

Academic Office (TA Team)

Work Manual for Lecture TAs

If you have any questions regarding the contents of this manual or your work in general,
please contact the Academic Office TA Team.

TEL: 0977-78-1122

Email: ta-jobs@apu.ac.jp

URL: <http://www.apu.ac.jp/academic/>

1. Introduction

Teaching Assistants (TAs) are graduate and undergraduate students who have been employed by the University to assist with courses and programs as stipulated in their contract. Please carefully read the contents of this manual, understand the roles and responsibilities of a TA, and always keep in mind that you are expected to serve as a role model for other students both on and off campus.

Moreover, as outlined in the manual, please perform your duties as a TA while understanding that you should contact the Academic Office if you encounter any irregular work conditions.

2. Basic Duties of the TA

The Academic Office will pay wages to TAs for work performed in accordance with this manual. However, please note that the Academic Office may not be able to pay TAs for unrequested work that was performed without advance notification. TAs should therefore make sure they fully understand the contents of this manual, and consult the Academic Office if they encounter any irregular work conditions.

[1] Work during Class Hours

TAs must attend classes as instructed by the instructor. In principle, this means all 14 classes. **If you must be absent for unavoidable reasons, be sure to receive the instructor's permission in advance and then notify the Academic Office prior to the class.**

Please check with the instructor in advance whether a substitute TA will be needed if you will be absent from work. (Please refer to "6. Tardiness and Absences" [2] Finding a Substitute TA for Absences for information on substitute TAs.)

If TAs are absent from work without permission, an interview will be held with the Academic Office. **If no improvements can be seen, employment as a Lecture TA may be cancelled.**

[2] Meeting with the Instructor

Please meet with your instructor as needed. Please meet with your instructor prior to the first class in order to go over the work expected of you as a TA in detail. Graduate students, in particular, need to confirm with the instructor whether they will be requested to work as a proctor during midterm and final exams. If you are requested to work as a proctor, you will need to apply to become a proctor and undergo pre-guidance for proctors.

■ Contents to be confirmed at meetings with the instructor:

- Work style (whether working in the classroom or online)
- Tasks that should be done during class time (tasks not related to the class should not be carried out during class time)
- How to distribute and collect attendance sheets and how to fill out attendance
- How to work during the midterm and final exams
- Tasks that should be done outside of class time, etc.

【3】 Maintaining Confidentiality of Information Obtained through Work

For details, refer to “7. Protection of Personal Information”.

3. TA Duties

The main TA duty is assisting with class management (class support). Lecture TAs are asked to perform the following duties as instructed by the class instructor or the Academic Office.

TA duties are summarized in the “List of Duties in which Lecture TAs are Permitted to Engage” (Attachment 1). Once you have familiarized yourself with the content below, please refer to this attachment.

Duty	Details	Notes
1. Class Support	<ul style="list-style-type: none">• Manage attendance• Facilitate discussions• Clean blackboards and whiteboards• Set up, support, and tidy up electronic equipment• Organize and assist with proctoring for quizzes• Collect and organize reports and other class assignments• Assist with class and class preparations however needed	Attendance cards should be counted on the day of class either in the TA room or in the instructor’s office. <u>It is forbidden to take attendance cards off campus.</u>
2. Work Outside of Class Hours (Support Duties Related to Class)	Work time outside of class may be approved only when indicated by the instructor. This is called “work outside of class hours.” <ul style="list-style-type: none">• Preparing and editing handouts and presentation materials• Printing• Advising students, etc.	
3. Other	Additional duties that are necessary for class and are instructed by either the instructor or Academic Office.	

Items to Note:

Note 1 Lecture TAs are not permitted to engage in any work involving grading midterm exams, final exams, or reports; managing or entering grades; or evaluating grades. Only faculty are permitted to engage in this work.

Note 2 Lecture TAs are not eligible to assist in proctoring the Final Exam.

In general, only graduate students can work as proctors (exam supervisors) for on-campus part-time work. However, even for graduate students, if you are going to work as a proctor (exam supervisor), be sure that you complete the designated procedures! If you do not complete the designated procedures, you will not be eligible to work as a proctor (exam supervisor) even if you are a graduate student!

