries While in Pre-Candidacy

Second year and later students who are pre-candidacy complete an annual Progress Summary Report to be reviewed by your faculty adviser and the chair of the doctoral program. Your adviser may make a recommendation for a formal Progress Review if you have not met normative time milestones, or if a review of your Progress Summary report indicates you might benefit from additional support and/or structure.

Online Academic Progress Report for Students in Candidacy and Committee Chairs

The Graduate Council requires that all doctoral students who have been advanced to candidacy meet annually with at least two members of the Dissertation Committee. A report from this meeting is filed via the online Academic Progress Report, which is accessed through GLOW (Gradlink on the Web), the Graduate Division's web-based system (https://gradlink.berkeley.edu/GLOW/). The APR form is available in GLOW to both students in candidacy and their dissertation chairs. The Graduate Council of the Academic Senate requires an Academic Progress Report to be completed each year for all doctoral students after they advance to candidacy until they complete their program. Additionally, **students in candidacy who wish to use the Doctoral Completion Fellowship (DCF) must have a positive Academic Progress Report completed for the most recent year**.

It is YOUR responsibility to initiate this review process by completing the online APR form at least once a year while in candidacy. When you have finished the Academic Progress Report, it is also YOUR responsibility to notify your dissertation chair that the APR is ready for them to review and provide input.

Sample Plan of Study

The time you take to obtain the PhD degree will vary according to your previous preparation, your progress in the program, and the nature of your dissertation research. **A minimum of three years is necessary to complete the program (two years of full-time course work and one year for the dissertation)** although most students require a longer period.

The sample program of study appearing below and on the following pages, outlines a suggested sequence of coursework and some major doctoral degree completion activities and milestones. Please note these are just sample guidelines - it is important to be flexible and recognize that your ideal plans may not always work out. Having a "plan B" is essential. We also recommend that you talk to peers and attend PhD navigation meetings to hear about other students' experiences and gain insights and advice about making your way through the PhD program.

Year 1

Fall	Spring	Summer
• Coursework: PB HLTH 142 or EDUC 293A SOC WEL 279 SOC WEL 287 SOC WEL 375 • Develop a plan with your adviser for QE areas & examiners • Plan independent studies with professors to work on papers & bibliographies • Begin work on Qualifying Paper #1 (in context of SW 279) & Bib #1 • Begin keeping a list of interests & potential research questions to discuss with adviser • Research GSR/GSI opportunities	• Coursework: PB HLTH 145 or EDUC 275B SOC WEL 298A SOC WEL 296 units • Choose at least 2 QE committee members • Decide on other two areas for papers and bibliographies • **Complete Qualifying Paper #1** • Meet with paper & bibliography advisers about plans for summer progress & summer advising • Serve as GSR/GSI • **1st Year Progress Review**	• SOC WEL 296 units • **Complete Qualifying Bib #1** • Serve as GSR/GSI

Year 2

Fall	Spring	Summer
• Coursework: PB HLTH 241 Social Science Theory course(s); SOC WEL 296 units • Identify outside QE committee member • Begin work on Qualifying Paper #2 & Bib #2 • Continue formulating dissertation idea with adviser • Serve as GSR/GSI • Work with adviser to develop article ideas based on first qualifying paper	• Coursework: PB HLTH 242 Required Research Elective SOC WEL 296 units • Have QE committee selected • **Complete Qualifying Paper #2** • Dissertation plans should be well-formulated; consider access issues to data, populations of interest • Serve as GSR/GSI • Submit abstract to CSWE, SSWR, & other conferences for paper presentation on article idea	• Individual study units • **Complete Qualifying Bib #2** • Serve as GSR/GSI • Work with adviser to write article on qualifying paper

Year 3

Fall	Spring	Summer
• Coursework: SOC WEL 295-Dissertation Seminar; individual study units; elective research/stats course • Begin Qualifying Paper #3 • Develop dissertation proposal • Prepare applications for dissertation funding and submit throughout the year • Submit human subjects protocol to IRB • Serve as GSR/GSI • Present at CSWE, SSWR, other conferences	• Coursework: Individual study units; elective research/ stats course • Contact QE committee members early in semester to set exam date • **Complete ALL qualifying materials 6 weeks in advance of exam** • Complete QE before end term • Apply for advancement to candidacy • Serve as GSR/GSI • Submit dissertation funding • Submit presentation abstract to CSWE, SSWR, other conferences • Complete online Academic Progress Report (APR)	• Coursework: Individual research units • **Meeting with Dissertation Committee** • Submit dissertation paperwork • Serve as GSR/GSI • Write article or paper relating to GSR experience

Year 4

Fall	Spring	Summer
	• Data collection & analysis • Dissertation writing • Present at CSWE, SSWR, other conferences	

Year 5

Fall	Spring
Dissertation draft complete Apply for faculty positions	**Dissertation complete** Interview for faculty positions Present dissertation research at annual Haviland Scholars Day **Graduation!!**

Time Limits and Expectations

Rules concerning doctoral study time limits and expectations are described below.

Pre-Candidacy Time Expectations

You may take the Qualifying Exam as soon as the spring semester of your second year. **PhD students are expected to take their Qualifying Examination no later than the spring semester of their third year.** To be eligible for the Dean's Completion Fellowship, students must pass the Qualifying Examination in this timeline. If you fail to meet these expectations, you will be asked to submit a written request to the chair of the doctoral program explaining your need for an extension of the normal period of preparation and outlining your progress to date. Extensions are <u>not</u> granted automatically.

PhD students who have not taken their qualifying exams by the end of their 8th semester, or who otherwise fail to make normal progress, will be asked to meet with the Progress Review Committee and their adviser to discuss their progress, and to gain assistance in completing the qualifying exam in a timely manner. They will also be given notification that if exams are not taken within two semesters, they may be recommended to the Graduate Division for academic probation. Once placed on academic probation, Graduate Division gives students one semester to take their qualifying exams. If the exams have not been taken by the end of this time period, the Graduate Division may give students an additional semester of academic probation upon their advisor's recommendation. If students have not taken their qualifying exams by the end of the 12th semester, they are subject to dismissal from the program by the Graduate Division. Academic probation may be waived upon the recommendation of the student's adviser if extenuating circumstances prevail.

Limitations to Time in Candidacy and Lapse of Candidacy

Candidacy for the doctorate is of limited duration. When students are advanced to candidacy, the Graduate Division informs them of the number of semesters they are eligible to be candidates, based on time in candidacy calculations. This is usually 4 semesters after your qualifying exam to file your dissertation. **In Social Welfare, it is expected that all doctoral students will complete the PhD degree within 10 semesters,** having taken the qualifying exam by the end of the 3rd year and filed the dissertation by the end of the 5th year.

Doctoral students become subject to *lapsing of candidacy* if they do not file their dissertation by the number of semesters calculated by the Graduate Division for the filing of their dissertation. Reinstatement to candidacy is possible if your dissertation chair can verify to the Graduate Division that you have completed an acceptable draft of the dissertation, and that the content of your qualifying examination still represents valid evidence of your mastery of current knowledge in the discipline, so that reexamination is unnecessary. **Two years after your candidacy is**

lapsed, your candidacy is subject to termination. Termination represents a form of academic probation more severe than lapsing but still short of formal dismissal. To restore candidacy that has been terminated and remove the probation, you must **retake your qualifying examination** and submit a new application for advancement to candidacy.

Time Limit Exceptions for Student Parents

An exception to time limitations is provided by the Graduate Division's student parent policies. Any student who has taken time to accommodate childbirth or other serious parental demands (care of a newborn, newly adopted young child, serious illness of a child, and other exceptional circumstances) may receive an extension of up to one extra year for passing Qualifying Exams. Following Qualifying Exams, an extension of one extra year toward Normative Time completion may also be granted. The child may be the student's child or that of a spouse or domestic partner. The total additional time granted by this policy may not exceed two years, regardless of the number of children involved. For additional information on this policy, please see http://grad.berkeley.edu/policy/degrees-policy/#f29-normative-time-and-calculation-of-normative-time-in-candidacy.

The Qualifying Exam and Advancement to Candidacy

The Qualifying Examination is a three-hour oral exam addressing your mastery of your three chosen fields of study and the written materials you have submitted for the examination. A committee of five faculty members proposed by you and approved by the Graduate Division conducts the exam. Considering both the written materials and the oral examination, the committee assesses your performance and reports the results to the Graduate Division. When passed, this examination marks your completion of required course work, mastery of three fields of study, and readiness to proceed to the dissertation. This is referred to as "Advancement to Candidacy."

Eligibility and Applying for the Qualifying Exam

To be eligible to apply for the qualifying examination, a student must have:

1. Completed all the required courses or have them in progress.

2. Completed the 3 field bibliographies, 3 research papers, and the dissertation prospectus.

3. No more than one incomplete grade on his or her academic record.

4. Formulated a five-person Qualifying Exam Committee (see "The Examination Committee" below.)

Application Process

At the start of the semester in which you plan to take your Qualifying Examination, you should contact the Graduate Programs Advisor to discuss the process in detail. In addition to completing any outstanding eligibility requirements, you must:

1) Coordinate a common date and time between you and your Qualifying Examination committee to hold the Qualifying Examination.

2) Reserve a room in Haviland with the School's receptionist for a 3-hour timeslot to hold the Qualifying Examination.

3) **At least six weeks prior to the examination**, submit the following to the Graduate Programs Advisor in the Student Services office, 128 Haviland:

   a. **SIX copies of your research papers**, each copy having (either on the paper itself or on a separate sheet) an evaluation by the supervising faculty member in the form of a grade and/or written comments.

   b. **SIX copies of your field bibliographies**.

   c. **SIX copies (in addition to the original) of the "Cover Sheet of Required Materials,"** signed by the major examiners who supervised your field bibliographies and by the person supervising your dissertation prospectus.

   d. **SIX hard copies and ONE ELECTRONIC copy of your dissertation prospectus.** The hard copies are distributed to each of your committee members, and the electronic copy is turned into the Social Welfare Library.

The Graduate Programs Advisor will forward your materials to your committee members. Each of your research papers must receive the approval of at least three of the five examiners, including the faculty member for whom it was prepared if that person is serving on the committee, before the oral examination is conducted.

4) **At least three weeks prior to the examination**, submit the "Application for Qualifying Examination" to Graduate Division (http://grad.berkeley.edu/academic-progress/forms/).

Information checklists and other required application materials for the Qualifying Examination are posted on the Social Welfare website at http://socialwelfare.berkeley.edu/phd-program.

The Examination Committee

The qualifying examination is conducted by a committee of five faculty members proposed by you in consultation with your adviser, and approved by the Dean of the Graduate Division. You should consider your proposed committee members' qualifications in relation to your fields of study and their availability to serve. Ideally, the three faculty members who will later comprise your dissertation committee will be part of your qualifying examination committee, although this is not a requirement. **The same person cannot chair both committees.** Your dissertation committee chair is of primary importance to you, as this person has the major responsibility for guiding the research for your dissertation.

Graduate Division Eligibility Requirements for Committee Members

With rare exceptions, committees are composed only of tenure-track Berkeley campus faculty members: Berkeley Academic Senate faculty who hold the title of assistant professor/adjunct assistant professor or higher.

The majority of your committee members (at least 50%) must be Social Welfare faculty. One must be from another department of the Berkeley campus, referred to as the "outside" committee member. **This "outside" member must be from a Berkeley campus department; Graduate Division does not grant exceptions to this rule.** While you may request that a tenure-track faculty member from another campus with expertise not available from Berkeley faculty be allowed to serve on your committee, this person cannot serve as your "outside" member. Your committee chair should approve your plan before you ask faculty from another campus to serve on your committee.

School of Social Welfare Eligibility Requirements for Committee Members

The faculty members who supervise the preparation of your field bibliographies are the "major examiners." Two of these are normally social welfare faculty. If a faculty member from another Berkeley department has expertise not found in the School, you may be permitted to use an outside person as one of your major examiners. Often, the faculty members supervising your field bibliographies also supervise the preparation of your research papers, but this is not mandatory. **All of the persons supervising your field bibliographies, the person supervising your dissertation prospectus, and at least one of the faculty supervising your papers must sit on your committee.**

Fields of Study

PhD students select three fields of study for the Qualifying Examination: (1) a social welfare problem area and related policies and institutions; (2) a field of social science theory and research containing theories, concepts, empirical data, and methodology appropriate for guiding research within the problem area; and (3) a field of social welfare intervention pertinent to the problem area.

The examination fields and the Social Welfare faculty members who are prepared to supervise in those areas are listed in the following tables.

Social Problems

Secondary supervisors are denoted in italics

Child Maltreatment
Berrick, Gilbert
Edleson

Problems Relating to Children & Adolescence
Berrick, Gilbert, Skeem, Sterzing, Stone
Austin, Edleson, Gambrill, Organista, Shapiro

Death & Dying
Scharlach

Deviant Behavior
Gambrill, Gilbert, Segal
Organista

Problems Relating to Disability
Scharlach
Austin, Gilbert, Midgley

Problems Relating to Aging
Scharlach
Austin, Gilbert, Midgley

Problems Relating to Employment Issues
Midgley
Scharlach

Problems Relating to the Family & Family Functioning
Scharlach, Stone
Aguilera, Berrick, Edleson, Gambrill, Gilbert, Sterzing

Problems Relating to Health
Gomez, Sacks, Segal
Austin, Gambrill, Midgley, Scharlach

History of Social Welfare Problems/Institutions
No Primary Currently Available
Austin, Gambrill, Gilbert, Midgley

Problems Related to Housing
Segal
Midgley

Justice System Involvement (Juvenile; Criminal)
Skeem

Lesbian, Gay, Bisexual, Transgender, & Questioning Issues/Problems
Sterzing
Gambrill, Gomez

Problems Relating to Mental Health
Aguilera, Gambrill, Organista, Segal, Skeem
Austin, Chow, Shapiro, Sterzing

Problems Relating to Migration and Immigration
No Primary Currently Available
Aguilera, Chow, Midgley, Organista, Segal

Poverty
Berrick, Gilbert, Chow, Midgley
Aguilera, Austin, Stone

Racial & Ethnic Issues
Aguilera, Organista, Sacks
Chow, Gomez

Problems Relating to the Status and Roles of Women
Gomez
Edleson, Midgley, Sacks

Substance Abuse
No Primary Currently Available
Gambrill

Problems Relating to the Global South
Midgley

Urban Problems & Issues
Chow
Midgley, Sacks, Stone

Violence, Trauma, & Abuse
Segal, Skeem, Sterzing
Edleson, Gambrill, Gomez

Social Science Theories

Secondary supervisors are denoted in italics

Behavioral/ Social Learning Theory
Aguilera, Gambrill, Organista, Segal
Edleson

Community Theory
Austin, Chow, Midgley
Gambrill, Gilbert, Grossman

Economic Theories Relating to Social Welfare
Midgley
Gilbert

Ego Psychology & Psychoanalytic Theory
No Primary Currently Available
Organista

Feminist Theory
Edleson
Gomez

Migration Theory
Chow

Organization Theory
Austin, Gilbert, Segal

Personality Theory
No Primary Currently Available
Gambrill, Segal

Philosophy of Social Science
Gambrill
Midgley

Small Group Theory
No Primary Currently Available
Gambrill, Segal

Social Psychology (including Social Exchange Theory)
Gambrill
Austin, Organista, Segal

