Fall 2005

Program Announcement

SCHOOL OF
INFORMATION
MANAGEMENT &
SYSTEMS
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Our Mission and Program

Information is the DNA of modern economic and social life. The School of Information Management and Systems (SIMS) prepares leaders to understand, organize, and manage information. Social scientists and technologists work together at SIMS to address the challenges posed for organizations and society by information ubiquity and abundance.

We are committed to enhancing information access and quality. Our goal is to design and develop systems and policies that meet the needs and protect the rights of different information users—including individuals and groups, organizations and communities, and society as a whole.

Our faculty specializes in human-computer interface, information design and architecture, information economics and policy, the sociology of information, and information assurance. Through research and teaching we seek to discover better ways to collect, describe, evaluate, classify, store, retrieve, manipulate, present, and distribute information. We work with information as text, statistics, graphics, video, and audio, both stored and real-time sensor data.

SIMS offers both a masters and a doctoral program. The Masters of Information Management and Systems program provides students with the fundamental tools and skills to design and operate information systems and services. Our doctoral program equips scholars with the theoretical and research capabilities they need to help deepen our understanding of information management, use, systems, and policy. Both programs draw on the unique mix of technical and social science disciplines represented at SIMS. Graduates pursue careers in corporate, government, and academic settings in professions that include information management, consulting, information architecture, and knowledge management.

SIMS is a small multi-disciplinary intellectual community. We encourage interaction among our approximately 100 graduate students and 13 faculty members. Our curriculum emphasizes small classes and project-based learning. Students in their second year complete a semester-long group "capstone project" that makes use of knowledge and skills acquired in the program. Our size and selectivity enable us to support a vibrant community of scholars and professionals and to involve many students in faculty research.
Students selected for admission to SIMS have access to the world-class research capabilities and extraordinary range of professional and intellectual development opportunities of the University of California at Berkeley. The School enjoys close relationships with other professional schools including Computer Science, Law, Business, Journalism, Architecture, Public Policy, and Planning. We are core members of the newly established interdisciplinary Center for New Media, and we have access to Berkeley's leading social science and humanities departments. SIMS benefits as well from our proximity to Silicon Valley and the world's leading information technology companies.

Welcome to SIMS. You are joining a rich, continually-changing community of students, leaders, and scholars. You will find teachers and colleagues eager to share their experience and knowledge with you and help you to contribute to our understanding of information management and systems.

Faculty Profiles

Robert Berring  (Law Librarian and Professor)
B.A., Government; M.L.S., Librarianship; J.D., Law
Focus: Legal information.
Professor Berring has authored a series of articles on the transformation of legal information from print to the electronic environment and how the change affects the way lawyers work and think.

Yale M. Braunstein  (Professor)
B.S., M.A., Ph.D., Economics.
Focus: Economics of information and communication.
Dr. Braunstein specializes in the economics of information systems, communication industries, and regulation. He has authored papers and reports on the economics of libraries, the value and pricing of information, and the measurement of technological change in print and electronic publishing. Prior to coming to Berkeley, Dr. Braunstein was at New York and Brandeis Universities.

John Chuang  (Assistant Professor)
B.A., M.S., Electrical Engineering; M.S., Ph.D., Engineering and Public Policy.
Focus: Network technologies, internet economics, telecommunications policy and the economics of information.
Dr. Chuang’s research and teaching encompass the technical and economic dimensions of data networking, with particular emphasis on the infrastructural foundations that support scalable and efficient delivery of content to a geographically diverse audience.
Marc Davis  (Assistant Professor)
B.A., College of Letters; M.A., Literary Science and Philosophy; Ph.D., Media Arts and Sciences.
Focus: *Digital media production and reuse, human-computer interaction, knowledge representation for media.*
Dr. Davis' work is focused on creating the technology and applications that will enable daily media consumers to become daily media producers. His research and teaching encompass the theory, design, and development of digital media systems for creating and using media metadata to automate media production and reuse.

Marti A. Hearst   (Associate Professor)
B.A., Computer Science; M.S., Ph.D., Computer Science
Focus: *Human-computer interaction, information visualization, empirical computational linguistics, and information access systems.*
Dr. Hearst focuses on designing, building, and evaluating information access systems. She has designed several novel information visualization and text analysis techniques for this purpose, including TextTiling, TileBars, and the Cat-a-Cone.

Ray R. Larson   (Associate Dean and Associate Professor)
B.A., English; M.S.L.S., Library Science; Certificate, Ph.D., Library and Information Studies.
Focus: *Information retrieval system design and evaluation.*
Dr. Larson specializes in bibliographical information systems, with an emphasis on the use of computers. He was involved in the design and development of UC public access online union catalog (MELVYL). He is the principal designer of the Cheshire prototype system, and is currently involved in Berkeley's NSF/ARPA/NASA Digital Libraries Project.

Peter Lyman   (Professor)
B.A., Philosophy; M.A., Ph.D., Political Science.
Focus: *The ethnographic study of communication & social formations in digital environments.*
Dr. Lyman's interests include: the social construction of knowledge and information; the impact of technical design decisions on social communication and information; the sociology of technical decision making; and technology transfer and institutional change, particularly change in publishing and libraries.

Pamela Samuelson   (Professor)
B.A. History; M.A., Political Science; J.D., Law
Focus: *Intellectual property law.*
Professor Samuelson has written and spoken extensively about the challenges that new information technologies are posing for traditional legal regimes. She is a Fellow of the Electronic Frontier Foundation and of the Cyberspace Law Institute. She also serves on the LEXIS-NEXIS Electronic Publishing Advisory Board and on the editorial boards of the Electronic Information Law & Policy Report and of the TechnoLaw Roundtable. Professor Samuelson holds a joint appointment in the School of Law.
Saxenian, AnnaLee (Dean and Professor)
B.A. Economics, M.C.P. Regional Economic Development, Ph.D., Political Science
Focus: Information technology and regional development
Professor Saxenian has published extensively on the social and economic organization of production in technology regions like Silicon Valley and Route 128. Her current work explores how immigrant engineers and scientists are spreading technology entrepreneurship to regions in Asia. She is a member of the California Council on Science and Technology, an adjunct fellow at the Institute for the Future, and a senior researcher at the National Entrepreneurship Research Center at Tsinghua University in China. Professor Saxenian holds a joint appointment with the Department of City Regional Planning.

