Table of Contents

Welcome Letter........................................................................................................................................ 2
Mission................................................................................................................................................ 3
Overview............................................................................................................................................. 3
Cal Teach Staff .................................................................................................................................... 3
California Mathematics and Science Teaching (CMST) Program Overview ................................ 4
CMST Staff......................................................................................................................................... 4
CMST Program Activities and Requirements .................................................................................... 4
Cal Teach Courses .............................................................................................................................. 5
Cal Teach Students ............................................................................................................................. 6
Mentor Teacher Roles and Responsibilities ......................................................................................... 7
Receiving Your Cal Teach Stipend........................................................................................................ 9
Professional Development Opportunity............................................................................................. 10
Cal Teach Newsletter.......................................................................................................................... 10
Teaching Related Resources ............................................................................................................... 10
Appendix........................................................................................................................................... 11
  Contact Information Form .................................................................................................................. 12
  Mentor Teacher Contract..................................................................................................................... 13
  Mid Semester Student Evaluation Form ............................................................................................ 16
  Using the Online Information System (OIS) ................................................................................. 17
Welcome Letter

[insert welcome letter from George and Deb here]
Mission

The mission of Cal Teach is to encourage mathematics, science, and engineering undergraduates to explore careers in teaching by providing opportunities for coursework and paid field placements with mentor teachers in local schools. For students that decide to pursue teaching careers, the Cal Teach program provides a pathway that can be completed simultaneously with their majors as well as an intern credential program that prepares and supports students to become caring, competent and qualified math and science teachers specifically prepared for work in urban schools. In this way, Cal Teach is helping to address the shortage of highly qualified math and science teachers in California while helping our students find rewarding and meaningful careers.

Overview

Cal Teach came about as a result of a partnership between California's universities, K-12 schools, and government and industry leaders to address the growing need for mathematics and science teachers in California. The goal of the partnership is to place, beginning in 2010, one thousand new math and science teachers each year into California's classrooms. Cal Teach, the name of the UC Berkeley program, is part of the California Teach Science and Mathematics Initiative (SMI). Please visit the SMI web site for more information about this initiative. (http://www.universityofcalifornia.edu/academics/1000teachers/)

Cal Teach Staff

The Cal Teach staff is here to help you with your needs and concerns.

For questions regarding field placements, you can reach Winnie Froehlich, the program advisor, at wfroehlich@berkeley.edu or at 510/642-4024.

Winnie can help you with:
   a. General questions about Cal Teach.
   b. Questions about working with Cal Teach students
   c. Questions about mentor teacher and student roles and responsibilities
   d. Figuring out what you need to do to receive your Cal Teach stipend
   e. Information about the professional development opportunity for mentor teachers
   f. Information about the Cal Teach reception
   g. Arranging a time to come to your classroom to just visit or help you if there is a problem with any aspect of the Cal Teach Field Placement Experience
   h. Contacting your Cal Teach student(s) or Cal Teach Faculty

For questions, comments, or suggestions regarding the design and development of the overall Cal Teach program, you can reach Nicci Nunes, the program director, at nunesn@berkeley.edu.
California Mathematics and Science Teaching (CMST)

Program Overview

The CMST Program at UC Berkeley is a collaboration among the Department of Mathematics, the Graduate School of Education, Cal Teach, and the Lawrence Hall of Science (LHS). Community college transfers, and other juniors and seniors at UC Berkeley are invited to participate in this field placement opportunity. By becoming a part of the CMST Program, students will be able to meet other students interested in mathematical sciences and teaching careers, participate in education-oriented workshops and career mentoring events, and enroll in mathematics and science courses that will help them meet the credential requirements. Visit the CMST website at http://www.lawrencehallofscience.org/cmst to learn more about this opportunity.

CMST Staff

The CMST staff is here to help you with your needs and concerns.

Harriette S. Stevens, Ed.D., CMST Director
Lawrence Hall of Science
University of California, Berkeley
Berkeley, CA 94720-5200
Voice: (510) 642-6280/642-6281
Fax: (510) 642-9642
access_math@berkeley.edu

Carolyn Magdael, Program Administration
Voice: (510) 642-6280/642-6281
Fax: (510) 642-9642

Jo Ann Schneider, Program Administration

CMST Program Activities and Requirements

Field Experiences
At the beginning of each semester, CMST students will receive a list of mentor teachers at local schools participating in the program. Students will then choose one or more mentor teachers they would like to contact and coordinate their schedule to work in the teacher’s classroom. Students will be responsible for a minimum of 36 hours of field experience during the academic year. CMST requires students to get fingerprinted and have a TB test to participate in the field placement. Students will use the OIS to record their field experience hours. Instructions for CMST OIS login are included in this manual.