Social Work Treatment Theory
Gambrill

Theories of Cultural Psychology, Acculturation,& Ethnic Minorities
Aguilera, Organista
Chow

Theories of Deviance
Gambrill, Segal
Midgley

Theories of the Family
Scharlach, Stone
Berrick, Edleson, Gambrill, Gilbert, Sterzing,

Theories of Human Development
Sterzing, Stone
Gambrill, Scharlach

Theories of Inter-Ethnic Relations
Organista
Aguilera

Theories of Knowledge and Its Uses
Gambrill
Austin, Midgley

Theories of Medical Sociology
Gambrill, Segal

Theories of Planning
Austin
Gilbert, Chow

Theories of Poverty
Midgley, Gilbert
Austin

Theories of Psychopathology
Aguilera, Gambrill, Organista, Segal, Skeem

Theories of Social Change
Midgley
Gambrill

Theories of Stress & Coping
Gambrill, Organista
Aguilera, Scharlach, Segal, Sterzing

Theories of the Welfare State
Gilbert, Midgley

Theories of Youth Violence
Sterzing
Edleson

Social Welfare Interventions

Secondary supervisors are denoted in italics

Mental Health for Adults
Aguilera, Gambrill, Organista, Segal, Skeem

Aging Services
Scharlach, Midgley
Austin

Behaviorally-Based Interventions
Aguilera, Gambrill, Organista
Edleson, Segal

Child & Adolescent Mental Health
Shapiro, Skeem

Aguilera, Edleson, Gambrill, Organista, Sterzing, Stone

Child Welfare Services
Berrick, Gambrill, Segal
Austin, Edleson, Gilbert

Cognitive Approaches
Aguilera, Organista
Gambrill, Grossman

Collaborative Intervention
Edleson
Austin, Shapiro

Community Development
Midgley, Chow
Austin

Community Mental Health Services
Segal
Aguilera, Austin, Gambrill

Community Organization
Austin
Chow, Midgley

Conflict Resolution
Edleson
Gambrill

Evidence-Based Practice
Edleson
Gambrill

Family-Based Interventions
Stone
Aguilera, Edleson, Scharlach, Sterzing

Group Work
No Primary Currently Available
Aguilera, Austin, Gambrill, Segal

Institutional/ Residentially-Based Services
Segal
Scharlach

Long-Term Care
Scharlach, Segal

Multi-Cultural Practice
Aguilera, Organista
Chow

Occupational Social Work
No Primary Currently Available
Austin, Scharlach

Policy Analysis
Gilbert, Segal, Skeem
Berrick, Gambrill, Midgley

Preventive Social Work
Segal, Shapiro, Skeem, Sterzing,
Berrick, Gilbert, Gambrill

Research Methods
Gambrill, Segal, Sterzing, Stone
Aguilera, Edleson, Gomez

Case Management
Gambrill, Segal, Scharlach

Social Development
Midgley

Social Planning
Austin, Gilbert
Chow, Midgley, Shapiro

Social Services in Public Welfare
Berrick, Midgley
Austin, Gambrill

Social Welfare Administration
Austin, Gilbert

Social Work in Education
Stone
Edleson, Gambrill, Sterzing

Social Work in Health Care
Segal
Austin, Gambrill, Gomez, Scharlach

Training &Professional Development, Social Work Profession
Austin, Gambrill, Grossman Midgley
Edleson, Shapiro

Petition for Approval of a Field Not Listed

Students may petition the doctoral committee for a field of study not on the approved lists, provided it is a subject of academic teaching and research, and it has a substantial body of literature. Petitions generally consist of a brief statement, including the name(s) of the faculty member(s) who will supervise the preparation of your field bibliography and/or paper in the proposed field, the title of your paper, and a sample bibliography as evidence that there is a body of scholarly literature associated with it. Petitions are submitted to the Chair of the doctoral subcommittee "Petitions for Qualifying Examination Fields Committee & Research Review Committee." This should be done as early in your planning process as possible, but at least one month before you apply for the qualifying examination.

The Qualifying Exam Papers

Field Bibliographies

For each of the three chosen fields of study, students prepare an extensive bibliography reflecting their knowledge of the literature of the field. Bibliographies are prepared in individual tutorials supervised by faculty members with expertise in their respective fields, two of whom normally serve as Academic Senate faculty from the School of Social Welfare and one typically serving as a senate member in another UCB department.

The role of the faculty supervisor is threefold: the faculty member must work with the student to develop the scope of the bibliography; to discuss the items as they are read; and to serve as an examiner on the student's qualifying exam. Normally, faculty members who supervise the preparation of the field bibliographies are the "major examiners" at the Qualifying Examination.

The scope of the field bibliography will be negotiated in independent study (SOC WEL 296) between the student and the faculty supervisor. Each field covers a very large area of knowledge, and while there is no recommended length, students and faculty sometimes think of it as if they were preparing the bibliography for a complete course in that area. For instance, if the problem field is "The Family, Family Functioning", one might consider all the topics that they might cover in a one-semester course and develop the bibliography accordingly. It is recommended, but not required, that the student use some form of data base management system with an annotation function, like EndNote, to keep track of the readings for easy retrieval.

The student is expected to have read all of the items on the field bibliography and to have discussed them with his/her faculty supervisor. At the Qualifying Examination, the student is expected to demonstrate a wide knowledge of each of the fields in the responses given to the examiners, even when the question deals with the research paper. While not all items on the bibliographies will be subject to questions, students should expect that they might be questioned on any of them.

Research Papers

While the bibliography represents a comprehensive view of a large field, the research papers should focus in depth on a narrow topic within that field. The research paper is developed in independent study (SOC WEL 296) with a faculty member. That faculty may or may not be the same person who supervises the field bibliography in that field. Keep in mind that it is the

supervisor of the field bibliography, not the research paper, who serves as an examiner at the qualifying examination.

Research papers should reflect a critical and analytical approach to the topic. The papers should offer more than a descriptive review of the literature; they should accurately describe selected themes relevant to a topic and address substantive questions, such as:

a) The strengths and unique features of this theory/research strategy/intervention method.

b) The weaknesses, limitations, or areas for improvement of this theory/research strategy/method.

c) The parsimony, empirical support and predictive value of each perspective. These criteria may not apply to historical or non-empirical types of research.

d) Papers should focus on depth rather than breadth. Research topics generally represent only one aspect of a broader field. The field bibliography, on the other hand, is intended to represent a comprehensive view of the broader field and should reflect the student's general knowledge of that field.

Primary sources should be used, wherever available, to describe theories, problems, research paradigms, or intervention methods. Secondary sources, particularly textbooks, are not appropriate as examples of original research and theory development. It is also important that relevant current sources be used, particularly in terms of research findings and critical articles. Students should express their own opinions and critically assess theories, research or intervention methods discussed. These opinions and critiques should be supported by data and/or critical analysis.

The guideline for length of qualifying examination research papers is typically between 30-50 pages, excluding references, tables, and figures. Papers of this length will help students to focus clearly on a specific topic, to be disciplined in writing, and to produce papers which can easily be revised for publication.

Students often focus their papers on related topics. While some degree of interlinking among paper topics is encouraged, no more than two of the three papers should be directly related to the subject area of the dissertation.

Faculty members who supervise orals papers are expected to discuss agreed upon guidelines with doctoral students, clarify program expectations for scholarly work, and offer regular supervision and support to their students.

All papers must conform to American Psychological Association uniform standards in style of references and heading levels. (Most journals in social work and other social sciences use the APA format.) Final drafts should be double-spaced, using the standard type and margins required in dissertations, and should include a standard cover page (see example, p. 72).

Dissertation Prospectus

During your second and/or third year of study you prepare a prospectus of the research proposed for your doctoral dissertation while enrolled in SW 295:Dissertation Seminar. Your dissertation chair must approve your prospectus before you schedule your qualifying orals. The prospectus describes the problem and objectives of your proposed research, the background of the problem and its significance to social welfare, related theory and research, and your

proposed methods of data collection and analysis. The faculty member who supervises its preparation will serve on your qualifying examination committee in addition to chairing your dissertation. The dissertation prospectus you prepare for your qualifying examination does not necessarily lock you into that particular research plan. Your topic and dissertation committee members are formalized at the time you apply for advancement to candidacy and your prospectus is reviewed at the mandatory meeting with your dissertation committee.

Reporting Qualifying Exam Results to Graduate Division

Following your examination, the Chair of the Qualifying Examination coordinates the voting process, collects votes and signatures, and submits the form to the Graduate Programs Advisor.

Voting Procedures

All members of the Qualifying Examination Committee must be present to vote on the exam and each member is expected to vote on the student's performance during the entire examination. The Committee should make every attempt to reach a unanimous decision. The report should reflect the student's performance on the exam. It is not appropriate to add conditions to the examination verdict related to the dissertation topic, how the research should be conducted, who should be the chair, or how the student will be supported during the research phase.

The grading options possible for the Qualifying Examination are described below:

Pass:

The committee agrees that the student has satisfied the qualifying examination requirement and there is no split vote.

Partial Fail:

A partial failure occurs if the Qualifying Examination Committee votes unanimously that the student passed some topics but failed others. In this instance, the following apply:

1) A second and final examination is required.

2) The chair of the committee must write a letter to the student with information about his or her performance (pass or fail) on each of the three subject areas covered during the examination with a copy to the Graduate Division.

3) The committee may choose to examine the student on all topics or only on those failed during the first exam, but must communicate its decision to the student and the Graduate Division in the letter regarding the student's performance.

4) The retake must be scheduled no earlier than three months after the first examination unless an exception is approved by the Associate Dean of the Graduate Division. **A third exam is not permitted.**

If the exam results in a _split vote_, the chair must obtain the approval of the Graduate Division before making arrangements with the student and other committee members for a reexamination. Contact Graduate Services: Degrees, 318 Sproul Hall #5900, 642-7330, or degrees@berkeley.edu.

Total Failure:

A total failure occurs if the Qualifying Examination Committee votes unanimously that the student failed the entire examination. The committee either: 1) recommends that the student take a second and final examination on all examination topics, or 2) does not recommend reexamination, which will result in the student's dismissal.

If a second and final examination is recommended, the following apply:

1) The committee must submit its "Report to the Graduate Division on the Qualifying Examination" with its recommendation,

2) Committee membership for the student's retake must be the same as for the first exam,

3) The department must wait three months after the first examination before scheduling the retake unless an exception is approved by the Associate Dean (Graduate Services: Degrees, 318 Sproul Hall #5900),

4) A third examination is not permitted. If the committee wishes to suggest preparation for the second examination through additional course work or special tutoring, this must be communicated to the student in writing with a copy to the Graduate Division.

If the committee does not recommend a reexamination, the consequence of which is a recommendation to the Graduate Division for the student's dismissal, a written explanation by the committee chair must accompany the completed "Report to the Graduate Division on the Qualifying Examination" and be sent to Graduate Services: Degrees, 318 Sproul Hall #5900.

Applying for Advancement to Candidacy

After you have successfully completed your Qualifying Exam, the next step is to apply for advancement to candidacy as soon as possible by completing the "Application for Candidacy (Plan B)." (http://www.grad.berkeley.edu/policies/forms.shtml). The current application fee is $90 (payable to "UC Regents.")

On the application, you submit your proposed dissertation title and the names of the three faculty members who have agreed to serve on your dissertation committee. Your dissertation chair must sign your application and specify whether or not human subjects are involved in your proposed research. You must have approval from the campus Committee for Protection of Human Subjects **before you begin your data collection** if your research involves human subjects or identifiable data (call the Committee for Protection of Human Subjects, 642-7461 or access their website at: http://cphs.berkeley.edu/).

If you will be conducting research using human subjects, you are required to take an online Collaborative Institutional Training Initiative course (https://www.citiprogram.org/default.asp) in order to be advanced to candidacy. Once you complete the course, submit a copy of the CITI Course Completion Record along with your Candidacy Application (dissertation chair's signature required), and a check for the application fee to the Graduate Programs Advisor, who will sign your candidacy application for the head graduate advisor, make a copy for your file, and forward all materials on to the Graduate Division. Graduate Division will notify you once you have been advanced to candidacy.

After being advanced to candidacy, students enroll for a minimum of two additional semesters working with the members of their dissertation committee. If you have been continually registered except for two semesters of approved withdrawal and are making corrections to the

final draft of your dissertation, you may apply to pay a "filing fee" in lieu of full registration fees. **However, you must register for each semester you use University facilities or faculty time other than that required to read the final draft of your dissertation.**

The Dissertation

Your dissertation is the final demonstration of your scholarly, research, and professional abilities. It should provide an original contribution to knowledge in the field.

During the semester(s) you are developing your dissertation, you enroll in units of SOC WEL 299-Individual Research with your dissertation chair and/or other members of the dissertation committee.

The Dissertation Committee

Ideally, the three faculty who comprise your dissertation committee will have served on your qualifying examination committee, although this is not a requirement. The dissertation committee chair and a second member of the dissertation committee should be from the School of Social Welfare; a third must be from another department. Committee members must be full-time Academic Senate members of the Berkeley faculty.

The "outside" member must be from the Berkeley Academic Senate. Graduate Division does not grant exceptions to this regulation. If you wish to have a faculty member from another Berkeley department act as your co-chair, this person cannot serve as your "outside" member and you will need a fourth committee member to serve in this capacity.

Meeting with Your Dissertation Committee

You are required to meet with your dissertation committee to consider your prospectus following your qualifying examination and before you begin your research. This meeting should occur within one month of the qualifying exam or as soon as is practical. The meeting is an opportunity to identify and correct possible problems in your research design and clarify your committee members' expectations, thus ensuring a feasible plan. We recommend that the content of this meeting include (but not be limited to):

- Agreement that the dissertation prospectus is "approved." (Additional meetings may be required if the prospectus is not approved.)
- Discussion regarding the role of each member on the committee.
- Discussion regarding data access, permissions, human subjects, and analysis.
- Discussion regarding timelines for completion.
- Discussion regarding communication among and between committee members concerning student progress and standards for completion.

If you and your dissertation chair agree that sufficient discussion with your committee has already occurred, you may request that this requirement be waived by submitting a statement to this effect, signed by both you and your dissertation chair, to the Doctoral Committee Chair for approval. Further meetings during the dissertation phase are strongly encouraged; you should continue to consult regularly with your committee members and keep them informed of the progress of your work. They can also assist you should you wish to publish or present parts of your dissertation.

Human Subjects Research Approval

All research involving human subjects conducted under the auspices of the University of California, including dissertation research, whether done domestically or internationally, must be submitted for review and approval by the campus Committee for Protection of Human Subjects (CPHS), which serves as the Institutional Review Board (IRB) for UC Berkeley. Federal law and University policy require that all research you conduct that involves human subjects in any way must be reviewed and approved or determined to be exempt by the CPHS **before the research is initiated.**

Per Graduate Division policy, as of September 1, 2005, before approval is granted for a research protocol, any graduate student listed as Lead Investigator or Key Personnel on an application to CPHS must complete training in human subjects research by taking and passing the online CITI Program (https://www.citiprogram.org), a basic course in the Protection of Human Research Subjects. Students should take either the Social-Behavioral or Biomedical sequence of modules as is most appropriate for the type of research they are conducting.