Doug Tygar (Professor)
A.B., Math and Computer Science; Ph.D., Computer Science
Focus: Electronic commerce, cryptography, security, and privacy.
Dr. Tygar is extremely active in the electronic commerce and computer security communities. He consults widely for both industry and government, has taught a number of professional seminars on these topics, and has served as program chairman or program committee member for a number of conferences in these areas. Dr. Tygar holds a joint appointment with the Department of Computer Science.

Nancy Van House (Professor)
A.B., English; M.L.S., Ph.D., Library and Information Studies.
Focus: Work practice-based design of digital libraries and information systems.
Dr. Van House's research centers around assessing user needs; understanding users' work; the role of information and information tools, artifacts, and representations in users' work; and information actions and intentions. She is currently a faculty investigator on the UC Berkeley NSF/ARPA/NASA Digital Libraries Project and is involved in the evaluation of the Museum Educational Site Licensing Project.

Hal R. Varian (Professor)
S.B., Ph.D. Economics; M.A., Mathematics.
Focus: Economics of information.
Dr. Varian has worked in a variety of areas in economics, business, and information technology. His recent work has been concerned with the economics of the Internet, intellectual property, and electronic commerce. Dr. Varian holds joint appointments with the Haas School of Business and the Department of Economics.

Robert Wilensky (Professor)
Focus: Digital information systems, user interfaces and artificial intelligence.
Dr. Wilensky is especially interested in natural language processing, common sense reasoning and knowledge representation. He has published articles on natural language understanding, planning and reasoning, knowledge representation and digital libraries.
Background Information

In May 1995 the Regents of the University of California approved the creation of the School of Information Management and Systems. The Information Planning Group's Proposal for a School of Information Management and Systems described the program as follows:

What is unique about this program is the focus on the use and management of information through the merger of the technical and social sciences approaches. We believe that The University of California, Berkeley, has an opportunity to pioneer in the development of an emerging professional field of critical importance. Information is now one of the world's most important and rapidly changing resources. Rapidly growing capabilities in computing and telecommunications, the increasing importance of information in the professions, in scholarship and research, and in daily life, the expanding and multidimensional information industry, and the developing information infrastructure have created major new challenges and opportunities.

The issue now is often less the availability of information than its overabundance, and access to quality information for diverse users and uses. The challenge is to filter what is most useful out of the vast quantity of information available: to select, evaluate, describe, store, retrieve, manipulate, and present information in all its forms, including text, still and moving images, sound, and numeric data. The goal is to provide, not simply data, but information that enhances understanding.

We propose a program that will advance, through teaching and research, the organization, management and use of information and information technology, and enhance our understanding of the impact of information on individuals, institutions, and society. This mission has both a technical component, concerned with the design and use of information systems and services, and a social sciences component, concerned with understanding how people seek, obtain, evaluate, use, and categorize information. The proposed program will use the approaches of several social sciences and professional and technical disciplines to address a core set of information-related issues.

The primary educational mission of the program will be to prepare professionals for corporations, government agencies, and the academic world who can develop improved approaches to handling information, to design and manage information functions, and to merge them with other aspects of the organization. Evidence strongly suggests the existence of a very large demand for such professionals in business, government, and the academic world.

The research mission of the program will be to explore the design and operation of information systems and services, the nature and properties of information, and information-related behavior at the individual, group, and societal levels.

Berkeley is an ideal place to address this challenge, given our strength in such allied disciplines as computer science, business administration, cognitive science, and public policy; the existence of a substantial foundation from the School of Library and Information Studies; the proximity of leading firms in the information industry; and Berkeley's ability to attract an eclectic group of outstanding scholars.
Masters Program

The Master of Information Management and Systems program is a 48 unit, two-year program designed to train students in the skills needed to succeed as information professionals. Such professionals must be familiar with the theory and practice of storing, organizing, retrieving and analyzing information in a variety of settings in business, the public sector, and the academic world. Technical expertise alone is not sufficient for success; SIMS graduates will be expected to perform and manage a multiplicity of information related tasks. In order to function effectively they will need to:

- understand how to organize information analyze user information needs
- be able to design or evaluate information systems that allow for efficient and effective user interaction
- be able to provide and assure the quality and value of information to decision makers
- understand the economic and social environment in which their organization functions
- be familiar with relevant issues in law, economics, ethics, and management

Such a profession is inherently interdisciplinary, requiring aspects of computer science, cognitive science, psychology and sociology, economics, business, law, library/information studies, and communications.

Course Work

The first year of the program will consist of a core curriculum with coursework in organization of information and database design, analysis of information seeking behavior, technical and social aspects of the telecommunications infrastructure, project design and management.

The second year will involve further study in the core areas along with additional electives, with the expectation that the student will specialize in particular aspects of information management and systems.

During the summer between the two years, students are strongly encouraged to participate in an internship program in order to use their newly acquired skills in real-world settings. Assistance in arranging internships will be provided whenever possible, but the ultimate responsibility of obtaining the internship will be that of the student. Past internships have been in corporate, academic, government and non-profit institutions.

First Year Required Courses

There will be six required courses in the first year. During the first semester students take three courses: Information Organization and Retrieval, Social and Organizational Issues of Information, and Foundations of Software Design. During the second semester students will take courses in Information Law and Policy,
Analysis of Information Systems, and Distributed Computing Applications and Infrastructure. The remaining units for the second semester will be composed of electives.

The following are course descriptions for the required courses to be taken during the first year:

**INFOSYS 202: Information Organization and Retrieval.**
Three hours of lecture per week. Organization and representation of information and access to information. Categorization, indexing, and content analysis. Design and maintenance of databases, indexes, classification schemes, and thesauri. Use of codes, formats and standards. Analysis and evaluation of search and navigation techniques.

**INFOSYS 203: Social and Organizational Issues of Information.**
Three hours of lecture per week. The relationship between information and information systems, technology, practices, and artifacts on how people organize their work, interact, and understand experience. Individual, group, organizational, and societal issues in information production and use, information systems design and management, and information and communication technologies. Social science research methods for understanding information issues.

**INFOSYS 205: Information Law and Policy.**
Three hours of lecture per week for seven and one-half weeks. Prerequisites: Consent of instructor required for non-majors. Law is one of a number of policies that mediates the tension between free flow and restrictions on the flow of information. This course introduces students to copyright and other forms of legal protection for databases, licensing of information, consumer protection, liability for insecure systems and defective information, privacy, and national and international information policy.

**INFOSYS 206: Distributed Computing Applications and Infrastructure.**
Three hours of lecture per week. Technical side of distributed computing, including complexity management, concurrency, protocols, security, performance, networking, and middleware. Application examples including collaboration, electronic commerce, information access and control. Economics and policy considerations.