CMST Workshops in 2007-08
A minimum of three CMST education-oriented workshops will be offered in 2007-08. At these workshops, students will find out more about various teacher-credentialing programs and meet faculty and staff in the academic programs and Graduate School of Education.

Stipends
Stipends are paid at the end of the school year and are based on a completed application, interview, and full participation in program activities.
Cal Teach Courses

For questions about a specific course, you can contact the Cal Teach faculty via the email addresses listed below. If you would like more information about how these courses fit into the overall Cal Teach program, please visit our website (calteach.berkeley.edu).

ESPM 178A–Introduction to Environmental Education
This course introduces theories of cognitive development and the practices of curriculum design and lesson presentation for environmental education. Ecology and natural resource management provide the context of curriculum development. Students create lesson plans integrating core concepts and their knowledge of local environmental issues. Lessons are presented to Bay Area high school and middle school students in field and classroom settings.

Thomas Azwell  
Allen Caldwell  
Jose Hernandez (Napa)  
Christine Manoux  
Mark Spencer  

Deb Nolan  
Peter Ralph

STAT 39/198 -- Teaching Statistics with Demos, Activities and Projects
This course will explore the development and use of demonstrations, activities and projects in K-12 math education. Students in this course will study the basis for these instructional approaches, examine the structure of well designed demos, activities and projects, and work in groups to create activities that they will use in an Elementary School classroom. The course includes a field placement in a local Elementary School.

Deb Nolan  
Peter Ralph

MATH 153 –Mathematics of the Secondary School Curriculum III
The purpose of this course is to study the following math topics that are taught in high school -- the real line and least upper bound, limit and decimal expansion of a number, differentiation and integration, Fundamental Theorem of Calculus, characterizations of sine, cosine, exp, and log. This course is open to students who have completed Math 151. The course includes an optional field placement in a local high school.

Hung-Hsi Wu

Fall 2007
Cal Teach Students

Cal Teach students bring an interest in exploring mathematics and science teaching. Cal Teach courses provide students a venue to learn about the field of education as well as an opportunity to work with a mentor teacher in a local school so that they can experience first hand what it is like to be a mathematics or science teacher.

- Students are required to spend a minimum amount of time in their mentor teacher’s classrooms observing and assisting the students in order to receive a stipend.
  - STAT 39 students need to spend 1 hour per week this fall.
  - ESPM 178A students required to spend 2 hours a week this fall.
  - MATH 153 students need to spend 2 hours per week this fall
  - CMST students must complete 36 hours total over the whole year.
- Students are required to meet with their mentor teacher three times outside class time during the semester. These meetings count towards the total hours required, and should be documented in the OIS.
  - The first meeting will take place on September 12, 2007 as part of the Field Placement Orientation. If you and/or your student did not attend that meeting, they will need to schedule a meeting with you before they begin to work in your classroom.
  - The second meeting is a mid semester evaluation. The student will schedule a one on one meeting with their mentor teacher for the second or third week of October. Please complete a mid semester evaluation form for each student you are mentoring. This form is included in the appendix. Please share the completed mid-semester evaluation form with the student at this meeting.
  - The final meeting is to reflect on the whole field experience. The student will schedule this meeting with their mentor teacher during the first or second week of December.
- Students are required to keep an online log that discusses and reflects upon their field placement experience.
- Students are required to attend a Cal Teach course where they discuss both the theoretical and practical aspects of teaching.
- Students are occasionally asked to discuss a particular issue, such as NCLB, with their mentor teacher and then to reflect upon it in their online journal or in their Cal Teach course.

Having Cal Teach students in your classroom should be both a learning experience for them and helpful to you and your students. We encourage you to consider having your Cal Teach Students:

- Work with individual students or small groups in your classroom as they are not allowed to work with either individual students or small groups of students unsupervised.
- Help you prepare and clean up the classroom for a specific activity that they will be a part of.
- Ask you for your feedback regarding their inquiry based lesson plan if they are required, as part of their coursework, to prepare and present one.
Mentor Teacher Roles and Responsibilities

Mentor Teachers play an important role in the Cal Teach program by providing Cal Teach students experience working with teachers and students in K-12 classrooms. In order to make sure that having Cal Teach assistants in your classroom is a positive experience for you, your students and the Cal Teach students please follow the guidelines below:

Working with Cal Teach Students.