Graduate students who plan to use human subjects in their research must complete the CITI course and print out the certificate of completion prior to applying for advancement to candidacy. This certificate must be submitted with the advancement form.

There is no provision for CPHS to give retroactive approval of research. Applications involving greater than minimal risk for subjects will go to full committee review and must be submitted to the CPHS at least 4 weeks prior to the regularly scheduled monthly meeting. Applications for expedited or exempt categories of review are processed in order of receipt. **The review process can be a lengthy one, sometimes taking 2-3 months to complete. Plan adequate time for the review and approval process.**

The Graduate Division may reject research that involves human subjects that is conducted without the approval of CPHS.

The Committee for Protection of Human Subjects offers guidelines for preparing your protocol, submission deadlines, meeting dates, and instructions. The CPHS/OPHS web site (http://cphs.berkeley.edu/) contains complete Guidelines and forms for research investigators. Questions about the guidelines or their implementation should be directed to the CPHS staff at 642-7461 or via e-mail them to ophs@berkeley.edu. Their office is open for in-person assistance 8 a.m. - 5 p.m., Monday – Friday.

If your research does not involve human subjects, you must still consult with your dissertation chair concerning the appropriate protocols and procedures for human subjects, since your dissertation chair must certify on your application for advancement to candidacy that you are not using human subjects.

Preparing and Filing Your Dissertation

Instructions, checklists, and helpful tips on the preparation and submission of a dissertation (manuscript formatting, instructions for filing with the Graduate Division, etc.) are available on the Graduate Division's website at http://grad.berkeley.edu/academic-progress/dissertation/#procedure-for-filing-your-dissertation.

Submitting Drafts to Your Committee

In order to protect faculty from the pressure of rush reviews and students from unreasonable

delays in feedback, **the Doctoral committee has established three weeks as the expected time between a committee member's receipt of a draft and its return to the student.** You should, however, discuss this matter with your committee chair to determine if scheduling constraints will make an alternate time period necessary.

Filing Your Dissertation with The Graduate Division

You submit your completed dissertation to the Graduate Division only after your three dissertation committee members have given their final signature approval. Each dissertation will be submitted as a PDF document in a single copy via ProQuest/UMI's ETD Administrator site (http://www.etdadmin.com). The document will be reviewed by staff in the Graduate Services Degrees unit for formatting. When the dissertation is in acceptable form, the student will bring to the Degrees office an original approval page signed by the dissertation committee and the two exit surveys that we ask doctoral candidates to submit. After the conferral of degrees for the eligible semester, the PDF will be forwarded to the University Library and to ProQuest/UMI for release to the public. It is customary to give one copy of your dissertation to your committee chair.

No additional "oral defense" of your dissertation is required, although students are strongly encouraged to offer a brief oral presentation or poster of their dissertation findings at the annual Haviland Scholars Day celebration held every spring in the School of Social Welfare.

Filing Fee Option in lieu of Registration

The Filing Fee is a reduced fee, one-half of the Student Services Fee (formerly the University Registration fee), for doctoral students who have completed all requirements for the degree except for filing the dissertation. The Filing Fee is not a form of registration nor is it equivalent to registration. If students wish to use University services that are supported by registration fees, they must pay those fees.

Filing Fee is available for the fall and spring semesters only. To use the Filing Fee in fall, you must have been registered in the previous spring or summer (4 units minimum in summer). To use the Filing Fee in spring, you must have been registered in the previous fall.

Students must apply for the Filing Fee by the end of the first week of classes of the semester in which they intend to file. Students complete the Filing Fee Application available from the Graduate Division website (http://www.grad.berkeley.edu/policies/forms.shtml). Students are billed the Filing Fee on their CARS statement. The degree cannot be awarded until the Filing Fee is paid. **The Filing Fee may be used only once during a student's career.**

A student may not concurrently hold a GSI/GSR position while on filing fee.

Students on filing fee status are not entitled to the use of University facilities or faculty time in excess of that accorded the general public. You may purchase library privileges and student health insurance, but cannot work as a GSI or GSR and are not entitled to request faculty assistance beyond that required to read your final drafts.

You must file your dissertation by the filing deadline for that semester's degrees. For more information on the Filing Fee, please see http://grad.berkeley.edu/policy/registration-and-exchange-programs-policy/#d2-filing-fee, or contact Graduate Degrees at (510) 642-7330.

Note: While on Filing Fee you are considered "withdrawn" from the university. This means that your lending institution may arrange for you to begin loan repayments once you elect Filing Fee status. You may wish to consult with your lending institution if this will affect your decision.

Academic Policies and Procedures

Academic Standing

To be considered in **good academic standing** students must:

1. Maintain a cumulative grade-point average of at least 3.0;
2. Have no more than two Incomplete [I] grades on their academic record; and
3. Have not received warning letters from the department or been placed on formal academic probation.

If a student's academic performance is determined to be below standard, the School may 1) send the student a warning letter, with a copy to the Graduate Division, apprising the student of his or her insufficient academic progress; or 2) write to the Graduate Division requesting to place the student on formal academic probation, with the consequence that the student is ineligible to receive a fellowship or hold an academic appointment.

Placement of a student on formal probation is required before the student can be dismissed from the program. Only the Dean of the Graduate Division has the authority to place a student on probation, to remove probationary status, and, if necessary, to dismiss a student from graduate standing.

If the Head Graduate Adviser believes that it is unlikely that a student on probation can improve his or her record or that the student is unable to meet requirements for the degree, the Head Graduate Adviser may recommend dismissal to the Dean of the Graduate Division. Normally, departments can recommend dismissal only after a student has been informed in writing of their deficiencies and given adequate time to correct them and to meet acceptable criteria.

Advising

Faculty Adviser

When you are admitted to the program, you are initially assigned a faculty adviser for one year whose interests correspond broadly with your own. Your faculty adviser's duty is to assist you with academic matters such as selecting courses, preparing for the qualifying examination, and selecting your fields of study for the examination and faculty who will serve on your committee. As you become acquainted with the faculty and your program takes shape, you may find that a faculty member other than your assigned adviser is best able to help you. At the end of your first year or thereafter you are welcome to select the adviser that is best suited to your needs. Once you are advanced to candidacy, the chair of your dissertation committee becomes your faculty adviser.

Graduate Student Affairs Officer

Joshua Dullaghan, the Graduate Advisor for Admissions, Academic Advancement, and Student Funding (aka the "Graduate Programs Advisor" or just "Graduate Advisor'), is the School's designated Graduate Student Affairs Officer (GSAO). The GSAO is responsible for liaising with the Graduate Division on behalf of students, and for providing day-to-day procedural, academic

and administrative advising on degree requirements and progress; Tele-BEARS course enrollment; petitions; doctoral funding and fellowships; and overall School, Graduate Division, and University policies and procedures. Joshua is located in the Student Services Office, 128 Haviland.

Head Graduate Adviser

The Head Graduate Adviser is a tenured member of the Academic Senate faculty, appointed by the dean of the Graduate Division each academic year, on behalf of the Graduate Council. The Head Graduate Adviser is an official deputy of the Dean of the Graduate Division in matters affecting graduate students. Only the Head Graduate Adviser can sign documents or make requests to the Graduate Division on matters concerning graduate enrollment, degrees, academic progress, or financial aid, such as admission, readmission, change or addition of major, or graduate standing. Signature authority for routine administrative matters in the School of Social Welfare is delegated to the Academic Coordinator and the Graduate Programs Advisor. Neil Gilbert, Ph.D. is the current Head Graduate Adviser.

Degree Conferral, Diplomas and Graduation

Your official degree date is *not* the date on which you submit your dissertation. Degrees are officially awarded only twice each year, in December and May. Your degree will be posted to your transcript approximately 10 weeks after the conferral date of your degree. For salary or employment purposes, however, you have completed all requirements for the PhD on the date you file your dissertation with the Graduate Division.

Diplomas are automatically mailed free of charge from the Registrar approximately 3.5 months after the end of the term to the diploma address supplied by you on BearFacts (http://bearfacts.berkeley.edu/).

If you no longer have access to BearFacts, you can fill out the Diploma Request Form (http://registrar.berkeley.edu/DisplayMedia.aspx?ID=DiplomaRequest.pdf). There is no processing fee for this service. If you do not enter a diploma mailing address in BearFacts or file the Diploma Request Form in time for diploma mailing, the Registrar will mail the diploma to your permanent home address. For more information about diplomas, please see http://registrar.berkeley.edu/Records/diplomas.html.

If you require evidence that you have completed your degree requirements prior to the degree being posted to your transcript, you may complete a "**Request a Certificate of Completion**" form (available at http://grad.berkeley.edu/academic-progress/forms/) and submit it to Graduate Services: Degrees, 318 Sproul Hall. Please note that Graduate Division will not issue a Certificate of Completion after the degree has been posted to your transcript.

Filing for Graduate Degrees in Summer Session

Students may file for graduate degrees during the Summer Sessions if they are registered and enrolled. Degrees for which students file during Summer Sessions will be awarded at of the end of the following Fall semester. Summer Sessions enrollment for filing purposes requires a minimum of three units. For more information about Summer Sessions please see http://summer.berkeley.edu/.

Email Communication Policy

E-mail has become a standard means for sending official University communications, and a @berkeley.edu domain email address is required to receive Tele-BEARS registration appointment times. **Per campus policy, all University of California, Berkeley students must establish a @berkeley.edu e-mail address. Students are responsible for keeping the address current and for regularly monitoring their e-mail for official communications from the University.**

Email service at Berkeley is included in the suite of bConnected communication tools, Berkeley's name for Google Apps for Education. To establish your bConnected account and get started with your @berkeley.edu email address, go online to the bConnected home page at http://bConnected.berkeley.edu.

Enrollment, Registration and Class Scheduling

Enrollment Rules

1. Students are responsible for ensuring they are enrolled correctly (appropriate course(s) and course section(s), correct number of units, etc.) and that they are completing semester by semester the courses and activities needed for normal progress towards the doctorate degree.

2. All doctoral students must be full-time registered students, defined as a minimum of 12 units per semester, until taking and passing the qualifying exam. Full-time status is also required to meet residency requirements, and to be eligible for financial aid.

3. To be considered officially registered a student must:

   a. Enroll for at least one course. (Note that this does not, however, satisfy the minimum enrollment requirement of 12 units per semester.) AND

   b. Pay registration fees by the fee payment deadline, either in full or with the first required installment under the Deferred Payment Plan option. If fees are not paid on time, enrollment in classes may be cancelled. AND

   c. Have no registration blocks.

4. **All course enrollments MUST be completed by the end of the 3rd week of instruction each semester.**

How Students Register

All students enroll for classes through **Tele-BEARS**, Berkeley's online, interactive course enrollment system (http://telebears.berkeley.edu). A valid CalNet ID is required to access all UCB online student systems, including Tele-BEARS. Information on Tele-BEARS enrollment procedures and available courses is distributed to all doctoral students prior to the Tele-BEARS pre-registration period for the following term.

Access to Tele-BEARS is on a pre-assigned appointment basis. Enrollment takes place in two phases followed by an adjustment period. You can only access Tele-BEARS during your scheduled appointment period and, after your appointment has expired, during Open Hours.

Tele-BEARS appointment times are assigned by the Office of the Registrar. Once appointment times have been generated, they are made available to students on BearFacts, Berkeley's student services system (http://bearfacts.berkeley.edu). Students are notified by e-mail from the Registrar of when they may check their Tele-BEARS appointment times on BearFacts. **Per University policy, all students must have a *berkeley.edu* e-mail address to receive this information.**

The Online Schedule of Classes (http://schedule.berkeley.edu) is used to access all campus classes and their Course Control Numbers required for Tele-BEARS enrollment. The Online Schedule is updated nightly and consists of fall, spring, and summer class schedules. Each term replaces the previous corresponding term on the Online Schedule of Classes website so there are three terms available at all times.

Changing Class Schedules (Adding/Dropping Courses)

Students may make changes to class schedules directly on Tele-BEARS through the end of the 3rd week of instruction each semester. After this deadline, Students must see the Graduate Programs Advisor for help with all changes to class schedules. Students can make changes to their schedule through the Graduate Programs Advisor as late as the last day of classes any given semester; however, there may be a fee assessed by the Registrar's Office for making changes past the 3rd week of classes.

Exchange Programs with Other Universities

Berkeley Social Welfare and the Berkeley campus Graduate Division both offer several campus exchange program options for doctoral students.

Oxford-Berkeley Collaboration

The Oxford-Berkeley Collaboration (OBC) is designed to facilitate the exchange of graduate research students (DPhil, MPhil, MSW-PhD, and PhD) between the Department of Social Policy and Social Work, University of Oxford and the UC Berkeley School of Social Welfare. The exchange involves up to four students a year from each institution. Students serve as visiting scholars, researchers, academic visitors or recognized students according to the designation of the host institutions. The student exchange involves participation in the host institution for a period of normally three to six months.

The objectives of this exchange are to provide an opportunity for students to broaden their intellectual horizons and gain an international perspective on social policy and social work by studying abroad with faculty and doctoral students in two of the foremost academic institutions in their field. The exchange also provides an opportunity for heightening interaction among faculty from both institutions, facilitating joint ventures on international projects and comparative research.

Students interested in participating should consult with the chair of the Doctoral Program to submit an application. Applications to participate can be made only after students have completed their first year of study in their program. For program and application details, please see http://socialwelfare.berkeley.edu/oxford-berkeley-collaboration.

University of California Intercampus Exchange Program

The Intercampus Exchange Program is designed to allow Berkeley students to study at any of the other UC campuses where unique faculty resources may enrich their graduate program. The Berkeley registration fee entitles students to library, health service, and other privileges at the host campus. Students who participate in the intercampus exchange program can receive credit for courses they take at the host campus.

To be eligible for the Intercampus Exchange Program, a student must be registered at Berkeley by the Berkeley semester deadline and have the approval of the Head Graduate Adviser, the Chair of the host program, and the Deans of the Graduate Divisions at both Berkeley and the host campus. Applications are available from the Graduate Division in 318 Sproul. Students must apply for this program at least three weeks before the beginning of the term of enrollment at the host campus (all other UC campuses except Merced are on the quarter system). Students should make personal arrangements with faculty members on both campuses to ensure that courses, seminars, and facilities will be available to them.

Grades and Grading

The University of California, Berkeley, uses a plus and minus letter grade system on a four-point scale:

1 unit of:	A+ or A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
	A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
		B- = 2.7	C- = 1.7	D- = 0.7	

Limits on Satisfactory/Unsatisfactory (S/U) Coursework

The Graduate Division stipulates that, with the exception of courses which can only be taken on an S/U basis, no more than one-third of your total course work prior to advancement to candidacy be taken on a Satisfactory/Unsatisfactory (S/U) basis. If you elect to take more than one-third of your courses in any given semester on an S/U basis, rather than for a letter grade, you should check with the Graduate Programs Advisor to make certain that your total percentage is still within required limits.