**INFOSYS 207: Analysis of Information Systems.**
Two hours of lecture per week. Systems and project management, focusing on the process of information systems analysis and design. Includes such topics as systems analysis, process analysis, cost and statistical analysis, accounting and budgeting, and planning.
Three hours of lecture, one hour of programming laboratory per week. Prerequisites: An introductory programming course in a high-level language (such as C, Java, or C++) and consent of instructor. Introduction to programming paradigms, including object-oriented design. Introduction to design and analysis of algorithms, including algorithms for sorting and searching. Analysis, use, and implementation of data structures important for information processing systems, including arrays, lists, strings, b-trees, and hash tables. Introduction to formal languages including regular expressions and context-free grammars.

The Second Year of the Program
The second year of the program will be devoted to electives both within the School and in other units on campus. During the final semester of the second year, students will undertake group projects to design, build and evaluate an information system. This culminating project will give students an opportunity to use their experiences in the classroom and the workplace to create useful information systems and products.

Electives and Fields of Study
SIMS electives are listed below according to the major SIMS fields. There is no requirement for students to take all electives from a single group. In fact, students are encouraged to choose from the available courses to construct a program that matches their specific interests. Not all courses are offered every year so some planning and accommodation are necessary. One of the strengths of the SIMS program is that we usually offer a number of “special topics” courses each semester to supplement the regular course offerings. Course descriptions can be viewed in the course catalog section of this announcement.

Information Assurance
Information assurance addresses how information is gathered, protected, and evaluated. It includes issues of the quality and credibility of information, the authority of its sources (including individuals and organizations), the methods by which information users make such assessments, techniques for protecting information from alteration or loss and unauthorized uses (including uses that violate privacy), and structures for ensuring that information is accurate, complete, and available when needed and authorized.

219: Privacy, Security, and Cryptography
224: Strategic Computing and Communications Technology
243: Document Engineering
250: Computer-Based Communications Systems and Networks
257: Database Management

Masters Program
Human-Computer Interaction
Human-computer interaction (HCI) is devoted to the design and development of interactive computing systems that are useable, useful, and enjoyable. It is an interdisciplinary field, drawing on the behavioral and social sciences for the study of the human use of information technology systems. HCI is also a design-oriented discipline, and includes the study of interaction design, graphic design, and information visualization and presentation. Researchers in the field study the uses and impacts of information and technology, using both qualitative and quantitative methods of investigation and testing.

- 211: Group and Organizational Approaches to Information System Use
- 213: User Interface Design and Development
- 214: Needs and Usability Assessment
- 247: Information Visualization and Presentation

Information Design and Architecture
Information design and architecture is devoted to developing techniques for the organization, classification, and labeling of information, on one hand, and for information navigation, search and retrieval, and content analysis, on the other. This involves automated creation, assignment, and analysis of metadata and metadata standards. The ability to enhance information access and sharing relies as well on networked and distributed systems, database design, and document engineering. These techniques are applied in many contexts, including web sites, corporate intranets, digital libraries, online communities, and business processes, and to many types of information, including text, images, video, music, and software.

- 214: Needs and Usability Assessment
- 219: Privacy, Security and Cryptography
- 240: Principles of Information Retrieval
- 243: Document Engineering
- 246: Multimedia Information
- 250: Computer-Based Communications Systems and Networks
- 257: Database Management

Information Economics and Policy
Effective management of information and information systems requires an understanding of the economics of information, of information systems, and of information infrastructures as well as some grounding in information law and policy which form the regulatory framework within which information is managed.
Design of information systems should be undertaken in an economically sound manner and in conformity with legal rules and policy goals (e.g., consistent with intellectual property, privacy, and telecommunications law and policy).

212: Information in Society
221: Information Policy
224: Strategic Computing and Communications Technology
230: Economic Methods for Decision-Making
231: Economics of Information
235: Legal Issues in Information Management
237: Intellectual Property

(see also Management of Technology Certificate)

Sociology of Information
Information technology has the potential to dramatically broaden access to information and to support novel forms of collaboration and communication; however it is deployed in social and institutional environments that can either impede or support such outcomes. Successful information systems explicitly integrate technical (software/hardware) and organization design. This requires understanding of how technology, social structure, and organization jointly shape the dynamics of information exchange and learning at various scales: within an organization, between individuals and organizations located in the same region, as well as those separated by great distances.

211: Group and Organizational Approaches to Information System Use
212: Information in Society
272: Qualitative Research Methods for Information Management

Degree Requirements
A program of study including at least 48 semester units is required for the degree of Master of Information Management and Systems. Work toward the degree must be completed with a grade point average of at least B (3.0 on a 4.0 scale). Students may elect to take courses on a satisfactory/unsatisfactory basis up to a limit of one third (i.e., 14 units) of the total units applied toward the degree.
Course Requirements
Courses 202, 203, 205, 206, 207 and 255 are required of all students and must be taken on a letter grade basis, except course 255 which must be taken on a S/U basis. During the second year of the program each student must complete a course identified as satisfying the final project requirement, which must be taken for a letter grade. Further courses to satisfy the 48 unit requirement may be chosen from the School’s 200 series course offerings or from courses in other departments. A maximum of 10 units from other departments will be accepted as counting toward the MIMS degree. Additional outside units may be accepted by special arrangement with a faculty advisor. Courses from other departments must be upper division or graduate courses numbered in the 100-299 range and must be approved by a SIMS faculty advisor before credit will be accepted toward the degree. A maximum of 4 units of Individual Study (IS 299) will count toward the degree.

Transfer of Units
Courses taken before admission to the School will normally not be accepted as fulfilling degree requirements. Under certain conditions as many as four semester units of work taken while enrolled in a similar graduate program might be applied toward degree units.

Length of the MIMS Program and Academic Residence
The MIMS program is considered a full time program; students are expected to enroll in 12 units of graduate work each semester and complete the program within the two year time frame. The Graduate Division requires that masters degree students complete a minimum of two semesters of academic residence. To meet the academic residence requirement for a single semester, a student must enroll in and complete a minimum of 4 units of upper division and/or graduate course work.