※ If a faculty member requests that you work as a proctor, please contact the Academic Office Exam Team (examteam@apu.ac.jp).

Note 3 Lecture TAs **are forbidden to enter the classroom** while final exams are being held. In the unlikely event that a Lecture TA is confirmed to be present in the classroom during a final exam, it is possible that that student's employment as a TA may be terminated.

Note 4 During midterms only, if a faculty member requests the TA to work, the TA must contact the Academic Office prior to working.

Note 5 **If a regular class is held in the first or second half of class time when midterm tests or final exams are being conducted, TAs are only permitted to enter the classroom during the time when the regular class is being held.** However, if such circumstances occur, the TA must be sure to contact the Academic Office prior to working.

<Note for Graduate TAs Only> Under the premise that faculty will perform a final check and will bear responsibility, only graduate students are permitted to be in charge of some areas related to daily grading, such as short reports, quizzes, and attendance. They are permitted to be in charge of simple types of marking such as for multiple choice questions, preliminary checks of answers or reports, aggregating attendance records, and the like. However, under no circumstances is a TA permitted to engage in scoring, grading (e.g. A+, A, B, C, F, etc.), or the management or inputting grades.

※ Regardless of what is written on the syllabus, "midterm exam" refers to all exams designated as such by the class instructor.

※ "Final Exam" refers to the exam specified as such in the syllabus.

4. TA Work Hours

TA work hours are pre-designated as below. Extra work is not allowed except in special cases. If you are requested to work outside of your designated work hours, please contact the Academic Office promptly.

【1】Working Hours

Class Support	<p>The standard work hours are 1 hour and 45 minutes per class (class support). * Work hours per class will total 105 minutes [100 minutes of class time + 5 minutes before and after class].</p>	<p>* Please enter work hours as described in “Table 1” on “5. Online Work Attendance Records”</p>
Work Outside of Class Hours	<p>Work time outside of class support may be approved only when indicated by the instructor.</p> <p><u>A maximum of 90 minutes per class session (<i>koma</i>) is permitted as work outside of class hours.</u></p> <p><u>* Please adhere to the total of up to 21 hours (90 minutes x 14 class times) over the course of the lecture period.</u></p> <p>Please input work in 15-minute increments.</p>	<p><u>For cases in which the amount of work may exceed the total 21 hours over the lecture period or 90 minutes per 1 class session (<i>koma</i>), please contact the Academic Office in advance.</u></p>

【2】 Please note that late-night work between the hours of 22:00~5:00 is prohibited.

【3】 What to check before each shift

Please confirm information on class cancellations through Campus Terminal or other means before work, and confirm that the class you are in charge of has not been cancelled.

【4】 Management of Total Hours Worked

Based on the Ritsumeikan Trust Work Regulations for Hourly Non-teaching Staff and also University regulations, limits on the amount of time students can work per week are as outlined below.

● Work Hours

Max per day	Max per week (Total on-campus work)	Max per week (As a Lecture TA)
8 hours	28 hours (with Saturday as the start of the week)	16 hours (with Saturday as the start of the week)

● Breaks

You shall be given a break of at least 45 minutes when you work more than 6 hours, or at least 60 minutes when you work more than 8 hours.

● Days Off

You shall be given at least one day off per week. That is to say, you can work a maximum of 6 days per

week; working 7 consecutive days is prohibited.

【5】 Items to Note

Note 1 Ordinarily, one course is composed of 14 classes (*koma*). (Final exams will not be regarded as classes when working as Lecture TAs.)

Note 2 TAs are not permitted to engage in work after the day of the final exam for their class (including the day of the final exam).

5. Online Work Attendance Record

The deadline for submitting the online work attendance record is 9:00 am on the first day of each month.

【1】 Be sure to enter your hours each time you finish working.

【2】 Enter your work hours as they appear in the “Shift” section of the Monthly screen.