Courses that do not count towards the one-third limit and that can be taken S/U are SW 299, 300, 301, 400/400B and 401 (for MSW/PhD combined students), 403, and 600.

Incomplete Grades

If your work in a course has been of passing quality but cannot be finalized due to extenuating circumstances beyond your control, your instructor may give you a grade of Incomplete. An Incomplete will not be assigned simply because a student needs additional time to complete course requirements. In the School of Social Welfare, your instructor must state the reason for the Incomplete in the comment column of the grade report, and inform the Head Graduate Adviser of your plans for completing the work via a *Graduate Student Petition for an Incomplete Grade* form signed by both you and your instructor.

Once you have completed the work you must file a *Petition to Remove Incomplete Grade* with the Registrar. The Graduate Programs Advisor can assist you with completing petition forms.

There is no deadline for graduate students for the removal of incomplete grades, but all Incompletes in required courses must be removed before you apply for the qualifying examination. Additionally, to be in good academic standing, you can have no more than two Incomplete grades on your academic records. Students are also not allowed to hold a GSI or GSR appointment if they have accumulated more than two Incompletes.

All Incompletes on your record must be removed before you are advanced to candidacy, unless the Head Graduate Adviser states that the course work is neither necessary nor closely related to your degree, and that removal would delay your progress toward completion of the degree.

In-Progress (IP) Grades in SOC WEL 296 or SOC WEL 298

In cases where you and your faculty supervisor have agreed on an independent study project, such as a research project that spans two semesters, you may elect to receive an IP grade in either SOC WEL 296 (Individual Study) or SOC WEL 298 (Group Study). When an IP grade is assigned, it is understood that the grade you receive in the second semester is the grade for your work in the first semester as well. However, you are encouraged to enroll for a grade, or an S/U, whenever possible. In-progress grades must be arranged in advance, and cannot be given at the end of the term as a substitute for an Incomplete ("I") grade. You and the instructor must agree that you will enroll on an IP basis and check this option on the independent study agreement form you file with the Graduate Programs Advisor at the beginning of the semester.

Grade Grievances

Per University policy, all grades except "Incomplete" and "In Progress" are considered final when assigned by an instructor at the end of a term. Grade changes are not permitted except in the case of clerical or procedural error. Grade changes may not be made on the basis of a reassessment of the quality of the student's work. Grievances about a grade may be addressed as follows:

1. The student should first meet with the instructor to discuss the grievance and clarify reasons for the grade assignment.

2. If the grievance does not result in satisfactory action, Robert Teague, Coordinator of Academic Programs, will mediate the dispute. The Academic Coordinator, however, does not have the authority to require an instructor to change a grade.

3. If the result remains unsatisfactory, the student may address the grievance with the Campus Ombudsperson (http://sa.berkeley.edu/ombuds).

4. If these procedures do not resolve the grievance, the student may submit a formal appeal to the Dean of the School of School Welfare, subject to the conditions outlined below.

Formal Grade Appeals

The only formal challenge of a grade permitted by University policy is when an instructor assigns a grade utilizing non-academic criteria (such as considerations of race, politics, religion, sex, or other factors not directly reflective of performance related to course requirements) or when sexual harassment or improper academic procedures unfairly affect a student's grade.

Formal appeals must be directed to the Dean of the School of Social Welfare, 120 Haviland Hall. A written statement indicating the action being appealed, the grounds upon which the

appeal is based, the relief requested, and any background information that the student deems pertinent to his or her case, must accompany the appeal. The appeal must be filed with the Dean within two semesters of the alleged offense.

When an appeal is filed, the Dean will appoint an ad hoc Grievance Committee composed of the Chair of the Faculty and two additional faculty members, one of whom shall be from a unit other than Social Welfare, and two students in good standing, appointed by the Graduate Assembly. The Grievance Committee will consider the written appeal of the student; obtain a written response from the instructor; and will provide all parties the opportunity to present additional information orally or in writing. The Grievance Committee will report its recommendations to the Dean as well as to the Berkeley Academic Senate Committee on Courses of Instruction, including minority views, if any.

If the Committee on Courses finds in the student's favor, it may change a failing grade to a P or S, drop the course retroactively, retain the course but eliminate the grade from the GPA, or adopt the letter grade, if any, recommended by four of the five members of the Grievance Committee.

Further information about Procedures for Grade Appeals Based on the Alleged Use of Non-Academic Criteria is available online from the Committee on Courses at http://academic-senate.berkeley.edu/committees/coci/procedures-grade-appeals-based-alleged-use-non-academic-criteria.

In Absentia Registration

In absentia status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs *outside of California. In absentia* registration replaces leaves taken for research purposes outside the state of California. Students registered *in absentia* are only assessed full health insurance fees, and 15 percent of the combined University Tuition and Student Services Fees. If applicable, students are also assessed nonresident tuition and/or professional school fees.

Download an application for *in absentia* at http://grad.berkeley.edu/academic-progress/forms/. All applications are due by August 10 for the fall semester and January 10 for the spring semester. Please contact Graduate Degrees with any questions: 642-7330 or degrees@berkeley.edu.

Eligibility Criteria

The student must be enrolled full-time in regular UC units. Students in self-supporting programs or exchange programs are not eligible for *in absentia* registration.

Research or coursework:

- ➲ Must be of a nature that makes it necessary to be completed outside of California for at least one full academic term.
- ➲ Must be directly related to the student's degree program as evidenced by faculty approval.
- ➲ Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance from UC faculty during the in absentia period.

⮒ Must involve no significant studying or in-person collaboration with UC faculty during the *in absentia* period.

Doctoral students:

⮒ Must be advanced to candidacy by the time in absentia begins.
⮒ May only use *in absentia* registration for a maximum of four semesters.

Students may hold University fellowships and GSR appointments, but may not hold GSI, AI-GS, Reader, or Tutor appointments during the *in absentia* period.

Release and Disclosure of Student Records

Once an admitted applicant submits a Statement of Intent to Register (SIR) to the University, she or he is considered a student whose records are subject to privacy protections governed by the Federal Family Educational Rights and Privacy Act (FERPA) and the Berkeley campus' policies implementing these regulations. Prior to submitting the SIR, a student's records are subject to different privacy protections under the Information Privacy Act.

The Berkeley Campus Policy Governing Disclosures of Information from Student Records, is available online at http://registrar.berkeley.edu/GeneralInfo/ferpa.html. The campus policy defines "public records" which may be released without prior student consent, describes the record access rights of applicants who have not been admitted or enrolled at the Berkeley campus, and describes the conditions under which students may waive the right of access to their records.

The following types of information are considered matters of public record. Public information about students may be shared with potential and assigned field placement agencies. This information is released, provided it is available, when it is requested in writing. The information is not released if the student requests in writing that it not be disclosed as a matter of public record:

• Name of student.
• Dates of attendance.
• Major field of study.
• Degrees granted at Berkeley and date.
• Name of the most recently attended institution, prior to Berkeley.

Confidential Records

All other records, such as general correspondence, admission applications, and academic transcripts, are confidential. The following persons have access to these records: the Office of the President of the University, the Ombudsperson, and the academic and non-academic staff of the School. Other campus personnel are granted access when it is necessary for the normal performance of their assigned duties. Field placement agencies may obtain information necessary to the assignment and supervision of students in field work placements.

Procedures for Access to Confidential Records

By the Student: Students have the right to inspect their own confidential records provided they make a request in writing. Letters of recommendation and statements of evaluation dated before

January 1, 1975 are not disclosed since these are not covered by authorizing legislation. Access to the records will be provided no later than 45 calendar days after receipt of student's request.

By a Third Party: Disclosure to a third party can be made only with the written consent of the student, naming the third party, the records to be released, and the reasons for the disclosure. There are certain exceptions under which information about confidential records may be released by the School without the written consent of the student, for example by judicial order, to accrediting organizations, for research purposes, or under certain conditions connected with financial aid. In emergency health and safety situations, and at the discretion of the UC Police Department and the Office of the Registrar, disclosure of a limited amount of information may be made to appropriate parties in connection with an emergency when the information is necessary to protect the health and safety of the student or other persons.

Challenge of Records and Hearing

School staff will interpret and explain the information in a student's record upon request. If a student believes that his or her records include data that are inaccurate, misleading, inappropriate, or otherwise in violation of the student's rights of privacy, an appointment should be made with the School's Academic Coordinator to request that the records be amended.

If the student is not satisfied with the result of the appointment, he or she may appeal to the Dean of the School. If the student is still not satisfied, there will be a hearing, presided over by a campus official or other party who does not have direct interest in the outcome of the hearing. The hearing will be within a reasonable length of time and will provide an opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data and for the inclusion in the student's records of a written explanation.

Student Grievance and Appeal Procedures

Purpose and Scope

1. The purpose of this procedure is to afford graduate students in the School of Social Welfare an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, or other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. This procedure may also be used to resolve disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units.

2. The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.).

    (a) This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluation of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

(b) Grievances by students concerning grades are addressed according to the Academic Senate policies and procedures for grade appeals under Berkeley Division Regulation A207.

3. This procedure is provided for continuing and returning graduate students in the School of Social Welfare on the Berkeley campus. Applicants for admission may not use it, nor may students registered in social welfare graduate courses through University Extension, the Graduate Theological Union, or other cross-registration agreements. A student may bring a complaint individually or may file a complaint jointly with other students when each claims injury as a result of the same alleged action(s).

Informal Resolution Procedures

1. Students are encouraged to first pursue informal resolution of a complaint by meeting with their faculty advisor or the Coordinator of Academic Programs to discuss the complaint and explore possible avenues of resolution.

2. Attempts at informal resolution within the School of Social Welfare must be initiated within 30 days from the time at which the student knew or could reasonably be expected to have known of the action being appealed. The informal resolution process should be concluded within 60 days of initiation.

3. If a satisfactory resolution has not be reached through informal resolution, the student may initiate a formal resolution process within the School of Social Welfare.

Formal Resolution Procedures in the School of Social Welfare

1. A student who wishes to initiate a formal resolution of grievance must submit a written complaint to the Dean of the School of Social Welfare. The Dean must receive the written complaint within 15 days of the time the student is notified of the informal review process outcome, or if no informal review has been timely initiated, no more than 60 days from the time at which the student knew or could reasonably be expected to have known of the action being appealed.

2. The complaint should indicate the action(s) being appealed, the date(s) the action(s) occurred, the grounds upon which the appeal is based, and the relief requested.

3. The written statement should include notice to the Dean of Social Welfare if the student bringing the appeal will be represented by counsel or other representative. The letter should also include a description of the results of any informal resolution process, and any background information that the student deems pertinent to the case.

4. For a complaint to be reviewed under the formal resolution process, it must be based on one or more of the following grounds:

(a) Procedural error or violation of official policy by academic or administrative personnel.

(b) Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

(c) Special mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

5. Upon receipt of the written complaint, the Dean of the School of Social Welfare may meet with the complainant and attempt to resolve the problem, or may appoint an Ad Hoc Committee to investigate the complaint. The committee shall make a recommendation to the Dean for resolution of the complaint. The investigation may include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e., interviews or written statements or documents). The committee's investigation should be concluded and student notified of the outcome within 90 days of initiation of the formal appeal. The Dean of the School of Social Welfare will notify the student in writing of the outcome.

6. Time Limits: All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames. The Dean of the School of Social Welfare may extend time limits for good cause upon notice to all parties involved.

Complaints Involving Discrimination

If a complainant alleges discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department will consult the appropriate campus compliance officers prior to commencing informal or formal resolution.

Graduate Appeal Procedure

If a student is not satisfied with the resolution of a grievance under the School's procedure, the complaint may be brought to the Graduate Division under the Graduate Appeal Procedure (http://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/#e19-graduate-student-appeal-procedure). A formal appeal under this procedure must be received in the Office of the Dean of the Graduate Division within fifteen days of when the student knew or could reasonably be expected to know of the final decision made by the Dean of the School of Social Welfare in regards to the student's complaint.

Withdrawal and Readmission

Every graduate student in good standing, unless granted withdrawal by the Dean of the Graduate Division, is required to register every semester until the completion of all requirements for the degree. *Failure to register or to obtain formal permission to leave the University constitutes voluntary withdrawal from the Graduate Division and precludes readmission.* Graduate students must register in any semester during which they are using faculty time for consultation or University facilities for research purposes.

Withdrawal

Naturally we hope that no student will find it necessary to discontinue their program before completing degree requirements. If circumstances are such that you believe you must withdraw, please first discuss your situation with your faculty adviser and student services staff. Withdrawal is a significant action that results in dropping enrollment in all classes, **and readmission is not guaranteed.** A department is not obligated to readmit any student who has withdrawn. You are therefore strongly encouraged to consult with your faculty advisers and student services staff to explore other options for completing the program before considering withdrawal.

Withdrawal requests are initiated and processed by the student's department. Should withdrawal become necessary, after consulting with your faculty advisers, see the Graduate Programs Advisor to initiate a formal request to withdraw.

While withdrawn, you are exempt from all fees and are expected in turn to maintain no connections with the University; you may not use University facilities (including subsidized computer time) or place demands on faculty time. In most cases, before you withdraw, you should be advanced to candidacy for the PhD degree. You may withdraw for up to two semesters after being advanced to candidacy without these adding to your accrued time in graduate status or normative time.

Medical Withdrawal

Requests for withdrawal due to medical reasons are initiated at University Health Services (UHS- Tang Center.) UHS provides appropriate medical documentation to accompany requests for medical withdrawal, makes a recommendation to the School to accept or not accept a medical withdrawal, and determines if medical clearance will be required for readmission. UHS does not make decisions about academic status. **The final decision for granting a medical withdrawal (and the decision of whether or not to readmit) lies with the School.** More complete details about and forms for initiating medical withdrawal are available from the Tang Center: http://uhs.berkeley.edu/students/counseling/medicalwithdrawals.shtml.

Readmission

If you have withdrawn and wish to resume your studies, you must file an Application for Readmission form, including an application fee, along with a Statement of Legal Residency form. All forms can be downloaded from the Office of the Registrar's web site at: http://registrar.berkeley.edu/current_students/elecforms.html.

Readmission applications should be submitted by April 15 for the fall semester and by August 15 for the spring. You will be notified by the Graduate Division when they have acted on your application.

Fees, Fellowships and Financial Aid

Fee Billing and Payment

Graduate Tuition, Fees and Expenses

Social Welfare doctoral students are assessed "Graduate Academic" fees.
The current fee schedule is online at
http://registrar.berkeley.edu/current_students/registration_enrollment/feesched.html.
Fees are subject to change without notice, so be sure to check for the most current information.

The annual estimate of the total cost of attending Berkeley, including average living expenses, is known as your **Student Budget.** The Graduate Student Budget (also known as Cost of Attendance) is used to help determine the amount of financial aid you may be eligible to receive. *By federal law, a Student Budget may only cover student expenses; spouse or dependent living expenses may not be included.* See the current Budget online at http://financialaid.berkeley.edu/cost-attendance.

Billing and Fee Payment

Registration fees and most other student charges are billed through the **Campus Accounts Receivables System (CARS)** administered by the Billing and Payment Services Office. CARS e- Bill statements can be viewed online through Bear Facts (http://bearfacts.berkeley.edu).