Management of Technology Certificate
The Management of Technology Certificate (MOT) is a joint program including the Haas School of Business, the College of Engineering, and the School of Information Management and Systems. Through this program students have the opportunity to attend a variety of courses offered by Haas, Engineering, and SIMS relating to management issues in the high-tech field. Once the student completes the required four MOT courses, they are eligible to receive the MOT Certificate in addition to their Masters or Ph.D. The MOT Certificate program is open only to students of Haas, Engineering, and SIMS and can only be taken in conjunction with a Masters or Ph.D. degree.
Admissions

Graduate Division Requirements for Admission
Admission to the Masters program is contingent upon admission to graduate standing in the University of California, Berkeley, which requires:

- A bachelor’s degree or its recognized equivalent from an accredited institution;
- Sufficient undergraduate training to undertake graduate study in the chosen field;
- A satisfactory scholastic average; usually a minimum 3.0 (B) grade-point average in bachelor’s degree work completed after the first two years;
- Results of the General Test of the Graduate Record Examination, and in the case of international applicants whose academic work has been in a language other than English, the Test of English as a Foreign Language is required.

SIMS Requirements for Admission
Selection from among those who meet the Graduate Division’s requirements will be based on:

- Superior scholastic record, normally well above the 3.0 GPA;
- Evidence of potential success as indicated by GRE scores and letters of reference;
- Clear indication of professional career goals and reasons for seeking the degree described in the Statement of Purpose section of the application;
- Computer competency and proficiency sufficient for successfully completing SIMS course work. For further guidance on the competency requirement, see the Computer Competency Entrance Requirement section;
- Evidence of relevant work experience.
- Particular consideration will be given to: knowledge of qualitative and quantitative research skills; socioeconomic background; unusual aptitude as reflected in high GRE scores; advanced preparation in related fields as evidenced by successful graduate study; successful work experience in relevant fields.

We anticipate students from a diverse set of backgrounds; some will be technically educated, some educated in the humanities and social sciences. The purpose of the core curriculum offered in the first semester is to bring these diverse students to a common level of knowledge and prepare them for the electives.
Required Entrance Examinations
Applicants must submit results from the General Test of the Graduate Record Examination (GRE), and, in the case of international applicants whose academic work has been conducted in a language other than English, the Test of English as a Foreign Language (TOEFL).

Graduate Record Examination (GRE)
Applicants to graduate degree programs at Berkeley must submit test results from the General Test of the Graduate Record Examination. Application blanks and information on testing dates and examination centers for the Graduate Record Examination General Test are available from the offices of the Educational Testing Service. Check the GRE website or phone: 1-800-GRECALL about paper-based and computer-based exam possibilities. Mail requests for applications for the paper-based examination to either: P.O. Box 23470, Oakland, California 94623-0470, or P.O. Box 955, Princeton, New Jersey 08540. Application for the examination must be made at least at least three weeks before the test date. We advise all applicants to take the General Test of the Graduate Record Examination no later than the October prior to submission of an application.

Test of English as a Foreign Language (TOEFL)
International applicants are expected to fulfill all previously stated admissions requirements including submission of GRE scores and to have an excellent command of English before beginning graduate study at Berkeley. Applicants from countries in which the official language of instruction is not English are required to take the Test of English as a Foreign Language (TOEFL) and have the results sent directly to the Graduate Admissions Fellowship Office by the TOEFL authorities in Princeton, New Jersey. Applicants to Berkeley must attain a TOEFL score of 570 or higher. International applicants from any country in which the official language is English or those who have studied for one year or more in schools or universities where English is the language of instruction need not submit TOEFL scores but must submit the General Test of the Graduate Record Examination.

For more information about taking The Test of English as a Foreign Language (TOEFL), visit the TOEFL website or contact the TOEFL Office, P.O. Box 6155, Princeton, New Jersey 08541-6155.

Computer Competency Entrance Requirement
The School's academic program for the Master's degree includes a balance of courses such as individual and group approaches to information system use, user interface design and development, organization of information, management of information systems and services, economics of information, and principles of information retrieval. There are also extensive courses in information technology, systems analysis and design. The faculty expects entering students to have certain core competencies in the use of computing hardware and software.
A. Basic Level Competency
At the most basic level we expect entering students to be able to use personal computers and be familiar with microcomputer software including:

- Word processors (e.g. Microsoft Word, WordPerfect);
- Spreadsheets (e.g. Microsoft Excel);
- Network browsers & clients (e.g. Netscape, E-mail, Telnet, FTP);
- Database management (development using packages such as Access, Fox Pro, or dBase.)
- HTML tagging and editors for web document creation;
- Familiarity with the basics of UNIX and a UNIX text editor, such as pico, vi, or emacs is also highly recommended.

B. Programming Competency
Students graduating from the School will be leaders in organizing, accessing, and managing information. We expect all students enrolling in the program to understand the basics of programming in order to enhance their understanding of computing and to build on that understanding through coursework in the degree program.

Computer skills at a level comparable to those obtained in a college-level course on computer programming in a high-level language will be expected. This is a minimal requirement; additional course work and/or experience with computers, and familiarity with a scripting language is highly recommended.

- Recommended high-level programming languages are C, C++, and Java.
- Recommended scripting languages are perl, tcl/tk, and python.

Each applicant must submit a Computer Competency Statement describing specifically his/her level of proficiency with the requirements set forth in Parts A and B above along with a brief description of relevant courses completed. This statement should accompany the other application materials.

Applications
The online application is available in early October of the year prior to the fall term for which one is applying. SIMS does not accept applications for the spring term.

On-Line Application: http://www.grad.berkeley.edu/admissions/grad_app.shtml
A complete application includes the following:

- Application fee
- On-Line Application Forms (Form A, B, & C) (D is optional) (E is required of International applicants).
- Statement of Purpose (Form F)
- Three letters of recommendation in sealed envelopes (Form G)
- Computer Competency Statement (All master's applicants)
- Current resume
- Transcripts in sealed envelopes.
- Graduate Record Examination (GRE) scores
- TOEFL scores (All International students, unless you have completed a degree from an English speaking country.)

SIMS asks all applicants to (1) apply online, (2) to print out the required forms from the on-line application, e.g. the letters of recommendation forms, and (3) to send all supporting materials in one package. It is best to wait until you have gathered all necessary supporting documents, before submitting them. Send all materials to the address below:

School of Information Management and Systems
Admissions
102 South Hall
University of California
Berkeley, CA 94720-4600

MIMS applicants must submit all application materials no later than January 5th of the year in which they are applying. Letters of recommendation, transcripts, and examination results should be submitted by the same deadline.

If you should have any questions or need further information, please contact Phil Walz, Director of Admissions, at phil@sims.berkeley.edu or 510.642.1465.
Ph.D. Program

The doctoral program is a research oriented program in which the student chooses specific fields of specialization, prepares sufficiently in the literature and research of those fields to pass written and oral examinations and completes original research culminating in the written dissertation. The degree of Doctor of Philosophy is conferred in recognition of a candidate's grasp of a broad field of learning and distinguished accomplishment in that field through the contribution of an original piece of research revealing high critical ability and powers of imagination and synthesis.

