

# GSI CRITERIA FOR RECEIPT OF FEE REMISSION FOR THE DEPARTMENT OF MECHANICAL ENGINEERING

PLEASE SIGN AND RETURN TO 6189 ETCHEVERRY HALL

YOUR NAME: \_\_\_\_\_ SID: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_ EMAIL: \_\_\_\_\_ FACULTY ADVISOR: \_\_\_\_\_

SEMESTER/YEAR OF APPOINTMENT: \_\_\_\_\_

- 1. Academic Standing:** GSIs must be in good academic standing (i.e., must not be on academic probation or have had their degree candidacy lapse—see the Guide to Graduate Policy section E1.8, for more information), have a minimum 3.1 grade-point average, and have no more than two Incomplete grades in upper division and graduate courses on the transcript.
- 2. Registration and Enrollment:** Appointees must be UC students who are registered and enrolled in a least 15 units of course work by their 3<sup>rd</sup> week of classes. *GSIs cannot be enrolled in the course for which s/he wishes to serve.*
- 1. Graduate Standing:** Appointees must be UC graduate students. Only under very exceptional circumstances may a UC Berkeley undergraduate student be appointed to serve as a GSI, and advance approval of the appointment by Associate Dean Duggan is required in each case. UC Hastings College of the Law students may not be appointed as GSIs.
- 2. Disciplinary Probation:** Appointees must be clear of certain disciplinary probations based on the Code of Student Conduct.
- 3. Oral English Proficiency:** New graduate students who do not hold a Bachelor's degree from countries in which the official language is not English are required to submit official evidence of English Language Proficiency. In those countries where the TOEFL Internet-Based Test (iBT) has been introduced, English Language Proficiency can be determined by the speaking section score of this test. If a student took the Paper-Based Test (PBT) in lieu of the iBT, they can demonstrate their proficiency by taking passing the Test of Spoken English (TSE) before enrolling in Berkeley or the SPEAK test offered on the Berkeley campus. University policy calls for completion of the oral English proficiency screening requirement before the GSI appointment can be made. Please see [http://gsi.berkeley.edu/lpp/teaching.html#proficiency\\_testing](http://gsi.berkeley.edu/lpp/teaching.html#proficiency_testing) for more information.
- 4. New ASE Orientation:** All individuals whose GSI appointment is also their first ASE assignment must attend a New ASE Orientation sponsored by the Office of Labor Relations for the semester they have been appointed. If there is a failure to attend, individuals will not be eligible for ASE appointments in subsequent terms until they have attended this orientation. ([http://hrweb.berkeley.edu/labor/ase\\_orientdate.htm](http://hrweb.berkeley.edu/labor/ase_orientdate.htm))
- 5. 300-level Seminar:** All students appointed as GSIs must enroll in a 300-level seminar on teaching offered by the department in which they are teaching either concurrent with or prior to their first appointment as a GSI at Berkeley. These courses provide unit credit for preparation for teaching. **All students, regardless of how many times they've taught, must at least meet for the first seminar meeting.**

6. **Teaching Conference:** First-time GSIs must attend the Teaching Conference for new GSIs, offered by the GSI Teaching and Resource Center each semester before classes begin. International GSIs appointed for the first time must also attend the teaching conference for new international GSIs, offered in the fall semester before classes begin. Pedagogy is the focus of the conferences.
  7. **Online Course:** First-time GSIs must successfully complete an online course on professional standards and ethics in teaching by the end of the second week of classes. To enroll in the online course, please go to the GSI Teaching and Resource Center’s website (<http://gsi.berkeley.edu/ethics/>). The full text of the Graduate Council’s Policy on Appointments and Mentoring of GSIs can be found on the Web (<http://evcp.chance.berkeley.edu/>
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**I have read the above requirements to meet the criteria for this fee remission and agree to comply. I understand that failure to comply with any of the above will result in the loss of my fee remission.**

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**Student Signature**

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**Date**