Billing statements are produced each month as long as the account has an outstanding balance or if the account had activity during the billing cycle. A courtesy e-mail will be sent when a new billing statement is generated. No paper bills are generated. Students are responsible for keeping their billing account current, whether or not they have received the e-mail notification. CARS e-Bill information is updated monthly. Other CARS information on Bear Facts is updated nightly. For outstanding balance payment options please see http://studentbilling.berkeley.edu/.

To be considered a registered student, at least the first installment of fees must be paid by the stated deadline each term **and** you must be enrolled in at least one class. If fees are not paid on time, enrollment in classes may be cancelled, any fellowship or stipend payments may be placed on hold, and access to campus services may be restricted or denied. Loans from the Financial Aid Office are not credited to student accounts until you are enrolled in classes. When a student has failed to meet his or her financial obligations to the University, including unpaid fees totaling $100 or more, Billing & Payment Services is authorized to block a student's registration and records until the financial obligation is satisfied.

Deferred Payment Plan

This Plan allows for fall and spring semester registration fees to be paid in five monthly installments of 20% each. A non-refundable participation fee of $40 per semester is assessed to CARS accounts for participating. For a calendar of payment deadlines, see the Billing Services Deferred Payment Plan website at http://studentbilling.berkeley.edu/deferredPay.htm. If installment payments are not credited to the account by the due date, the account may be assessed a late fee; a block may be placed on registration for future terms; and you may be dropped from the rolls, i.e. grades will not post to your transcript until all registration fees for the term are paid in full (applies to December and May installments).

Electronic Funds Transfer (EFT)

All students are strongly encouraged to sign up for Electronic Funds Transfer (EFT) to receive any CARS refunds and student aid payments **(including fellowship, stipend and financial aid payments)** securely, conveniently, and as quickly as possible. EFT deposits refunds and aid payments directly into a designated checking or savings account, eliminating the risk of a lost or stolen refund check. Sign up for EFT online at http://eftstudent.berkeley.edu.

California Residency for Tuition Purposes

Many graduate students (US Citizens, permanent residents, or eligible non-immigrants) who enter Berkeley as nonresidents and establish residency for the required year are eligible to apply for classification as residents for tuition purposes within one year after their arrival. These students then receive the benefit of paying fees at the lower resident rate.

The residency classification process is not automatic. You must start the process of fulfilling the residency requirements as soon as you arrive, and you must submit a residency classification petition, along with supporting documentation, prior to established deadlines.

For guidelines as to what you should do in order to establish California residency for tuition purposes, as well as the application filing periods, please consult the residency unit in the Office of the Registrar (http://registrar.berkeley.edu/Registrar/residency.html).

Financial Support for Doctoral Students

Upon matriculation Berkeley Social Welfare entering doctoral students are provided with a funding support letter that reviews details of the funding package offered at the time of admission. Because individual circumstances and funding resources can often vary from year to year, all doctoral students should review and update their funding plans frequently.

Understanding the variety of options and resources for financial support is essential to ensuring a successful doctoral education experience. You should be planning any needed financial assistance arrangements as far in advance of enrollment as possible. Educational financing needs are diverse and vary according to individual circumstance, especially for doctoral students. A key successful funding strategy is to explore and use as many funding resources as possible that may be available to help support your graduate studies, rather than to rely on one or two traditional forms of support.

The most frequent forms of financial support for Berkeley Social Welfare doctoral students usually include a combination of some or all of the following resources:

- University-sponsored multi-year fellowships for entering students, awarded through an annual campus-wide competition. All newly admitted doctoral students are considered by the Doctoral Admissions Committee for nomination for **Doctoral Multi-Year Fellowships** awarded by the Graduate Division. These awards are competitive, based on merit, and offered to doctoral students of outstanding achievement.

- Graduate Division-administered fellowship awards for continuing students, including the **U.C. Dissertation-Year Fellowship** and **Mentored Research Award**. Departments nominate continuing graduate students for these awards each Spring semester.

- Departmental **Block Grant Fellowships** and endowment-supported **Departmentally Restricted Fellowships**. A departmental fellowship application is made available to continuing students in early spring of each year for awards for the following academic year.

- **Academic student employment** as a Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, or Tutor. Most financial packages for doctoral students, such as multi-year fellowships, usually include academic appointments as part of the funding package. See the "Academic Student Employment" section of this handbook starting on page 55 for more information.

- **External fellowships** for entering, continuing or returning students. Many external fellowships or other extramural awards from a variety of outside funding sources, including government agencies; professional and alumni organizations; private foundations; and corporations; are available to entering and continuing students. See page 50 for more information.

- Various **grants-in-aid** for specific expenses (see p. 52).

IMPORTANT NOTE

To be eligible and considered for any university funding, including departmental fellowship awards, all U.S. citizen and permanent resident students (entering AND continuing) must submit a completed Free Application for Federal Student Aid (FAFSA) by the priority deadline. You should have a FAFSA on file for the current academic year, even if you do not expect to take out any federal student loans.

How Students Receive Fellowship Funds

Fellowship stipend payments are normally issued by semester or monthly, depending on the award. The first payment is released no earlier than the first day of the semester. Graduate Division will send fellowship stipend payments to CARS only after the recipient has registered. (Registration is complete when at least 20% of fees/tuition are paid, your are enrolled in at least one unit, and there are no active registration blocks.)

Funds will be disbursed via Electronic Funds Transfer (EFT) if you have elected this option and if your CARS account is not past due. If you don't opt for EFT you will be notified when a paper check is available for pick up at Cal Student Central, 120 Sproul Hall. You should bring your valid Cal 1 Card and social security number to pick up any checks. Checks that are not picked up within 21 days will be mailed to your local address on file in BearFacts.

Fellowship payment of registration fees and nonresident supplemental tuition, if applicable, will be credited directly to your CARS account.

Fellowship Funds Paid by External Sources

Students receiving fellowship support from an external source/outside agency are responsible for ensuring that funds get properly applied to their CARS accounts by the payment deadlines each semester.

External fellowship checks should be made payable to "UC Regents" and mailed to the Financial Aid Office at the following address:

> UC Berkeley
> Financial Aid & Scholarships Office
> 18 Sproul Hall #1960
> Berkeley, CA 94720-1960

Be sure to give your donor your student identification number (SID) and ask them to include it with your award. It's also helpful if the donor includes a letter explaining the award terms when they send the award check to the Financial Aid & Scholarships Office.

Financial Support for International Students

International students should plan carefully for their financial support while attending UC Berkeley. International students, except those on immigrant visa or refugee status, are not eligible for federal or state-supported financial assistance programs for U.S. citizens and permanent residents, nor are they eligible for support from the Financial Aid and Scholarships Office.

International students in F-1 or J-1 status cannot establish California residency and must pay nonresident supplemental tuition EXCEPT for a three-year exemption when advanced to doctoral candidacy.

Although international students are not eligible for most institutional aid limited to U.S. citizens and California residents, they may be eligible for some University fellowships and departmental block grant fellowships. Continuing international doctoral students in Social Welfare are eligible to apply for departmentally restricted awards. The departmental fellowship application is made available to continuing students in early spring of each year for awards for the following academic year.

Berkeley International Office (BIO) administers some limited need-based aid programs for international students. These awards include Graduate Tuition & Fee Awards and Graduate Student Parent Awards. Need-based BIO awards are intended for those students in the most financial need, and are not intended to provide long-term support. The application period typically occurs at the beginning of each Fall and Spring semester. For details about these awards and other financial resources for international students, please refer to the Berkeley International Office website (http://internationaloffice.berkeley.edu/aid.)

Terms and Conditions of Fellowships

Students receiving university fellowship support are subject to all university fellowship rules, regulations and eligibility requirements. Students receiving external fellowships must also refer to the fellowship terms set by the corresponding agency, including terms regarding supplementation with employment or another fellowship.

You MUST immediately inform your faculty adviser, the Graduate Programs Adviser, and the Graduate Student Services: Fellowships office of any changes that may affect your fellowship award(s), such as the offer of another award or any concerns about making sufficient academic progress.

General Summary Terms of Awards

Fellowship recipients are required to register full time (generally 12 units per semester) and to devote their time to study and/or research in the field in which the award is made, make satisfactory academic progress, and maintain a 3.0 GPA. If the fellowship includes a summer stipend, students may be required to enroll in 3 units during the summer. Your award letter should include any details about enrollment requirements.

If your registration is not complete, your fellowship stipend payment will not be sent to your CARS account. To be considered registered, you must be enrolled in at least one class, have paid at least the first installment of fees, and have no registration blocks.

Stipend Limits on Graduate Division Fellowships

A student may become eligible for multiple awards during the same period, e.g. when a student is eligible for a combination of Graduate Division fellowships or when a student receives an external fellowship in addition to a Graduate Division fellowship. In the interest of ensuring that certain funds are distributed widely and equitably, the Graduate Division sets limits on stipend amounts paid from Graduate Division funds.

Recipients of Graduate Division funding are limited to $31,000 in stipend support per 12-month academic year (Fall, Spring, and the following summer). Students who accept a Graduate Division fellowship sign an agreement to notify the Graduate Division Fellowships Office when they receive other fellowships.

Simultaneous Fellowships and Appointments

The terms of many fellowships prohibit or restrict students from holding employment during the term of the fellowship, and departments and students must adhere to supplemental fellowship policies regarding work rules. Students who are receiving a fellowship administered by the University that will give them at least $16,000 in stipend plus fees, are subject to an employment restriction: students may work up to 25% during the academic year (that is, 25% each term or 50% for one term only). There is no work restriction for the summer term. Students holding appointments that conflict with fellowship terms are subject to having their fellowship reduced or rescinded to ensure compliance with fellowship terms.

The Doctoral Completion Fellowship (DCF)

The Doctoral Completion Fellowship (DCF) is an incentive award offered to PhD students who make regular and steady progress toward their degrees. Eligible students may accept the award any time between their advancement to candidacy and filing their dissertation, or the end of the year Normative Time to Degree plus one year. In Social Welfare, Normative Time to Degree (from first enrollment to filing the dissertation) is considered 10 semesters.

To be eligible for the DCF, you must be in good academic standing with a minimum GPA of 3.0; have a current, satisfactory annual progress report on file with Graduate Division; have participated in PhD completion activities or other program-directed requirements; and submit an application for Advancement to Doctoral Candidacy to Graduate Degrees. Filing of the dissertation is expected to occur before the end of year NTD+1; consequently, no university funding is available after year NTD+1 (except for loans) for students who choose to accept the DCF. The Filing Fee option is available to students at any time they qualify. There is also an

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employment restriction: the DCF may be supplemented by a single one-semester GSI, GSR, Reader, or Tutor appointment for no greater than 25 percent time.

For more information about this award, please see http://grad.berkeley.edu/policy/degrees-policy/#f31-deans-normative-time-fellowship-dntf-and-doctoral-completion-fellowship-dcf.

Grants-in-Aid

Berkeley Social Welfare, the Graduate Division, and other campus resources offer various grant-in-aid fellowship programs for continuing doctoral students:

Back-Up Child Care for UC Berkeley Student Parents

Registered student parents, on a "first come, first served" basis as long as funding lasts, are eligible for up to 60 hours per year of highly-subsidized back-up child care from a leading nationwide provider of care services. Learn about the service, location, hours and costs, and sign up at http://backupchildcare.berkeley.edu/.

Child Care Reimbursement Program for Academic Student Employees (GSIs, Readers, Tutors)

Reimbursement for childcare expenses is available to eligible Academic Student Employees (ASEs). Article 4 of the UAW contract allows each eligible ASE to claim up to $900 per semester for expenses incurred during his/her appointment period and within the regular academic terms (Fall and Spring semesters) and up to $600 for expenses incurred during Summer Session appointment(s). An employee must have a valid ASE appointment for a minimum of 25 percent time for the duration of the term for which reimbursement is submitted. To be eligible for reimbursement during the summer term, the ASE must also be a registered student in the regular academic terms preceding and following the summer session appointment. A Claim Form and required documentation must be submitted by the last day of the regular academic term following the term in which the expenses were incurred and paid for. For eligibility criteria and other important information about the program, see the ASE Child Care Reimbursement Factsheet (http://ucnet.universityofcalifornia.edu/forms/pdf/ase-child-care-reimbursement-program.pdf).

Child Care Reimbursement for GSRs

Registered GSR parents with non-school age dependent children and at least a 25% GSR appointment during the semester or summer session are eligible for up to $900 per semester and $600 per summer in childcare cost reimbursement. Reimbursement requests for expenses must be submitted after the expenses are incurred. Eligible GSRs should submit the GSR Childcare Reimbursement Request form, with applicable childcare provider receipt(s) attached, no later than the first day of the semester following the term for which the claim is filed. The form and instructions are available at http://grad.berkeley.edu/financial/families/.

Graduate Assembly Travel Award

Up to $300 in travel reimbursement for registered graduate students presenting at a conference outside of the San Francisco Bay Area. Apply at https://ga.berkeley.edu/funding/travel-grants.

Graduate Division Conference Travel Grant

Doctoral students may apply for funding to attend professional conferences. Grant amounts depend on the location of the conference (up to $400 within California, $600 elsewhere in North America, including Canada or Mexico, and $1,000 outside of North America.) Doctoral students are eligible for two grants per graduate career, regardless of how many degrees they earn. To be eligible to apply, you must (1) be registered for the term in which you are planning to attend the conference (students on filing fee are not eligible); (2) be in good academic standing; and (3) be presenting a paper or poster at the conference. Apply directly to the Graduate Division; a link to the application form is online at http://grad.berkeley.edu/financial/fellowships/. Questions may be directed to Graduate Fellowships at (510) 642-0672.

Graduate Division Parent Grant

Registered graduate student parents (single, married, or registered domestic partners) who live with dependent children and demonstrate financial need may apply for up to $8,000 per academic year, ($4,000 per academic term) funding permitting. Applications are submitted directly to the Graduate Fellowships Office. Apply directly to the Graduate Division; a link to the application form is online at http://grad.berkeley.edu/financial/fellowships/.

Social Welfare Dean's Conference Travel Award

Doctoral students presenting original research, or participating as an invited discussant or panelist, at a major meeting of a recognized learned society or professional organization, may apply for a Social Welfare Dean's Conference Travel Award.

Travel Awards are given in the form of a graduate grant-in-aid paid directly to your CARS account. The award amount is $1600, and you may receive one Dean's Travel Award per academic year.

In your final, job-seeking year in the doctoral program, you may apply for up to two Dean's Travel Awards, with the limitation that at least one of them must be to support you presenting at either the Council on Social Work Education (CSWE) Annual Program Meeting or the Society for Social Work Research (SSWR) Annual Conference.

All Berkeley Social Welfare continuing doctoral students use the departmental Graduate Student Supplemental Funding Request Application to request a Conference Travel Award. Applications must be submitted no later than three weeks before the start date of the conference or meeting. Applications submitted later than this deadline or after the fact will not be considered, and there is no exception to this policy. The supplemental funding application form is available on the Student Funding page of Berkeley Social Welfare's website, at http://socialwelfare.berkeley.edu/student-funding.