Fields of Study

The following are the fields for the Ph.D Qualifying Examination. Periodic changes to the list of fields and revisions to the descriptions can be expected and will be announced to all students.

(1) **Information users and society.** Cognitive and behavioral aspects of information creation seeking, use and transfer by individuals and groups. Information in society. Needs assessment. User-centered design and evaluation of content, functionality, and interfaces of information competence, statistics, systems, services and products. Ethics. Special competence: statistics.

(2) **Organization and representation of information.** Organization of and access to information resources. Presentation of information. Information modeling and design. Preservation and conservation of information resources. Multimedia. Special competence: statistics.

(3) **Management of information organizations and services.** Internal and external management practices in information organizations and units in corporations, government, and non-profit organizations. Organizational information policy. Organizational aspects of information technology. Information for competitive advantage. Strategic uses of information. Marketing. Information flows within organizations. Special competence: statistics.

(4) **Economics of information.** Microeconomic and macroeconomic analyses of the production, distribution and use of information. Economic methods for decision-making in information organizations. Special competence: statistics.


(7) **Systems analysis, design and implementation.** Analytical techniques for design and decision-making. Systems implementation with database management systems. Systems implementation. Special competence: statistics.


(9) **Law and information management.** Legal issues in information management, including trans-border data flow, privacy, libel, and constitutional rights. Intellectual property (copyright, patent, trade secrecy). Law, technology, standards and intellectual property.

**Degree Requirements**

In the first years of coursework, students gain a broad background in Information Management and Systems (IMS), then acquire an in-depth understanding of one Major and two Minor specific disciplines or research areas, and complete a Preliminary Project paper. In order to gain this broad foundation in IMS as well as detailed background knowledge sufficient to do research, each student should:

- Enroll in required core INFOSYS courses;
- Take the Doctoral Colloquium, INFOSYS 295, at least once, and attend one of the continuing research seminars in the School closest to your research interests; and,
- Work with your Advisory Committee to identify and take a set of advanced courses tailored to your interests from SIMS and other departments on campus.

As a capstone to the coursework, each student will submit a Preliminary Project paper to his or her Advisory Committee. Once the Preliminary Project paper is unanimously approved by the Advisory Committee, the student may continue to prepare their Dissertation Proposal and take the Qualifying examination.
Advancement to candidacy, which takes place on the recommendation of the School to the Graduate Council, requires these steps:

- Satisfactorily completing the Preliminary Project paper overseen by the student’s Advisory Committee;
- Passing an oral qualifying examination administered by a committee appointed by the Graduate Council;
- Approval of a dissertation proposal by an ad hoc committee of the faculty.

After advancement to candidacy, the candidate must complete a dissertation under the guidance of a committee appointed by the Graduate Council; the committee consists of three members, one of whom must be from a department other than Information Management and Systems. Before final action is taken on the dissertation, the committee may, if deemed necessary, require the candidate to defend the dissertation in a formal oral examination.

**Admissions**

**Graduate Division Requirements for Admission**
Admission to the doctoral program is contingent upon admission to graduate standing in the University of California, Berkeley, which requires:

- A bachelor’s degree or its recognized equivalent from an accredited institution;
- Sufficient undergraduate training to undertake graduate work in a chosen field;
- A satisfactory scholastic average, usually a minimum of 3.0 (B);
- Results of the General Test of the Graduate Record Examination
- In the case of international applicants whose academic work has been in a language other than English, the Test of English as a Foreign Language (TOEFL).

**SIMS Requirements for Admission**

- Past academic performance as reflected by grade point averages (generally expected to be well over a 3.0);
- Evidence of potential academic success as reflected in GRE scores and letters of recommendation;
- Indication of appropriate research goals in the intended field of study as expressed in the application Statement of Purpose;
- Possession of other relevant advanced degrees, although at the discretion of the faculty, this requirement may be waived.

Enrollment in the doctoral program is limited, not only by the over-all maximum enrollment figure set by the Graduate Division, but by the availability of faculty resources for supervision of doctoral studies.
Required Entrance Examinations
All applicants must submit results from the General Test of the Graduate Record Examination (GRE), and in the case of international applicants whose academic work has been conducted in a language other than English, the Test of English as a Foreign Language (TOEFL).

Graduate Record Examination (GRE)
All applicants to graduate degree programs in the School of Information Management and Systems must submit test results from the General Test of the Graduate Record Examination. Application blanks and information on testing dates and examination centers for the Graduate Record Examination General Test are available from the offices of the Educational Testing Service. Check the GRE website or phone: 1-800-GRECALL about paper-based and computer-based exam possibilities. Mail requests for applications for the paper-based examination to either: P.O. Box 23470, Oakland, CA 94623-0470, or P.O. Box 955, Princeton, NJ 08540. Application for the examination must be made at least three weeks before a test date.

Test of English as a Foreign Language (TOEFL)
International applicants are expected to fulfill all previously stated admissions requirements and to have an excellent command of English before beginning graduate study at Berkeley. Applicants from countries in which the official language of instruction is not English are required to take the Test of English as a Foreign Language (TOEFL) and have the results sent directly to the Graduate Admission/Fellowship Office by the TOEFL authorities in Princeton, New Jersey. Applicants to Berkeley must attain a TOEFL score of 570 or higher. International applicants from any country in which the official language is English or those who have studied for one year or more in schools or universities where English is the language of instruction need not submit TOEFL scores but must take the General Test of the Graduate Record Examination. For more information about taking The Test of English as a Foreign Language (TOEFL), visit the TOEFL website or contact the TOEFL Office, P.O. Box 6155, Princeton, New Jersey 08541-6155.

Transfer from One Program to Another Within the Berkeley Campus
Application for admission to the doctoral program by students already enrolled in a graduate degree program of the Berkeley campus is formally accomplished by submitting a petition for a Change of Degree Goal. These petitions are considered along with other applications for admission to the doctoral program. A petition for Change of Degree Goal should be accompanied in all cases by a statement describing the reasons for the proposed change and the nature of the program of studies contemplated. Any applicants previously admitted to the Graduate Division must still submit the standard application form and required letters of recommendation.
**Application**

The online application is available in early October of the year prior to the fall term for which one is applying. SIMS does not accept applications for the spring term.