- Introduce the Cal Teach student(s) to your students and explain their role.
- Tell them about school and district policies.
- Offer them a safe place to store their materials and belongings.
- Discuss emergency plans for earthquake and fire drills.
- Work with your student(s) to come up with a schedule that works for all of you.
- Cal Teach students should not grade papers unless they are grading papers connected with a lesson they participated in.
- Under your direction please encourage your student(s) to work individually and or with small groups of students. Cal Teach students are not allowed to work with individual or small groups of students unsupervised.
- Please remain in the classroom with your Cal Teach student(s).
- Students are required to spend a minimum amount of time in your classroom observing and assisting the students in order to receive a stipend.
  - STAT 39 students will spend 1 hour per week (for a minimum of 12 hours) this fall.
  - ESPM 178A students will spend 2 hours a week (for a minimum of 24 hours) this fall.
  - MATH 153 students will spend 2 hours per week (for a minimum of 24 hours) this fall.
  - CMST students will complete 36 hours total over the whole year.
- Each student is also required to meet with you three times outside of class time during the semester.
  - The first meeting will take place at the Field Placement Orientation on September 12, 2007. If one or both of you were unable to attend, you should schedule a time to meet before the student comes to your class the first time to discuss your course and their role in your classroom.
  - The second meeting is a mid semester evaluation. The student will schedule a one on one meeting with you for the second or third week of October. Please completed the mid semester evaluation form for each student (see appendix) prior to this meeting. Completed forms are due in the Cal Teach office by October 19, 2007.
  - The final meeting is to reflect on the whole field experience. The student will schedule this meeting with their mentor teacher during the first or second week of December.

Communication

- Please maintain communication and dialogue with your Cal Teach student(s).
- They are required to schedule two meetings with you outside of class.
- Share your philosophy and understanding of science and math teaching.
- Make sure to inform the students in advance about any schedule changes, assemblies, exams or anything that may mean that they would need to reschedule their visit. The students have been asked to do the same for you. They are required to make up the missed hours in your classroom.
• Complete a Contact Form (see appendix) to give to each student so they will know how to reach you. Make sure to ask your student(s) for their contact sheet(s).
• Be willing to provide constructive and informative criticism.
• In some Cal Teach courses the students will develop a lesson plan or project. Please suggest relevant and specific content or standards that they could develop into their lesson plan or project. If it is appropriate, please allow your student(s) the opportunity to teach their lesson or project in your classroom. Make sure to give them feedback about the lesson or project as that is important for them to hear.
• At the end of the semester you will be asked to complete an online survey about the Cal Teach program and your Cal Teach student(s). You will need to complete this survey before the end of the semester in order to receive your Cal Teach Stipend.
• Students who are planning to apply to a teacher credential program may ask you to write a letter of recommendation for them about the field placement. Please consider doing this for them.

Using the Online Information System (OIS)
• Detailed instructions for using the OIS are included in the appendix.
• Please enter your demographic information into the OIS by **September 20, 2007**. This information will be used to generate your stipend.
• At the end of the semester, we will send out an online survey. Please complete this survey by **December 14, 2007**, so that your stipend can be issued.
• After we have submitted the stipends for payment, you will be asked to electronically verify the information you have entered into the OIS system before you receive your stipend. This will happen during the week of **December 17, 2007**.

**QUESTIONS**

• If you have questions or concerns about communicating with your students, the evaluation process or utilizing the Online Information System please feel free to contact either:
  
  Winnie Froehlich, Program Advisor, Cal Teach, **wfroehlich@berkeley.edu**  
  Nicci Nunes, Program Director, Cal Teach, **nunesn@berkeley.edu**.

By signing below you are agreeing to complete all the responsibilities of a Cal Teach Mentor Teacher. You also understand that payment will not be sent until all requirements are met. You will receive a stipend of $275 each student that you mentor up to a maximum of $1100. An extra copy of this form is included in the appendix, please sign that form and have your Cal Teach student return the signed copy to the Cal Teach office at 957 Evans Hall or to the Cal Teach mailbox in 201 Campbell Hall.