Extramural Awards

Extramural funding opportunities are available to social work graduate students, and many Berkeley Social Welfare students have been successful at securing external funding. Extramural awards are made by a variety of funding sources, including government agencies, professional and alumni organizations, private foundations, and corporations. There are many types of extramural fellowships and other awards, spanning a wide range of disciplines and funding amounts. Some are based on academic merit; some are targeted toward specific types of students, such as underrepresented minorities and women. There are hundreds of public and

private fellowships, each with different requirements – and you should apply to all for which you are qualified and eligible!

The School actively encourages all graduate students to apply for extramural funding opportunities, **particularly doctoral students seeking dissertation support.** Technical assistance is available to students thinking of applying for a dissertation grant, research fellowship, or other funding to support their research. The process of identifying, researching and applying for external fellowships, grants and other awards can be lengthy and time-consuming. Begin your search as early as possible – preferably at least one year before the expected receipt of an award.

There are many resources available to help you search and apply for external funding; we recommend starting with the following:

- ➲ As a first step, always consult with your faculty advisor.

- ➲ Research Funding @ Berkeley Social Welfare:
  http://socialwelfare.berkeley.edu/research-funding

- ➲ Graduate Division Fellowship Resources on the Web:
  http://grad.berkeley.edu/financial/fellowships/

- ➲ Graduate Division Workshops for Fellowships & Grants:
  The Graduate Division Fellowships Office offers workshops and resources on applying for specific fellowships, such as the NSF Graduate Research Fellowship. The Graduate Division Academic Services Office offers workshops and individual consultations on grant writing. For contact information see http://grad.berkeley.edu/about-us/contact/.

- ➲ Consult the following resources at a campus or local library:

    - The Grants Register: The Complete Guide to Postgraduate Funding Worldwide
    - Annual Register of Grant Support

- ➲ The Foundation Center operates a Funding Information Network library/learning center in San Francisco (http://foundationcenter.org/sanfrancisco/). You can access the *Foundation Directory Online* for free here, and also at the Berkeley Public Library located on Kittredge Street in downtown Berkeley.

Academic Student Employment

Academic appointments can provide a substantial source of financial support for Berkeley graduate students. Most financial packages for doctoral students, such as multi-year fellowships, usually include academic appointments during the third or fourth year.

Types of Appointments

At Berkeley graduate students are most commonly appointed to the following titles: Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, and Tutor. The titles GSI, Reader and Tutor are covered by a labor agreement between the University and the United Auto Workers (available online at http://hrweb.berkeley.edu/labor/contracts/BX). Students hired in these titles are referred to as Academic Student Employees (ASEs) and this is the language used in the UAW contract. GSRs are <u>not</u> covered by this agreement.

Berkeley Social Welfare most often appoints doctoral students to the GSI, GSR and Reader titles. Specific duties for each position are detailed in the written notification of appointment provided to the appointee by the department.

- **Readers** employed to render diverse services as course assistants, which will normally include the grading of student papers and examinations. Subject to assignment by the department, duties might also include attendance at lectures, office hours, consultation with the instructor, and other course-related duties. **Readers may not perform teaching duties.**

- **Graduate Student Instructors (GSIs)** are similar to Teaching Assistants (TAs) at other universities. A GSI serves as an apprentice under the active supervision of the faculty member who is the Instructor of Record for the course. They must be assigned duties for a particular course at or below the level of their experience and qualifications, as classified by step level. A GSI who is at the Step I level in experience (less than four semesters of teaching) cannot be assigned responsibilities beyond what is allowed for that step.   Step I duties entail leading discussion sections or labs or instruction of prescribed course content, under the active direction and supervision of a faculty member who has final responsibility for the course's entire instruction and for the performance of GSIs<u>. The GSI is not solely responsible for instructional content of the course, selection of assignments, planning of exams, or for determination of course grades, but may assist in these tasks in collaboration with the instructor of record who has final authority.</u> Other course support duties may include, but are not limited to, holding office hours, grading, and participation in development of quizzes.

- **Graduate Student Researchers** perform research broadly related to their degree programs in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator. GSRs may or may not collaborate in the publication of research as determined by the faculty member directing the work. **GSRs may not be assigned teaching, administrative, or general assistance duties.**

Eligibility Requirements

Students must meet academic and other minimum requirements and criteria for appointment eligibility for each academic title. Graduate students are also subject to Graduate Council and Graduate Division policies regarding appointments to academic and staff titles, including minimum enrollment requirements and limitations on percentage of appointment. Please read Graduate Division's *GSI, GSR, Reader, and Tutor Guide* (available online at http://grad.berkeley.edu/financial/graduate-student-employment/guide/)for essential information about academic student employment.

The minimum requirements and criteria for appointment eligibility include the following:

For ALL ASE Titles:

- Students must be registered for the <u>entire</u> semester for which they hold a graduate student academic appointment.

- Students must be enrolled in a minimum of 12 units, unless already advanced to doctoral candidacy, by the end of the third week of classes and must maintain the minimum of 12 units for the entire semester.

- Minimum GPA requirement for holding an academic appointment is 3.00.

- Academic appointees may have no more than 2 incomplete grades in upper division or graduate courses.

- Students must be making satisfactory degree progress, which includes meeting program benchmarks, not being on academic probation or in lapsed candidacy, and meeting goals set by the faculty.

- Students on filing fee status are not eligible to hold GSI or GSR appointments. These students <u>are</u> eligible to be appointed as Readers and Tutors.

- Students on "In Absentia" status, are not eligible to hold GSI, Reader or Tutor appointments but could hold a GSR appointment.

- **All first-time ASEs must attend the New ASE Orientation sponsored by the campus' Labor Relations Office the semester of their appointment.** If the ASE fails to attend, he or she is ineligible for future appointments until this requirement is satisfied. ASE Orientation Dates and instructions for signing up are available online at http://hrweb.berkeley.edu/labor/contracts/BX/orientation-dates.

ADDITIONAL Requirements for Graduate Student Instructors (GSIs):

- New GSIs are required to attend a **campus-wide Teaching Conference for First-Time GSIs**, sponsored by the GSI Teaching & Resource Center, to prepare new GSIs for teaching. All GSIs teaching for the first time at UC Berkeley **are required to attend.**

  The fall conference takes place on the Thursday and Friday before classes start. The first day (Thursday) is for new international GSIs and addresses teaching in the U.S. classroom. The second day (Friday) consists of intensive teaching preparation **for all new GSIs,** international and domestic. The spring conference takes place on the Friday before classes begin. For more information please see http://gsi.berkeley.edu/conf_wkshop/confs.html.

- First-time GSIs are required to complete an **online course in professional standards and ethics** in teaching, offered by the GSI Teaching & Resource Center. The course is intended to introduce GSIs to policies, practices, and standards that all instructors need to know in order to perform their responsibilities professionally and ethically. Sign up online at http://gsi.berkeley.edu/ethics/index.html.

- Every first-time GSI must either have completed or be enrolled in a **300-level, semester-long pedagogy seminar** offered by the GSI's department on teaching in the discipline.

  In Social Welfare this course **is SOC WEL 375-Teaching in Social Welfare,** generally offered in the fall semester when there is sufficient student demand. Entering doctoral students are highly encouraged to take this course early in their program of study in order to be eligible for GSI appointment.

  **PLEASE NOTE: A GSI may only take the pedagogy seminar in another department with the advice and approval of the Faculty Adviser for GSI Affairs in the teaching department, and the consent of the 300-level course instructor in the other department.

- GSIs who are required to complete the **English oral proficiency test** must take and pass the test before they can be appointed. Information about satisfying this requirement is available at http://gsi.berkeley.edu/lpp/teaching.html#proficiency_testing.

Departmental Policies and Procedures for Academic Student Employment

Hiring departments are responsible for verifying eligibility of students proposed for graduate student academic employment, and for ensuring ASE recruitment and selection is conducted fairly and equitably. The following departmental policies and procedures are in effect for the School of Social Welfare:

Eligibility

- An Academic Student Employee is ineligible to hold an additional ASE appointment simultaneously for the same course (i.e., cannot be both Reader and GSI for the same course), and may not be enrolled in a course for which they hold an ASE appointment.

- The School of Social Welfare Doctoral Committee limits holding a GSI appointment to no more than twice for the same course, even under different instructors.

Recruitment and Selection

- Campus policy and the labor agreement require procedures for recruiting and selecting GSIs and Readers be public, transparent, and managed at the department level, rather than be controlled by private arrangements between course instructors and ASEs.

- ASE opportunities in the School of Social Welfare are posted in the Berkeley Social Welfare Career Services Manager by February 15 each year, for anticipated positions in the following Summer Sessions and academic year. Postings shall include criteria required for appointment, and criteria involved in determining selection of ASEs. The Dean, acting as Department Chair, and the Faculty Adviser for GSI Affairs are responsible for ensuring that postings are widely circulated within the eligible pool, and are in compliance with the union contract. Application packets will be forwarded to

supervising faculty members for review, interview and selection once the Office of Admissions & Student Affairs verifies hiring eligibility. Priority review dates are March 1 for Summer Sessions and April 1 for the following academic year.

- Continuing students have priority over entering students for GSI positions. Priority may also be given to students with fellowships that include a student employment commitment, and/or those students in the School of Social Welfare who have not had a teaching opportunity.

Appointment and Workload

- For a graduate student who has not yet been advanced to doctoral candidacy, appointment as a GSI or Reader for a <u>graduate</u> Social Welfare course always requires advance approval by the Head Graduate Adviser.

- Graduate students with ASE appointments during the academic year may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time.

- Per the labor agreement, A GSI with a 50%-time appointment may not be assigned a workload exceeding 340 hours per semester. This standard applies proportionately to other percent appointments.

- It is the responsibility of the supervising faculty member to ensure that workload is consistent with the appointment percentage. It is the ASE's obligation to inform the supervisor when they first perceive that their assignments might exceed the assigned workload maximum for their appointments. ASEs must obtain express advance written permission from their supervisors before working beyond the number of hours defined for their appointments. At no time should an ASE continue to work beyond eight hours in a day, or forty hours in a week.

- The Dean, acting as Department Chair, and the Faculty Adviser for GSI Affairs are responsible for explaining principles associated with workload in accordance with departmental needs and the current union contract.

- GSI and Reader appointments are for one academic year or less, and reappointment is not automatic. ASE appointments in Social Welfare are self-terminating unless the appointee is otherwise notified.

Unit Credit for GSI or GSR Positions

Social Welfare doctoral students holding a GSI or GSR appointment must be enrolled in a minimum of 12 units for the entire semester for which they hold the appointment, unless already advanced to doctoral candidacy. Some of these units may be satisfied by enrolling in the appropriate number of units of either SOC WEL 301-Training in Teaching, or SOC WEL 403-Training in Research, as noted below:

SOC WEL 301 or 403 units:	2 units	3 units	4 units
GSI sections taught:	1	2/same course	2/different courses
GSR hours per week:	6-10	11-15	16-20

Navigating Graduate Life at Berkeley

The University and the School of Social Welfare offer a number of valuable resources and opportunities to support graduate student success, involvement, and enrichment.

Berkeley Code of Conduct

The Berkeley Code of Student Conduct outlines expectations for student behavior as well as the process for determining if students violated the Code, and the consequences (or sanctions) that can be imposed. The Code of Student Conduct is enforced on all University-owned or operated properties, at all University-sponsored events, and off-campus within the limitations defined in the Code. Student Conduct works in conjunction with academic departments, residential units, health services, and campus and local police to ensure that the campus environment is as safe and productive as possible.

The Code of Student Conduct is available online at http://sa.berkeley.edu/code-of-conduct. All graduate students are subject to the Code.

The Center for Student Conduct investigates and resolves cases of individual and student organizational misconduct, including allegations of academic dishonesty, forgery, hazing, inappropriate use of University resources, computer- related violations, misuse of alcohol or drugs, physical abuse and threats of violence, and sexual harassment or assault. Please contact the Center for Student Conduct with any questions about the Code or related processes: studentconduct@berkeley.edu; or (510) 643-9069.

Business Cards

Doctoral students interested in purchasing business cards should contact Lorretta Morales (117 Haviland Hall) and fill out an authorization form. Once the form is completed, students can take the form to a Copy Central location and purchase cards. Typically, a box of business cards cost less than $50.

Cal 1 Card and CalNetID

Cal 1 Card

The Cal 1 Card is the UC Berkeley official photo identification card. Your Cal 1 Card is also used as an access card to campus benefits, including library services, University Health Services, rides on AC Transit buses, key-card entry to residence halls, campus facilities and at all Cal Dining locations. Your Cal 1 Card may also be used as a debit account that can be used for purchases from more than 40 on- and off-campus merchants and for printing in computer labs and libraries on campus.

You should get your Cal 1 Card as soon as possible by visiting the the Cal 1 Card Office in 180 César Chávez Center, Lower Sproul Plaza. Be sure to bring with you a valid photo ID and your student identification number. Newly admitted students can have their photographs taken and get a Cal 1 Card as soon as they receive their Tele-BEARS registration materials for the

semester. The first card is free of charge; a replacement fee of $25 is charged for a replacement card. If your card is lost or stolen, please call 1-866-2UCBCARD immediately. For help with Cal 1 Cards, visit http://services.housing.berkeley.edu/c1c/static/index.htm or call (510) 643-6839.

CalNet ID

Your online identity at Berkeley is called your CalNet ID. You are required to enter your CalNet ID and passphrase in order to use any of the student systems, including the TeleBEARS online enrollment system, Bear Facts, and MyFinAid.

Newly admitted students create a CalNet ID when completing the Statement of Legal Residence (SLR) forms online to accept admission. You can also create or change your CalNet ID online at https://calnet.berkeley.edu/. In order to create your CalNet ID, you will need your Student Identification (SID) and the Personal Identification Number (PIN) that was provided by the Graduate Division Admissions Office.

Keep your CalNet ID and passphrase confidential! Do not disclose them to anyone. Your CalNet account can be used to access confidential information, such as grades and financial records, so protect your CalNet ID and passphrase as you would your Social Security card or credit card numbers.

If you forget your CalNet passphrase, please visit the Cal 1 Card Office on Lower Sproul Plaza.

Campus Safety

The UC Berkeley campus is situated in an urban environment, and though campus areas are relatively safe, the campus is not immune to crime. UCPD-recommended campus safety guidelines and information on reducing your vulnerability to crime are available at http://police.berkeley.edu/programsandservices/campus_safety/guidelines.html. The Police Department's crime prevention booklet, *Safety Counts*, (http://safetycounts.berkeley.edu/) provides comprehensive information on staying safe at Berkeley.

UC Berkeley offers comprehensive free night safety services made up of BearWalk escort, night shuttle buses, and a door-to-door service. The time of day determines what services are available. BearWalks are available from dusk to 4:00am, night shuttles run on routes from 7:30 to 4am and the door-to-door service is available from 4am until 5:30am. For details please see http://nightsafety.berkeley.edu/.

To contact the UC Police Department, dial 911 from any office or campus pay phone or dial (510) 642-3333 from your cell to request emergency assistance while on campus.