**On-Line Application:**  http://www.grad.berkeley.edu/admissions/grad_app.shtml

A complete application includes the following:

- Application fee
- On-Line Application Forms (Form A, B, & C) (D is optional) (E is required of International applicants).
- Statement of Purpose (Form F)
- Three letters of recommendation in sealed envelopes (Form G)
- Current resume
- Transcripts in sealed envelopes.
- Graduate Record Examination (GRE) scores
- TOEFL scores (All International students, unless you have completed a degree from an English speaking country.)

SIMS asks all applicants to (1) apply online, (2) to print out the required forms from the on-line application, e. g the letters of recommendation forms, and (3) to send all supporting materials in one package. It is best to wait until you have gathered all necessary supporting documents, before submitting them. Send all materials to the address below:

School of Information Management and Systems  
Admissions  
102 South Hall  
University of California  
Berkeley, CA 94720-4600

MIMS applicants must submit all application materials no later than **December 15th** of the year prior to which they are applying. Letters of recommendation, transcripts, and examination results should be submitted by the same deadline.

If you should have any questions or need further information, please contact Phil Walz, Director of Admissions, at phil@sims.berkeley.edu or 510.642.1465.
Fees

Detailed information on fees and expenses is found in the University's General Catalog. During 2004-05 graduate students who qualify as residents of California are required to pay $7,456.90 in fees per academic year. Nonresidents are required to pay the nonresident tuition plus fees, for a current total of $22,395.90 per academic year. (Nonresidents, for purposes of registration, are those who have not been legal residents of California for more than one year immediately before the opening day of the semester for which they register. Legal residence is a combination of physical presence and the intention of making the state one's permanent home, coupled with the relinquishment of legal residence in any other state.) Please note that fees can and often due change each academic year.

Summer Session fees are variable, depending on the number of units of credit for which one enrolls. There is no nonresident tuition fee for registration in the Summer Session. Summer Session programs are open to qualified students who are not formally pursuing degree programs in the school.

Fellowships

A number of fellowships and graduate scholarships are offered on the Berkeley campus, open to all graduate students by competition. Other fellowships and graduate scholarships are restricted to students in particular fields of study. The School of Information Management and Systems has available a number of fellowships for masters and doctoral students. Applicants interested in applying for fellowship assistance must complete Part C of the application. Fellowships normally are awarded only for the first year of study in the MIMS program and the first four years of study in the Ph.D. program. There are also a number of student research, teaching and reader appointments available to qualified students. Students holding an appointment for a full semester receive a partial or full fee remission depending upon the number of hours worked. Inquiries about availability of student appointments should be made directly to the School of Information Management and Systems at the time of enrolling in the fall.

Financial Aid

In addition to fellowship support, the University of California, Berkeley offers financial aid based on need. Applications for assistance are included with forms for application for admission.

University Grants-in-Aid, Federal and University loans are available to students through the Office of Financial Aid, 201 Sproul Hall, University of California, Berkeley; Berkeley, CA 94720-1960. Part-time, temporary, and odd-job employment is available to students both on and off the campus; application should be made in person to the Student Employment Services, 2111 Bancroft Way, Berkeley, CA.
Course Catalog

Core Courses

202. Information Organization and Retrieval. (4)
Three hours of lecture per week. Organization and representation of information and access to information. Categorization, indexing, and content analysis. Design and maintenance of databases, indexes, classification schemes, and thesauri. Use of codes, formats and standards. Analysis and evaluation of search and navigation techniques.

203. Social and Organizational Issues of Information. (4)
Three hours of lecture per week. The relationship between information and information systems, technology, practices, and artifacts on how people organize their work, interact, and understand experience. Individual, group, organizational, and societal issues in information production and use, information systems design and management, and information and communication technologies. Social science research methods for understanding information issues.

205. Information Law and Policy. (2)
Three hours of lecture per week for seven and one-half weeks. Prerequisites: Consent of instructor required for non-majors. Law is one of a number of policies that mediates the tension between free flow and restrictions on the flow of information. This course introduces students to copyright and other forms of legal protection for databases, licensing of information, consumer protection, liability for insecure systems and defective information, privacy, and national and international information policy.

206. Distributed Computing Applications and Infrastructure. (4)
Three hours of lecture per week. Technical side of distributed computing, including complexity management, concurrency, protocols, security, performance, networking, and middleware. Application examples including collaboration, electronic commerce, information access and control. Economics and policy considerations.

207. Analysis of Information Systems. (2)
Two hours of lecture per week. Systems and project management, focusing on the process of information systems analysis and design. Includes such topics as systems analysis, process analysis, cost and statistical analysis, accounting and budgeting, and planning.

General Courses

211. Group and Organizational Approaches to Information System Use. (3)
Three hours of lecture per week. Prerequisites: 204 or consent of instructor. The transmission and use of
information within groups such as work groups and organizations. Information flows in organizations. Organizations as information processors. Collaboration. Computer assisted cooperative work. Influencing strategies. Adoption of innovation. The uses of information for coordination and communication within organizations.

212. Information in Society. (3)
Three hours of lecture per week. Prerequisites: 204 or consent of instructor. The role of information and information technology in organizations and society. Topics include societal needs and demands, sociology of knowledge and science, diffusion of knowledge and technology, information seeking and use, information and culture, and technology and culture.

213. User Interface Design and Development. (4)
Three hours of lecture per week. Prerequisites: 204 or consent of instructor. User interface design and human-computer interaction. Examination of alternative design. Tools and methods for design and development. Human computer interaction. Methods for measuring and evaluating interface quality.

214. Needs and Usability Assessment. (3)
Three hours of lecture per week. Prerequisites: 204 or consent of instructor. Concepts and methods of needs and usability assessment. Understanding users' needs and practices and translating them into design decisions. Topics include methods of identifying and describing user needs and requirements; user-centered design; user and task analysis; contextual design; heuristic evaluation; surveys, interviews, and focus groups; usability testing; naturalistic/ethnographic methods; managing usability in organizations; universal usability.

219. Privacy, Security, and Cryptography. (3)
Three hours of lecture per week. Prerequisite: 206 or consent of instructor. Policy and technical issues related to insuring the accuracy and privacy of information. Encoding and decoding techniques including public and private key encryption. Survey of security problems in networked information environment including viruses, worms, trojan horses, Internet address spoofing.

220. Management of Information Systems and Services. (3)
Three hours of lecture per week. Introduction to internal and external management issues and practices in information organizations. Internal issues: organizational behavior, organizational theory, personnel, budgeting, planning. External issues: organizational environments, politics, marketing, strategic planning, funding sources.

221. Information Policy. (3)
Three hours of lecture per week. An examination of the nature of corporate, non-profit, and governmental information policy. The appropriate role of the government in production and dissemination of information,
the tension between privacy and freedom of access to information. Issues of potential conflicts in values and priorities in information policy.