**Signature:**

Mentor Teacher: ___________________________ Date: __________________

Mentor Teacher email address ______________________________________________

Mentor Teacher School and Subject(s) Taught ________________________________
Receiving Your Cal Teach Stipend

The following is a checklist of tasks you must complete before you will receive your Cal Teach stipend. Please note that all stipends are processed system-wide through the Online Information System (OIS), and do not come directly from our office. Detailed instructions for using the OIS to complete these steps can be found in the appendix.

1. Sign and complete your Cal Teach Contract (see Appendix) by September 30, 2007. Ask your Cal Teach student to deliver your contract to the Cal Teach office or mail it to Cal Teach, 201 Campbell Hall, Berkeley, CA 94720-2920.

2. Enter your demographic information into the Online Information System (OIS) by September 30, 2007. Instructions for using the system are in the appendix.

3. Complete the mid semester Student Feedback Form. Schedule a time to your feedback with your Cal Teach Student(s). This should be done by October 19, 2007. Ask your Cal Teach student to deliver a copy of the form to the Cal Teach office or mail it to Cal Teach, 201 Campbell Hall, Berkeley, CA 94720-2920.

4. Complete the Online Cal Teach Survey by December 14, 2007 so that your stipend can be issued. Instructions for doing this are in the appendix.

5. Electronically verify the contact information you have entered into the OIS system so that the checks can be printed and mailed to the correct address. Instructions for doing this are in the appendix. Your stipend check will not be issued until you complete this step. This will take place during the week of December 17, 2007.

If you have any questions regarding the stipend payment process, or have problems with any of these steps, please contact Winnie Froehlich at wfroehlich@berkeley.edu.
Professional Development Opportunity

We are offering our first mentor teacher networking event on **Tuesday, October 9, 2007** from 5 to 7 p.m. This will be a time for you to share your best strategies for teaching math and science and tips for successfully working with Cal Teach classroom assistants with other Cal Teach mentor teachers. We hope you will be able to join us for this first professional development opportunity and a light dinner. Save the date now and we will send more details soon.

Cal Teach Newsletter

Beginning in September 2007 we will be publishing the **Cal Teach News** a monthly newsletter which will highlight what the Cal Teach students are doing in your classrooms as well as what they are doing in their UCB classrooms. We want to make this a venue for sharing information between mentor teachers and our Cal Teach aspiring teachers. We need your help to make this newsletter interesting and useful for all those involved in the Cal Teach experience.

- Submit a short tip (up to 100 words) for making teaching more interesting and engaging for your students, for managing your classroom, for keeping organized, for keeping up with grading, for managing lab supplies, etc… that we can include in our **Teaching Tips** section.
- Write a short article for our **Why Teach?** Feature (500-600 words). In this section we will highlight our mentor teachers by learning how and why they decided to become teachers as well as what they enjoy teaching.
- Share a photo of your Cal Teach student working with your students.

Please send your submissions as well as thoughts for other topics or information to include in the newsletter to Winnie Froehlich @ **wfroehlich@berkeley.edu**.

Teaching Related Resources

We are in the process of creating a resource center for Cal Teach students to support them as beginning teachers and to make their work in your classrooms more effective. We welcome your contributions in the form of handouts, websites, recommended articles or book, etc… We are specifically interested in the following topics:

- Classroom Management
- Student Engagement
- Teacher Tools
- Organizational Tips
- Differentiated Instruction
- Cooperative Learning
- Questioning Strategies
- Lesson Planning
- Teaching Diverse Learners
- Assessment Strategies

Contributions can be emailed to Winnie Froehlich at **wfroehlich@berkeley.edu** or mailed to

Winnie Froehlich  
Cal Teach,  
201 Campbell Hall,  
Berkeley, CA 94720-2920.
Appendix

Contact Information Form

Mentor Teacher Contract

Mid Semester Student Evaluation Form

Using the Online Information System (OIS)
Contact Information Form

Please complete a copy of this form for each one of your classroom assistants. It is important that they know how to reach you in case of an emergency, illness or schedule change that would affect their field placement.

Name ___________________________________________________________________

Email Address ___________________________________________________________________

School Phone Number ___________________________________________________________________

Home Phone Number ___________________________________________________________________

The best way and time to reach me is:

Mentor Teacher Contract

Mentor Teachers play an important role in the Cal Teach program by providing Cal Teach students experience working with teachers and students in K-12 classrooms. In order to make sure that having Cal Teach assistants in your classroom is a positive experience for you, your students and the Cal Teach students please follow the guidelines below:

Working with Cal Teach Students.