WarnMe

WarnMe is the campus-wide emergency warning system. WarnMe will contact you with emergency instructions if there is a situation on or near campus that poses an immediate threat to your safety or health. The WarnMe system allows for several options to alert you on your phone or via text message or e-mail -- you choose the best way to reach you.

By default WarnMe will send a message to your Official Email address in the CalNet directory (typically your berkeley.edu address). To receive WarnMe emergency warnings via any other method, such as by text or phone, you must provide those addresses or numbers on the WarnMe Contact Information page at https://warnme.berkeley.edu/.

WarnMe is part of UC Berkeley's emergency communications system. In emergencies, natural disasters, and other crises, information will be posted on the campus homepage, berkeley.edu, and on emergency.berkeley.edu, a website hosted by an off-campus server. Information will also be available via the toll-free emergency number, 1-800-705-9998, and broadcast on the campus radio station, KALX (90.7 FM).

Haviland Hall Emergency Assembly Area

The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the Nathan Grove). Do not gather at the back parking area as emergency vehicles will be parking there. At any time the building is evacuated, please proceed immediately to the nearest exit, and follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.

Campus Student Systems

Bear Facts
http://bearfacts.berkeley.edu/

Bear Facts is a system that provides information regarding your registration, grades, financial aid, billing, class schedule, and more. You also use Bear Facts to change your addresses and phone numbers, order transcripts, and complete/submit a Statement of Legal Residence. You log on to Bear Facts using your CalNet ID and passphrase.

bCourses
http://bcourses.berkeley.edu/

bCourses is Berkeley's online learning environment, with tools that support teaching and learning activities.

CalCentral
http://calcentral.berkeley.edu/

CalCentral is a secure online portal that delivers personal notifications from key campus systems, facilitates navigation of campus resources, and supports learning and the academic experience.

GLOW (Gradlink-on-the-Web)
https://gradlink.berkeley.edu/GLOW/

GLOW is the Graduate Division's information resource on the Web. You can use GLOW to track your graduate degree milestones, check fellowship support, appointments and more. Anyone with a CalNet ID may log into GLOW.

MyFinAid
https://myfinaid.berkeley.edu/

MyFinAid is Berkeley's online financial aid system and your primary source of information about updates to your financial aid package. Every student receiving financial aid at UC Berkeley has a MyFinAid account, accessed with your CalNet ID. Throughout the year, MyFinAid is where

you will find updates to your financial aid award summary, as well as any messages from the Financial Aid and Scholarships Office about payment status, any changes in your eligibility, and any financial aid requirements, such as forms you may need to submit. We recommend that you check MyFinAid regularly.

TeleBEARS

https://telebears.berkeley.edu/telebears/home

TeleBEARS is the online system that students use to enroll in classes at Berkeley. All students are assigned appointments for accessing TeleBEARS each semester. TeleBEARS appointment times for Phases I and II are generated for all eligible students and are made available via Bear Facts before the start of Phase I. Appointments are generated for all students eligible to enroll for the next semester; if Bear Facts does not indicate any appointments for you, please see the Graduate Programs Advisor.

Newly admitted graduate students are only able to use TeleBEARS beginning with Phase II, shortly before the start of the semester. Information about TeleBEARS enrollment is mailed to all incoming graduate students prior to New Student Orientation in August.

Haviland Hall: Home of Social Welfare

Haviland Hall, located on the central north end of campus, is the home of the School of Social Welfare. Most Social Welfare classes, along with the School's administrative, research, and faculty offices, and the Social Welfare Library, are located in Haviland. The Commons Room on the first floor serves as a student lounge area and is available to all.

Building Hours and Accessibility

The building is generally open during the week from about 7:30 a.m. until after the last evening class dismisses. Building hours and access may be restricted on weekends and between sessions. No one should be in the building after 9:00 p.m. without permission.

Haviland Hall is wheelchair-accessible from the northwest entrance (closest to Hearst Avenue) on the basement level.

Doctoral Student Office & Computing Space

Room 13 is the designated Doctoral Student Office. Work space is available for general use on a first-come, first served basis. Lockable file cabinets are available. Doctoral students can check out a key from the Receptionist in Room 120 Haviland Hall for use of the room and for file cabinets. This key must be returned to the Receptionist at the end of each semester.

Room 312 is used by current GSIs for holding office hours and course preparation only. No individual desks are assigned and a sign-up sheet is posted at the beginning of each semester.

For students who need a private space to conduct in-person or telephone interviews as data collection for doctoral dissertations, a room is available on a first-come, first-served basis every semester. Students may request access to the office space by contacting the Receptionist.

Room 16 computing space is open for use by students and scholars working on their student research or for research on a Center for Social Services Research project. The space is available for students to perform work that supports the research mission of the school. The

bank of computers along the northern wall of the Center are unreserved and available for use by any researcher while computers along the western wall are reserved for specific CSSR projects. Please contact Joshua May at joshlmay@berkeley.edu if any questions or issues about the space arise.

Security is a major concern for all campus buildings and you are asked to lock the door whenever you leave any of the office spaces, even for brief periods.

The Social Welfare Library

The Social Welfare Library is located on the second floor in 227 Haviland. The Social Welfare Library consists of approximately 35,000 volumes and 200 active serial titles. During busy periods, priority assistance is given to borrowers affiliated with the university. Library hours are posted each semester. For holiday schedules, schedule variations, and for hours of other campus libraries, consult the Library Hours web page (http://www.lib.berkeley.edu/hours) or call the library at (510) 642-4432. The Circulation Desk closes 15 minutes before library closes; journals and reserve items may be checked out for overnight use within 2 hours of closing time.

No library card is needed for in-library use of the collection, and a photocopy machine is available. Checking out material for use outside the library requires a campus photo ID or library card. UCB students, faculty, and staff use their Cal 1 card to check out material.

Room Reservations and Usage Rules

To reserve a room for a meeting or an event, see the Receptionist in 120 Haviland Hall. Rooms 2, 4, 5, 10, 15, 201 and 309 are available for reservation. All other rooms in Haviland are General Assignment Classrooms controlled by the Registrar's Office.

Each room has a capacity specified by the campus -- please reserve a room that can hold all attendees expected for your event, within the allowable rom capacity. Having more people at an event than the capacity of the room allows is not permitted because of potential safety issues.

Please DO NOT take chairs from other rooms. If the room is re-arranged for the event, please put it back the way it was BEFORE you leave.

If food and drink are being served at the event and there is a spill, clean it immediately and notify the Front Desk. Please make sure that all food and drink-related trash is completely cleared from the room after use.

Wireless Network Access

Haviland Hall has full building coverage on the campus AirBears wireless network. We strongly recommend the more-secure AirBears2 option for accessing the campus Wi-Fi network. For information on how to set up and connect to the AirBears wireless network, please see http://ist.berkeley.edu/airbears.

Health and Wellness Resources

University Health Services: The Tang Center
http://uhs.berkeley.edu/
2222 Bancroft Way   (510) 642-8000

University Health Services (UHS) provides comprehensive medical, mental health and health promotion services to all Cal students. Spouses and domestic partners of Berkeley students may also use UHS on a fee-for-service basis. Students can use the medical services just as they would their regular doctor's office and urgent care center. The facility is fully accredited, staffed by board-certified physicians, nurse practitioners, physician assistants, a nutritionist, and nurses. Students can use all services at UHS whether or not they have the Student Health Insurance Plan.

Student Health Insurance Plan (SHIP): UHS also administers the Student Health Insurance Plan (SHIP). The Student Health Insurance Plan is a comprehensive major medical insurance plan, providing medical, counseling, prescription, vision and dental services. The University requires that all students have major medical insurance, and provides the Berkeley SHIP to meet this requirement. While UHS provides primary care to students, SHIP covers care outside of UHS, including hospitalization, off-campus or out-of-area care while traveling, and some specialty services not available at UHS. SHIP also provides dental coverage. Students automatically are enrolled in SHIP, and there is a charge on the CARS bill. Students can choose to keep SHIP, or they can waive enrollment if they have comparable coverage. For more information, see http://uhs.berkeley.edu/students/insurance/.

Counseling and Psychological Services at the Tang Center

http://uhs.berkeley.edu/students/counseling/cps.shtml

Counseling and Psychological Services (CPS) provides brief counseling to students with personal, academic or career concerns. Professional counselors can talk with students about a number of concerns, including career, academic, and personal issues; family or relationship issues, or coping with personal crises. Counselors are a multicultural group of social workers, psychologists, and psychiatrists, who try to accommodate students' preferences regarding counselor gender, ethnicity, and sexual orientation. The Social Services staff of CPS provides individual and group counseling, advocacy and referrals, and care management in the following specialized areas: sexual assault, pregnancy, drug and alcohol use, dating/domestic violence, nutrition, and serious medical illness or injury.

For many concerns, meeting with a counselor at CPS may be the best option. Talking with a counselor in a confidential, nonjudgmental atmosphere can aid in self-understanding and in solution of personal issues. CPS offers short-term counseling for individuals and groups. Groups and workshops are available on a variety of topics. If the counseling offered at CPS is not right for a student, CPS will help the student find referrals in the community where sliding scale and low fee options are available.

All graduate students are eligible for CPS services, regardless of their insurance coverage. There is no charge for the initial counseling consultation or the first two appointments following the consultation. After that, there is an appointment fee.

Nondiscrimination and Sexual Harassment Polices and Resources

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth) physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of

service, application for service, or obligation for service in the uniformed services). The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Office for the Prevention of Harassment and Discrimination

http://ophd.berkeley.edu/

The Office for the Prevention of Harassment and Discrimination (OPHD) is responsible for ensuring the University provides an environment for faculty, staff and students that is free from discrimination and harassment on the basis of categories including race, color national origin, gender, age and sexual orientation/identity. This campus Office has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students. The Office also responds to concerns from faculty and students regarding other forms of discrimination as covered by University Nondiscrimination policies-- such as, age, religion, national origin, etc.

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Resources & Support for Sexual Harassment & Assault

http://sa.berkeley.edu/conduct/sexual-harassment
Division of Student Affairs/Center for Student Conduct web resources and links to sexual harassment and sexual misconduct policies.

Sexual Harassment & Violence Support & Education

http://survivorsupport.berkeley.edu/
This website provides information regarding sexual assault prevention, education, and reporting. It also contains information about support options, campus policies, and disciplinary procedures relating to sexual misconduct.

Parking and Transportation

Berkeley is a busy urban campus and parking near campus is severely limited. We encourage use of public transit whenever possible. Berkeley is well-served by public transit, and many students walk or bike to campus. The Downtown Berkeley BART (Bay Area Rapid Transit) train station is just 1½ blocks west of the Berkeley campus. San Francisco Bay Area Transit Information (http://511.org/) provides schedules for, and information about, major Bay Area public transit systems, including AC Transit, BART, San Francisco MUNI, and Caltrain.

AC Transit Class Pass

All graduate and undergraduate students pay a mandatory student fee for a Class Pass validation sticker issued at the beginning of the fall and spring semesters that provides year-

round access to AC Transit buses. The Class Pass makes it possible for registered students to ride free of charge on AC Transit (including the transbay lines to San Francisco) all semester long. Your registration fees cover the Class Pass fees. All you need to do is pick up your Class Pass at the Cal 1 Card Photo ID Office.

BearTransit Shuttle

Your Class Pass is also valid on the BearTransit campus shuttles, which operates 11 lines to and around popular campus destinations nearly 24 hours a day, including service to BART. Shuttle schedules are available on board and on the Parking and Transportation website (http://pt.berkeley.edu/around/transit/routes).

Parking Permits

Students who live at least two miles from campus can purchase parking permits. To manage local demand, parking permits are strictly enforced on campus and in the surrounding neighborhoods. To purchase a permit, check current parking fees, or obtain a parking map, call (510) 643-7701, visit the Parking and Transportation Office or consult their website (http://pt.berkeley.edu). Be sure to bring your Cal Photo ID card and proof of local residence, such as a rental agreement or utility bill in your name (phone bills will not be accepted). If you drive to campus every day, you can save money by purchasing a prepaid student permit for a full semester. If you drive to campus only occasionally, you can purchase a Daily Student Fee Lot Permit that will allow you to park in student lots. Night and weekend permits also are available.

Research Resources

D-Lab
http://dlab.berkeley.edu/

D-Lab provides campus-wide, cross-disciplinary resources for researchers in data intensive social science. Resources and services include in-depth consulting and advising, access to staff support, and training and provisioning for software and other infrastructure needs.

Social Science Matrix
http://matrix.berkeley.edu/

UC Berkeley's new (2013) flagship institute for social scientific research. Drawing on Berkeley's strength in the disciplinary social sciences, Matrix offers a collaborative environment designed to promote new interdisciplinary research questions and to incubate creative new transdisciplinary research programs.

Student Involvement

Doctoral students are encouraged to participate in the life of the program as "Doctoral Reps" during part of their time in the program. Doctoral Reps attend and participate in the proceedings of the Doctoral Committee, which includes two student representatives, plus an alternate student representative who may vote in case of an absence. Current doctoral students are asked to vote for representatives in the spring semester for the following academic year. The

committee meets at least once each semester. A draft agenda is distributed prior to each meeting and students may propose additions via their representatives, who should convene the students to discuss issues prior to each committee meeting. Meetings are open to all doctoral students, although only elected representatives may vote.

Student Support Services

Disabled Students Program (DSP)
http://dsp.berkeley.edu/

The Disabled Students' Program (DSP) offers a wide range of services for graduate students with disabilities, including federal and state legally mandated services and accommodations for eligible students with verified disabilities, non-mandated services, and exam proctoring services for faculty. Services for students are individually designed, and based on the specific needs of each student as identified by DSP Disability Specialists.

DSP students who need academic accommodations must have Letters of Accommodation on file. The purpose of an academic accommodation is to offer the graduate student an equal opportunity to meet the department's academic standards and requirements. To request accommodations, arrange for an individual assessment with your DSP Specialist.

Gender Equity Resource Center
http://geneq.berkeley.edu/

The Gender Equity Resource Center (GenEq) is a UC Berkeley campus community center committed to fostering an inclusive Cal experience for all. GenEq is the campus location where students, faculty, staff and alumni connect for resources, services, education and leadership programs related to gender and sexuality. The programs and services of the Gender Equity Resource Center are focused into four key areas: Women; Lesbian, Gay, Bisexual, & Transgender (LGBT); Sexual & Dating Violence; and Hate Crimes & Bias Driven Incidents.

Graduate Division Academic Services
The Graduate Division Academic Services Unit assists graduate students in the development of academic skills necessary of their graduate programs such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication. This unit offers workshops, writing groups, or individual consultations on these topics for graduate students. For a list and description of services offered, please see the Academic Services bulletin: http://www.grad.berkeley.edu/acapro/pdf/academic_services.pdf.

Graduate Student Parent Resources

- **Berkeley Parents Network**
  http://parents.berkeley.edu
  Extensive web-based resource containing thousands of pages of recommendations and advice contributed by members of the Berkeley Parents Network, a parent-to-parent email network for the community of parents in the San Francisco Bay Area, including Berkeley student parents.