224. Strategic Computing and Communications Technology. (3)  
Three hours of lecture per week. Prerequisites: Grad. student in Engineering, Bus. Adm, SIMS, or consent of instructor. Factors strongly impacting the success of new computing and communications products and services (based on underlying technologies such as electronics and software) in commercial applications. Technology trends and limits, economics, standardization, intellectual property, government policy, and industrial organization. Strategies to manage the design and marketing of successful products and services.

227. Studies in Regional Growth and Development. (3)  
Three hours of seminar per week. Prerequisites: City and Regional Planning 220 or consent of instructor. Intermediate to advanced course focusing on theory and empirical evidence for regional growth and development, using reading and discussion. Also listed as City and Regional Planning C227.


231. Economics of Information. (3)  
Three hours of lecture per week. The measurement and analysis of the role information plays in the economy and of the resources devoted to production, distribution, and consumption of information. Economic analysis of the information industry. Macroeconomics of information.

235. Legal Issues in Information Management. (3)  
Three hours of lecture per week. Introduction to legal issues in information management, antitrust, contract management, international law including intellectual property, trans-border data flow, privacy, libel, and constitutional rights.

237. Intellectual Property. (3)  
Three hours of lecture per week. Prerequisites: 235 or consent of instructor. The philosophical, legal, historical, and economic analysis of the need for and uses of laws protecting intellectual property. Topics include: types of intellectual property (copyright, patent, trade secrecy), the interaction between law and technology, various approaches (including compulsory licensing), and the relationship between intellectual property and compatibility standards.

240. Principles of Information Retrieval. (3)  
Three hours of lecture per week. Prerequisites: 202 or consent of instructor. Theories and methods for searching and retrieval of text and bibliographic information. Analysis of relevance, utility. Statistical and linguistic methods for automatic indexing and classification. Boolean and probabilistic approaches to in-

243. Document Engineering. (3)
Students will receive no credit for 243 after taking 290, section 4 "Document Engineering". Three hours of lecture per week. Prerequisites: Familiarity with XML syntax, schemas, and transformations. This course introduces a new discipline of document engineering for specifying, designing, and deploying the electronic documents that enable document-centric business transactions and applications, including web services and virtual enterprises. Topics include developing requirements, analyzing existing documents, identifying reusable components, modeling business processes, representing models using XML schemas, and using XML models to implement and drive applications.

245. Organization of Information in Collections. (3)
Three hours of lecture per week. Prerequisites: 202 or consent of instructor. Standards and practices for description and organization of bibliographic, textual, and nontextual collections. Design, selection, maintenance and evaluation of cataloging, classification, indexing and thesaurus systems for particular settings. Vocabulary control. Codes, formats & standards for data representation and transfer.

246. Multimedia Information. (3)
Three hours of lecture per week. Prerequisites: 202, 204, or consent of instructor. Concepts and methods of design, management, creation, and evaluation of multimedia databases. Organization and retrieval of digital multimedia. Issues of image and sound capture, storage and storage standards, display, networking, standards, copyright, and vocabulary control. Review of applicable digital technology.

247. Information Visualization and Presentation. (3)
Three hours of lecture per week. Prerequisites: 213, CS 160, or consent of instructor. The design and presentation of digital information. Use of graphics, animation, sound, visualization software, and hypermedia in presenting information to the user. Methods of presenting complex information to enhance comprehension and analysis. Incorporation of visualization techniques into human-computer interfaces.

250. Computer-Based Communications Systems and Networks. (3)
Three hours of lecture per week. Prerequisites: 206 or equivalent. Communications concepts, network architectures, data communication software and hardware, networks (e.g. LAN, wide), network protocols (e.g. TCP/IP), network management, distributed information systems. Policy and management implications of the technology.

255. Foundations of Software Design. (4)
Three hours of lecture per week, one hour of programming laboratory per week. Must be taken on a <satisfactory/unsatisfactory> basis. Prerequisites: An introductory programming course in a high-level programming language such as C, Java, C++; consent of instructor. Introduction to programming para-
digms, including object-oriented design. Introduction to design and analysis of algorithms, including algorithms for sorting and searching. The analysis, use, and implementation of data structures important for information processing systems, including arrays, lists, strings, b-trees, and hash tables. Introduction to formal languages including regular expressions and context-free grammars.

257. **Database Management.** (3)
Three hours of lecture per week. Introduction to relational, hierarchical, network, and object-oriented database management systems. Database design concepts, query languages for database applications (such as SQL), concurrency control, recovery techniques, database security. Issues in the management of databases. Use of report writers, application generators, high level interface generators.

271. **Quantitative Research Methods for Information Management.** (3)

272. **Qualitative Research Methods for Information Management.** (3)

285. **Design of Library Services.** (3)
Three hours of lecture per week. The organization and administration of library services and their place in the institutions and communities they serve. Governance, collections, and buildings. Planning, organizing, innovation, staffing, budgeting, controlling. Technological change, digital libraries. Political and economic aspects.

290. **Special Topics in Information Management and Systems.** (1-3)
Specific topics, hours and credit may vary from section to section, year to year. May be repeated for credit with change in content.

290A. **Special Topics in Information Management and Systems.** (1)
Course may be repeated for credit. Three hours of lecture per week for five weeks.

295. **Doctoral Colloquium.** (1)
One hour lecture per week. Must be taken on <satisfactory/unsatisfactory> basis. Prerequisites: Ph.D. standing in SIMS. Colloquia, discussion and readings designed to introduce students to the range of interests of the School.
296A Seminar. (2-4)
Prerequisites: Consent of instructor. Topics in information management and systems and related fields. Specific topics vary from year to year. May be repeated for credit, with change of content. May be offered as a two semester sequence.

297. Field Study in Information Management and Systems. (1-4)
Course may be repeated for credit with consent of instructor. Regular consultation with faculty supervisor. Prerequisites: Must be enrolled in the School of Information Management and Systems and consent of instructor. Individual or group study of specific problems in information management and systems with emphasis on field projects and studies.

298. Directed Group Study. (1-3)
Prerequisites: Consent of instructor. Group projects on special topics in information management and systems.

299. Individual Study. (1-12)
Prerequisites: Consent of instructor. Individual study of topics in information management and systems under faculty supervision.