- Introduce the Cal Teach student(s) to your students and explain their role.
- Tell them about school and district policies.
- Offer them a safe place to store their materials and belongings.
- Discuss emergency plans for earthquake and fire drills.
- Work with your student(s) to come up with a schedule that works for all of you.
- Cal Teach students should not grade papers unless they are grading papers connected with a lesson they participated in.
- Under your direction please encourage your student(s) to work individually and or with small groups of students. Cal Teach students are not allowed to work with individual or small groups of students unsupervised.
- Please remain in the classroom with your Cal Teach student(s).
- Students are required to spend a minimum amount of time in your classroom observing and assisting the students in order to receive a stipend.
  - STAT 39 students will spend 1 hour per week (for a minimum of 12 hours) this fall.
  - ESPM 178A students will spend 2 hours a week (for a minimum of 24 hours) this fall.
  - MATH 153 students will spend 2 hours per week (for a minimum of 24 hours) this fall.
  - CMST students will complete 36 hours total over the whole year.
- Each student is also required to meet with you three times outside of class time during the semester.
  - The first meeting will take place at the Field Placement Orientation on September 12, 2007. If one or both of you were unable to attend, you should schedule a time to meet before the student comes to your class the first time to discuss your course and their role in your classroom.
  - The second meeting is a mid semester evaluation. The student will schedule a one on one meeting with you for the second or third week of October. Please completed the mid semester evaluation form for each student (see appendix) prior to this meeting. Completed forms are due in the Cal Teach office by October 19, 2007.
  - The final meeting is to reflect on the whole field experience. The student will schedule this meeting with their mentor teacher during the first or second week of December.

Communication

- Please maintain communication and dialogue with your Cal Teach student(s).
- They are required to schedule two meetings with you outside of class.
- Share your philosophy and understanding of science and math teaching.
- Make sure to inform the students in advance about any schedule changes, assemblies, exams or anything that may mean that they would need to reschedule their visit. The students have been asked to do the same for you. They are required to make up the missed hours in your classroom.
• Complete a Contact Form (see appendix) to give to each student so they will know how to reach you. Make sure to ask your student(s) for their contact sheet(s).
• Be willing to provide constructive and informative criticism.
• In some Cal Teach courses the students will develop a lesson plan or project. Please suggest relevant and specific content or standards that they could develop into their lesson plan or project. If it is appropriate, please allow your student(s) the opportunity to teach their lesson or project in your classroom. Make sure to give them feedback about the lesson or project as that is important for them to hear.
• At the end of the semester you will be asked to complete an online survey about the Cal Teach program and your Cal Teach student(s). You will need to complete this survey before the end of the semester in order to receive your Cal Teach Stipend.
• Students who are planning to apply to a teacher credential program may ask you to write a letter of recommendation for them about the field placement. Please consider doing this for them.

Using the Online Information System (OIS)
• Detailed instructions for using the OIS are included in the appendix.
• Please enter your demographic information into the OIS by September 20, 2007. This information will be used to generate your stipend.
• At the end of the semester, we will send out an online survey. Please complete this survey by December 14, 2007, so that your stipend can be issued.
• After we have submitted the stipends for payment, you will be asked to electronically verify the information you have entered into the OIS system before you receive your stipend. This will happen during the week of December 17, 2007.

QUESTIONS
• If you have questions or concerns about communicating with your students, the evaluation process or utilizing the Online Information System please feel free to contact either:

  Winnie Froehlich, Program Advisor, Cal Teach, wfroehlich@berkeley.edu
  Nicci Nunes, Program Director, Cal Teach, nunesn@berkeley.edu.

By signing below you are agreeing to complete all the responsibilities of a Cal Teach Mentor Teacher. You also understand that payment will not be sent until all requirements are met. You will receive a stipend of $275 each student that you mentor up to a maximum of $1100. Please sign this form and have your Cal Teach student return the signed copy to the Cal Teach office at 957 Evans Hall or to the Cal Teach mailbox in 201 Campbell Hall.

Signature:
Mentor Teacher: ________________________________ Date: __________________
Mentor Teacher email address: ________________________________
Mentor Teacher School and Subject (s) Taught _________________________________
Mid Semester Student Evaluation Form

Please complete one form for each Cal Teach student you are mentoring.

Student Name _________________________ Mentor Teacher Name __________________________

1. Does your Cal Teach student arrive on time and behave in a manner that is appropriate and professional?
   Yes_____ No_____ If no, please comment:

2. Did your Cal Teach student actively participate in the lessons and activities of the classroom?
   List some examples of how they did or did not participate.