- **Breastfeeding Support Program (BFSP)**
  http://www.uhs.berkeley.edu/facstaff/healthmatters/breastfeeding.shtml

The Breastfeeding Support Program (BFSP) is sponsored by University Health Services - Health*Matters, the worksite wellness program. The BFSP serves faculty, staff, students, and their spouses/domestic partners. Access to lactation rooms on campus is through free registration with the BFSP (see link above). Haviland Hall is close to two campus lactation rooms, one in Moffitt Library and one in Giannini Hall. After you have registered and identified the preferred building with a lactation room, you will be provided the access code and specific directions.

➲ **Child Care: Financial Support**
See pages 53-54 in the "Fees, Fellowships and Financial Aid' section for details on specific child care financial support programs available to graduate students.

➲ **Child Care: University Early Childhood Education Program**
http://ece.berkeley.edu/
The University Early Childhood Education Program serves registered Berkeley student parents with children from three months to seven years old. Priority is given to families with children currently enrolled in the program and then to low-income families with child cares need (generally, parents must be in school full time or working). Student families eligible for subsidy pay fees on a sliding scale, based on family income and family size. Some full-fee spaces are also available. Parents are asked to participate at the childcare centers one to two hours per week. Spaces are limited. Applications are accepted year-round, but admissions process begins mid- May for the fall semester and mid-November for spring semester.

➲ *Families Matter: A Guide for Graduate Student Parents* [PDF]
http://grad.berkeley.edu/wp-content/uploads/parents_guide.pdf

➲ **Student Family Housing**
http://www.housing.berkeley.edu/livingatcal/graduatestudents.html
Student Family Housing is available to married students and students with a domestic partner, with or without children, and to single student parents.

Ombuds Office
http://sa.berkeley.edu/ombuds

The Ombuds Office provides informal and impartial conflict resolution services. The Ombudsperson operates as a designated neutral and independent agent of justice in University-related matters, including academic as well as administrative concerns. All matters referred to this office are held in strict confidence. The only exception, at the sole discretion of the Ombudsperson, are cases where there appears to be imminent threat of serious harm. Contact the Ombuds Office at (510) 642-5754.

Appendix: Additional Resources

Campus Centers and Groups of Interest to Social Welfare Graduate Students

Alcohol Research Group
www.arg.org
Research on alcohol-epidemiology, treatment, and policy. Offers a weekly seminar on alcohol research during school year and pre-doctoral and post-doctoral fellowships.

Berkeley Center on Health, Economic and Family Security (Berkeley CHEFS)
http://www.law.berkeley.edu/chefs.htm
Policy: housed in law school

Cal Corps Public Service Center
http://publicservice.berkeley.edu
CBPR, campus-community partnerships, AmeriCorps, leadership development

The Center for Race & Gender
http://crg.berkeley.edu/
Thursday forums & annual conference on race and gender scholarship

Center for Science, Technology, Medicine & Society
http://cstms.berkeley.edu/
Colloquia, invited speakers, cross-disciplinary

Chief Justice Earl Warren Institute on Law and Social Policy
http://www.law.berkeley.edu/ewi.htm
Research and symposia on contemporary legal and policy issues

Community-Engaged Scholars
gradstudents_engagedscholarship@lists.berkeley.edu
Lectures and events related to CBPR

Institute for the Study of Societal Issues
http://issi.berkeley.edu/about
Research center on societal issues

Restorative Justice Committee
http://www.facebook.com/groups/rjc.berkeley/
Hosts RJ-related talks and activities

The Thomas Henderson Center for Social Justice
http://www.law.berkeley.edu/HendersonCenter.htm
Research and symposia related to social justice and law

UC Berkeley Center for Labor Research and Education
http://laborcenter.berkeley.edu/
Great resource for research; they have a great library on Channing Street

UC Berkeley Resource Center on Aging
http://socrates.berkeley.edu/~aging/
Multi-disciplinary center, events, notices of local gero-related happenings

Social Welfare Acronyms

Acronym	Full Name	Description
ASUC	Associated Students of the University of California	Student government body
C&F	Children and Families	Master's Concentration
CAA	California Alumni Association	
CalSWEC	California Social Work Education Center	
CCN	Course Control Number	Used to enroll in classes
CCYP	Center for Child and Youth Policy	
CMH	Community Mental Health	Master's Concentration
CPHS	Committee for the Protection of Human Subjects	
CSSR	Center for Social Service Research	
CSWE	Council on Social Work Education	Accrediting organization
ETS	Educational Technology Services	
FERPA	Family Educational Rights and Privacy Act	Gives students rights to access, privacy and control over educational data
GA	Graduate Assembly	Graduate student governing body
GenEq	Gender Equity Resource Center	
GSI	Graduate Student Instructor	
GSR	Graduate Student Researcher	
IRB	Institutional Review Board	
LCSW	Licensed Clinical Social Worker	
MAP	Management and Planning	Master's Concentration
MSW	Masters in Social Welfare	
NASW	National Association of Social Workers	Professional organization
NIH	National Institute of Health	
NIMH	National Institute of Mental Health	
OPA	Office of Planning and Analysis (merged with Office of Student Research)	Central campus institutional research function
RSSP	Residential & Student Services Programs	Coordinates student housing
SAO	Student Affairs Officer	
SHIP	Student Health Insurance Program	
SLC	Student Learning Center	Undergraduate tutoring and advising center
SSW	School of Social Welfare	
SSWR	Society for Social Work Research	
SWGA	Social Work Graduate Assembly	Student organization
UCOP	University of California Office of the President	UC System-wide office
UHS	University Health Services	

Faculty-Student Authorship Guidelines

The Doctoral Committee adopted the following guidelines on February 23, 1995:

1. Early in their work with students, faculty members have a responsibility to discuss each contributor's responsibilities and authorship expectations so that all participants can give informed consent. Faculty has a special responsibility to help students make as much contribution as they are able to.

2. All contributors making a substantial contribution ("professional contribution" as described by Fine & Kurdek, 1993) should be listed as authors.

3. Order of authorship generally should reflect extent of contribution, except that the level of contribution required for students to be listed as authors may be less than that required of faculty. When individuals' contributions are approximately equal, preference in order of authorship should be given to students. In some cases, Winston's (1985) criteria may be useful for determining relative levels of contribution.

4. If a student and faculty member are unable to reach agreement regarding authorship, the student should first seek assistance from her or his adviser, then from the chair of the doctoral committee, the dean, and/or the campus ombudsperson.

5. Because faculty have the responsibility to assure that students' dissertations represent original, independent work, articles that students prepare directly from their dissertation findings would be expected to list the student as first author.

References

Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. American Psychologist, 48, 1141-1147.

Winston, R. B. (1985). A suggested procedure for determining order of authorship in research publications. Journal of Counseling and Development, 63, 515-518.

Berkeley Social Welfare Guidelines for Faculty when Mentoring Doctoral Students

The following guidelines are adapted from the Graduate Council (Appendix 11, 2006), amended by doctoral students and faculty:

Faculty mentors should:

Guide students through degree requirements and the qualifying exam experience

- Understand the policies, procedures, and requirements for doctoral education in the School of Social Welfare and in accordance with the Graduate Division.

- Welcome doctoral students into the program and assist their integration into the school.

- Contact all advisees at the beginning of every semester to determine how they will structure the mentor / mentee relationship in terms of the timing and frequency of meetings and develop a mutual understanding of goals for activities and products.

- Meet regularly with students enrolled in independent study units to discuss program progress, requirements, timelines for task completion, etc.

- Consult with students on outside / elective course selection.

- Conduct an annual, comprehensive review as part of the Student Progress Summary.

- Ensure students understand eligibility and responsibilities in relation to various internal funding options (GSR, GSI, normative time fellowship) and proceed strategically.

- Guide students to consider drafting at least one qualifying exam paper in a publishable format. (Including guiding students to conceptualize a doable, journal-length research question and hypothesis, identify an appropriate journal to target for the paper, and writing an exam paper that is 20-25 pages in length.)

- Introduce students to faculty with whom their academic interests naturally align. Provide consultation for students around building relationships with faculty inside and outside the school and university, with particular attention to identifying other qualifying exam committee members from inside and outside departments, and connecting with other qualifying exam committee members.

- Assist students in negotiating difficult group or interpersonal dynamics if faced in the process of the preparing for the qualifying examination. Advocate for the student as necessary and appropriate.

- Assist students in developing the dissertation prospectus which clearly conceptualizes and motivates the research; articulates research questions, methods, and analytic strategies; and presents implications of proposed research for the profession.

- Assist students in gaining access to the Disabled Students' Program for those with extenuating circumstances.

Guide students through their dissertation research

- Assist student in selecting an appropriate dissertation topic that is meaningful, feasible, and valuable to the field.

- Assist student in identifying additional committee members both within and outside of the School. Offer support in making connections with outside faculty as needed.

- Help students develop approaches to building and engaging in research partnerships.

- Provide training and oversight in the design and critique of research projects, rigorous research methodologies and analytic strategies, theoretical and technical aspects of the dissertation, and in professional integrity.

- Provide regular and timely feedback on students' progress and constructive criticism if the students' progress does not meet expectations.

- Encourage an open exchange of ideas.

- Assist in the development of a research dissemination plan, including participation in both scholarly and public discourse.

- Provide and discuss clear criteria for authorship of jointly authored publications.

- Assist in identifying and applying for sources of dissertation funding.

Guide students through professional development

- Help students learn strategies for collegial and responsible engagement with scholars, students, practitioners, policy-makers, and other community members.

- Review a student's CV early and often, engaging in an honest assessment of student strengths as well as opportunities needed for further development.

- Help students form right-sized goals and useful writing routines.

- Work with students to prepare conference abstracts and presentations. As possible, help students secure funding to travel to conferences.

- Help students make contact with faculty in other Schools of Social Welfare through networking opportunities at conferences and other settings.

- Talk with students early and often about publishing (including reviewing and commenting on article drafts, offering advice about publishing outlets, helping to shape article ideas and structure, etc.).

- Guide and support a student's development as a teacher.

- Consult with students in making strategic decisions around service roles (boards, committees, consultation, practice, advocacy, peer review).

- Support students in their application for research funding, fellowship support, and other applications as appropriate.

- Provide career guidance and support including writing letters of recommendation in a timely fashion, helping students prepare for interviews, and other recruitment procedures.

- Provide guidance, if asked, to promote physical and mental health, navigate personal and professional responsibilities, find community in the Bay Area, and seek support / accommodation for a disability, including directing students to campus resources that may assist the student.

- Guide students in acculturating to the overall culture of the academy and be alert to the identity transitions that happen during this acculturation process.

- Help students prepare for leadership roles with competence, thoughtfulness, and humility.

Guide students through the job search process and thinking about post-PhD steps

- Meet regularly with students to discuss long-term professional goals. Respect students' desires to change career goals, if necessary.

- Assist students in determining whether a post-doctoral appointment would be beneficial to their career development and, if so, in seeking such a position.

- Support students in developing their identity as a scholar, developing a research trajectory, and transitioning from doctoral student to assistant professor mindset.

- Assist students in developing job search materials (cover letter, research statement, teaching portfolio), read drafts, and provide edits and conceptual feedback.

- Connect students to faculty in schools they may be interested in.

- Be present at social work conferences and help students network for jobs at conferences.

- Assist students in preparing for interviews and job talks by participating in mock interviews and job talks.

Be thoughtful about each student as a unique individual

- Mentors should be reflective of power dynamics in the mentoring relationship.

- Mentors should recognize and seek to understand the various cultures of their students.

- Mentors should build trust and create a comfortable working environment, especially for students who identify with groups that have been traditionally excluded from, underrepresented, or marginalized in academia.

- Mentors should consider the possibility that students may need extra support due to family responsibilities, but not assume that students with family responsibilities need extra support or are any less committed to their careers.

- Mentors should consider the possibility that students identifying with groups that have been traditionally excluded from, underrepresented, or marginalized in academia may need extra support, but should not assume that students identifying in this way need extra support. It is helpful to ask the student what kind of support s/he desires, and be open to mentoring students in their preferred way.

- Mentors should honor and leverage the student's unique strengths such that s/he can contribute to the mentoring relationship, school, and profession in meaningful ways.

Guidelines for UCB Senate Faculty Serving as Outside Members for Social Welfare PhD Students

Doctoral students in Social Welfare are required to work with senate faculty outside of their department. If asked the following may serve as a guideline as to what an outside faculty member can expect in terms of workload and responsibilities.

Supervising a paper
- Overview: Social welfare doctoral students are asked to develop three major papers, each on a narrow topic relevant to their interests in social work/welfare.
- Your role: Under the supervision of a senate faculty member, students prepare a major paper, suitable for publication in some instances, that draws on the relevant literature to thoroughly examine a single topic. The paper may include original, empirical work, or it may be a critical review of the literature.
- Papers are typically 25-50 pages in length.
- Students typically enroll for units with the faculty member during the course of the writing project.

Supervising a field bibliography
- Overview: Social welfare doctoral students are asked to prepare three field bibliographies, each on a broad topic relevant to their interests in social work/welfare.
- Your role: Under the supervision of a senate faculty member, students prepare an extensive bibliography reflecting their knowledge of the literature in the identified field.
- As a faculty supervisor, your role is threefold:
    1. The faculty member works with the student to develop the scope of the bibliography. The scope is negotiated between the student and faculty member. Each field covers a large area of knowledge and while there is no recommended length, the student and the faculty member may think of it as if they were preparing the bibliography for a complete course in that area. For instance, if the problem field is "The Family, Family Functioning," one might consider all the topics that they might cover in a one semester course and develop the bibliography accordingly.
    2. The faculty member discusses with the student the materials on an as-needed basis;
    3. The faculty member serves as an examiner on the student's qualifying exam (description below).
- Students typically enroll for units with the faculty member during the course of developing the field bibliography.

Qualifying examination
- Serve as one of five members on a student's qualifying oral examination.
- Be available for a 3-hour (or less) exam scheduled at a time that is mutually agreed upon by all members.
- Receive student materials approximately 6-weeks in advance of the oral exam for review.
- Participate in the exam by asking questions pertaining to any part of the written material provided.
- Note: Students will provide three (3) papers, three (3) field bibliographies, and a dissertation prospectus in preparation for the oral exam. Outside examiners need not feel responsible for all of the material provided if it is outside of their field of expertise.

The student will rely on the outside member, in particular, to raise questions in the exam that are most relevant to that faculty member's interests and expertise. During the oral exam, the dissertation prospectus typically serves as a place-holder for a future conversation and it is not usually discussed at length during the exam.

Dissertation committee.
- Serve as one of three members on a student dissertation.
- Review, provide feedback, and ultimately approve – if merited -- the dissertation prospectus.
- Meet with the student on an as needed basis to guide the student in his/her research project.
- Review the final draft document.
- Review and approve, if merited, the final dissertation.
- Other activities as mutually agreed upon between student and faculty.

Sample Standard Cover Page for Qualifying Papers

Paper Title
Social Welfare Theory (or Intervention or Problem)
Name of Theory (or Intervention or Problem)

Student Name
School of Social Welfare
University of California, Berkeley

Prepared in Partial Fulfillment of the Requirements
for the Doctor of Philosophy Degree in the School of Social Welfare
University of California, Berkeley

Prepared under the Supervision of Processor [First Name] [Last Name]
Affiliation

Semester, Year

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