602. Individual Study for Doctoral Students. (1-5)
Prerequisites: Consent of instructor. Individual study in consultation with the major field adviser, intended to provide an opportunity for qualified students to prepare themselves for the various examinations required of candidates for the Ph.D. degree.
Management of Technology Program Core Courses

Introduction to Management of Technology. (3)
This course is designed to give students a broad overview of the main topics encompassed by management of technology. It includes the full chain of innovative activities beginning with research and development and extending through production and marketing. Why do many existing firms fail to incorporate new technology in a timely manner? At each stage of innovation, we examine key factors determining successful management of technology. What constitutes a successful technology strategy? The integrating course focus will be on the emergence of the knowledge economy and technology as a key knowledge asset. The course introduces students to Haas and COE faculty working in the relevant areas and will include student projects at leading high-tech firms including internet start-ups. It will involve both general readings and cases.

Strategic Computing and Communications Technology. (3)
Three hours of lecture per week. Prerequisites: Grad. student in Engineering, Bus. Adm, SIMS, or consent of instructor. Factors strongly impacting the success of new computing and communications products and services (based on underlying technologies such as electronics and software) in commercial applications. Technology trends and limits, economics, standardization, intellectual property, government policy, and industrial organization. Strategies to manage the design and marketing of successful products and services.

Managing New Product Development Processes.(3)
Management of processes from definition through ramp-up of manufacturing. Teams composed of business and engineering students redesign an existing product or design a new product.

Marketing for High-Tech Entrepreneurs.(3)
Marketing in entrepreneurial high technology start-ups. Topics include market research, product definition, managing strategic alliances, and identifying distribution channels.
Undergraduate Courses

24. Freshman Seminar. (1) Course may be repeated for credit as topic varies. One hour of seminar per week. Sections 1-2 to be graded on a letter-grade basis. Sections 3-4 to be graded on a <passed/not passed> basis. The Freshman Seminar Program has been designed to provide new students with the opportunity to explore an intellectual topic with a faculty member in a small seminar setting.

39. Freshman/Sophomore Seminar. (2-3) Course may be repeated for credit as topic varies. Freshman and sophomore seminars offer lower division students the opportunity to explore an intellectual topic with a faculty member and a group of peers in a small-seminar setting. These seminars are offered in all campus departments; topics vary from department to department and from semester to semester.

84. Sophomore Seminar. (1,2) Course may be repeated for credit as topic varies. One hour of seminar per week per unit for fifteen weeks. One and one half hours of seminar per week per unit for 10 weeks. Two hours of seminar per week per unit for eight weeks. Three hours of seminar per week per unit for five weeks. Sections 1-2 to be graded on a <passed/not passed> basis. Sections 3-4 to be graded on a letter-grade basis. Prerequisites: At discretion of instructor. Sophomore seminars are small interactive courses offered by faculty members in departments all across the campus. Sophomore seminars offer opportunity for close, regular intellectual contact between faculty members and students in the crucial second year. The topics vary from department to department and semester to semester. Enrollment limited to 15 sophomores.

106. Introduction to Network Applications and Computing (3) Three hours of lecture per week. Prerequisites: Undergraduate in good standing and experience with personal computing and productivity applications. Any student who can successfully use a personal computer to author documents, browse the World Wide Web, etc. can successfully complete this course. Introduction to applications of networked computers, especially social, educational, and information management. Understanding of the networking, computing, and software infrastructure enabling and constraining these networked applications, with the goal of empowering the student to use these technologies effectively in their personal and professional life. Related policy, legal, economic, and industry issues.

142. Access to American Cultural Heritages. (3) Three hours of lecture per week. An introduction to issues in the preservation, description, and use of tangible forms of cultural heritage. Documentation, ownership, and control of access to cultural heritage resources in the U.S.A. Cultural groups, cultural identity, cultural policies, and cultural institutions (libraries, media, museums, schools, historic sites, etc.). This course satisfies the American cultures requirement.
146. Foundations of New Media. (4)
Three hours of lecture and one hour of laboratory per week. Introduction to interdisciplinary study and design of New Media. Survey of theoretical and practical foundations of New Media including theory and history; analysis and reception; computational foundations; social implications; interaction, visual, physical, and narrative design. Instruction combines lectures and project-based learning using case studies from everyday technology (e.g., telephone, camera, web).

182. Print, Literacy, and Power in America to 1900. (3)
Three hours lecture per week. Focus on European Americans, Native Americans, African Americans, and in the western United States, Asian Americans and Chicano/Latinos. The course explores the nature of oral and print societies as found in the focus cultures to assess the impact of the dominant print culture on oral cultures. This course satisfies the American cultures requirement.

198. Directed Group Study for Advanced Undergraduates. (1-4)
Course may be repeated for credit. One to four hours of lecture per week. Meetings to be arranged. Must be taken on a passed/not passed basis. Prerequisites: consent of instructor.
University Policies

Access to Opportunity

Berkeley has a long-standing commitment to promoting access to graduate education to a diverse population. This commitment involves reviewing applicants' achievements in the context of their life experiences. If you choose, you may share aspects about your background that have not been reflected in the main application. This may include information regarding your achievements, in spite of economic, social or educational disadvantages. If you would like to include this information, attach an additional page bearing your name to your Statement of Purpose.

University Policy on the Student's Right to an Appeals Procedure

Procedures have been established for appeal of administrative or academic decisions that terminate or otherwise impede the progress of a Berkeley graduate student toward his or her academic or professional degree goal. A number of different procedures apply to appeals of decisions concerning grades in courses of instruction, student employment, student discipline, and dismissal from graduate standing or placement on probationary status. The School’s Appeals Procedure as well as Graduate Appeals Procedures from the Graduate Division are posted on departmental bulletin boards and are also available in the School's office.

Nondiscrimination Statement

The University of California, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, sex, handicap, or age in any of its policies, procedures, or practices; nor does the University discriminate on the basis of sexual orientation. This nondiscrimination policy covers admission and access to, and treatment and employment in University programs and activities, including but not limited to, academic admissions, financial aid, educational services, and student employment. Inquiries regarding the University's equal opportunity policies may be directed to Assistant Chancellor-Affirmative Action and Special Projects, 200 California Hall, University of California at Berkeley; Berkeley, CA 94720, telephone (510) 642-1991. Inquiries regarding Title IX (sex discrimination) may be directed to Elaine Kim, Faculty Assistant for the Status of Women, 200 California Hall (510) 642-7609 or Carmen McKines, Title IX Compliance Officer, 200 California Hall (510) 643-7985. Inquiries regarding Section 504 (handicap discrimination) may be directed to the Executive Officer, Office of Undergraduate Affairs (Section 504 Compliance Coordinator) 200 California Hall, (510) 642-6727 or TTY 642-6376.