3. Did your Cal Teach student demonstrate the ability to interact with the students in your classroom? List some ways they demonstrated this ability or suggestions you have that would make it easier for them to engage with your students.

4. What are two strengths that your Cal Teach student brought to your classroom?

5. What is one thing that your Cal Teach student could do to improve their work in your classroom?

6. Do you have any additional comments, concerns, questions or suggestions that you would like to share with your Cal Teach student? Please write them here so that you will remember to share them with your student during your evaluation meeting.
**Using the Online Information System (OIS)**

TO ENTER YOUR DEMOGRAPHIC INFORMATION:

**If this is your first time using the OIS:**

Step 1: Go to [https://tepd.ucop.edu/smi/](https://tepd.ucop.edu/smi/)

Step 2: Under “Other Options” (below the “sign on” box) select <Try other sign in options>.

Step 3: Under “Login Options for Individuals” (below the login area) select <Login with ParticipantID & Last Name>.

Step 4: At the top of the page, enter your Participant ID in the first box and your Last Name in the second box. Then click <Login to SMI Portal>. You should have received your participant ID in an email as well as at the Field Placement Meeting.

Step 5: Follow the prompts to create a Username and Password. Click <Submit New Username and Password> when you are finished.

Step 6: Go to [https://tepd.ucop.edu/smi/](https://tepd.ucop.edu/smi/) and sign on to your account by entering your new Username and Password and then clicking <Sign On>.

Step 7: On the left hand side under My Information, click on <My Personal Info>.

Step 8: At the top of the screen, use the pull-down menu to View As: “Educator”.

Step 9: Click on <edit this information> next to Participant Information in the top box on the screen. Complete the demographic information. This information will be used to mail your stipend to you and is required for stipend payment. Please make sure that it is filled out completely and correctly. When you are finished click <I Certify the Changes I Have Made>.

**If you already have a username and password for the OIS:**

Step 1: Go to [https://tepd.ucop.edu/smi/](https://tepd.ucop.edu/smi/) and sign on to your account by entering your Username and Password and then clicking <Sign On>.

Step 2: On the left hand side under My Information, click on <My Personal Info>.

Step 3: At the top of the screen, use the pull-down menu to View As: “Educator”.

Step 4: Click on <edit this information> next to Participant Information in the top box on the screen. Complete the demographic information. This information will be used to mail your stipend to you and is required for stipend payment. Please make sure that it is filled out completely and correctly. When you are finished click <I Certify the Changes I Have Made>.
TO COMPLETE THE ONLINE SURVEY:

You should receive an email from the online information system as shown below. Please follow the instructions given in your email.

We are conducting a survey in an attempt to better understand and improve our services. We are hoping you will take a few minutes to fill out this survey online. You'll find the instructions to the survey below. Thank you for your time and feedback.

-------------
To complete the survey, please click on or copy and paste the following link into your web browser:

https://ois.ucop.edu/ois/survey_builder/survey.php?partID=338115&surveyID=1383&v=BBr/oVIpThuNI&urlpiv=l2tsYIFVnrX8.&t=1189178866

If this link does not take you directly to the survey, cut and paste the entire web address into a web browser (e.g. Internet Explorer or Netscape).

If you did not receive the email from the system (it often gets sent to the spam folder), please follow the instructions below.

Step 1: Go to https://tepd.ucop.edu/smi/ and sign on to your account by entering your Username and Password and then clicking <Sign On>.

Step 2: On the left hand side under My Information, click on <My Surveys>.

Step 3: In the chart click on <edit> for the survey you would like to complete, and then answer the questions.
TO VERIFY YOUR ADDRESS FOR STIPEND PAYMENT:

You should receive an email from the system. The email will contain a link similar to this: https://democon.ucop.edu/smi/smistipend/enter.php?stipendID=1012. Click on the link in your email and it will take you to the following web page. Enter the information requested and follow the instructions.

Authentication for SMI Stipend

In order to protect your identity and information, please enter 2 pieces of information below to confirm your identity and press ENTER to authenticate. If it returns to this form, please try again with different fields.

Last Name
City
Zip Code
e-mail
Last 4 of SSN

ENTER

If you did not receive the email from the system (it sometimes gets sent to the spam folder), please contact wfroehlich@berkeley.edu so that she can send you the link directly.