- The “Shift” section may take some time to appear depending on when the contract was signed. In such cases, please enter your work hours as shown in Table 1.
- Work hours per class are 105 minutes [100 minutes of class time + 5 minutes before and after class]. **However, in order to avoid complications, please enter your work hours in the form of 【from 5 minutes before the class starts to the end of the class】.**

(Table 1) [5 minutes before the class starts to the end of the class]

	Regular		Make-up Class Day	
	Start	End	Start	End
1 st Period	8:40	10:25	8:40	10:25
2 nd Period	10:30	12:15	10:30	12:15
3 rd Period	12:25	14:10	13:00	14:45
4 th Period	14:15	16:00	14:50	16:35
5 th Period	16:05	17:50	16:40	18:25
6 th Period	17:55	19:40	18:30	20:15

【3】 Please make sure to enter the note shown below in the Remarks field. If this information is not entered correctly, the work may not be regarded. Please check the lecture code announced in the employment announcement e-mail.

- Work for Class Hours: “Lecture Code”
(Example) “037113JA”

- Work Outside of Class Hours: “A + Lecture Code”
(Example) “A037113JA”

【4】 Inputting Transportation Expenses

• Transportation allowance will not be provided. However, as an exception, if your class requires you to work off-campus (e.g., leading students off-campus, etc.), you will receive a commuting allowance from your home to your destination. Please contact the Academic Office Lecture TA Team in advance if you will be required to work in this manner.

【5】 Items to Note

Note 1 In the event of a make-up class, enter your work on the date that the make-up class was held. Furthermore, be careful when entering your work for make-up classes, as these classes are not always held at the same time as regular classes.
If you are absent from class or if class is canceled, do not enter anything. (Please refer to 5. 【2】 (Table1).)

Note 2 Be sure to submit your Online Work Attendance Record by the deadline. If you miss the deadline, it will cause serious problems in the payment of your salary.

Note 3 For details, please review “How to Enter Your Work into the Online Work Attendance Record for Lecture TAs”.

6. Tardiness and Absences

【1】 Please be sure to report tardiness and absences

Tardiness and unauthorized absences from work are prohibited. If you must be late or absent for unavoidable reasons, please notify the instructor and Academic Office TA Team (ta-jobs@apu.ac.jp) **prior to class as soon as possible.** If you will be absent during a midterm exam or have arranged a TA substitute, please contact the Academic Office right away. If you are late or absent, a certificate may be requested.

【2】 Finding a substitute TA for absences

If you plan to be absent and your instructor requests a substitute TA, please find one independently. If you have arranged for a substitute TA, **please be sure to inform the Academic Office of the student ID and name of the substitute TA.**
In addition, when looking for a substitute TA, **please select a student from among other TAs who have both completed a TA employment agreement for the current semester and who have been working as a Lecture TA.**

【3】 Items to Note

Note 1 If you frequently fail to notify the Academic Office and your instructor, and you intentionally enter your regular working hours for a day you were absent, tardy, or left early, you may lose your eligibility to work as a TA.

Note 2 If you are absent from class, you will not be paid for that class.

7. Protection of Personal Information

- [1]** TAs must not use any student personal information acquired through their duties, including grades and contact information, for any purpose outside of performing their TA duties.
- [2]** TAs are only permitted to handle personal information in the TA room or the instructor's private office and cannot use their own computer for the processing of such information. TAs are also not permitted to bring any personal information, regardless of the medium or method, outside the university, including to their own residence.
- [3]** Any handling of personal information should occur with the permission and under the direction of the instructor, and the location and storage of such information must be under the direct control of the instructor. Attendance cards cannot be taken off campus.
- [4]** In order to protect personal information, the Academic Office does not pass class lists directly to TAs.

8. Notes Regarding Use of the Printing Room

- [1]** Please be sure to wear your TA name tag when working in the printing room.
- [2]** Please do not leave behind any documents, including lecture documents. Please be sure to check that you have not forgotten either original documents or printed copies in the rotary press or copier.
- [3]** If you do not know how to use the rotary press, etc., please consult the user manuals provided. If you are still unsure how to use the machine after consulting the user manual, please ask the Academic Office.
- [4]** For reference: the printing cost of the rotary printer is 2 yen/page. Please try to avoid misprints.
- [5]** Please do not use the large-size rotary press No. 5 located in the back left of the printer room except in urgent situations; in general, please do your best to carry out your work using rotary presses No. 1 – No. 4.
- [6]** Regarding misprints or other unneeded papers, if these papers do not contain any personal information, please place them in the Recycle Box located at the side of the printer. If they contain personal information, check with the instructor and then dispose of them according to

the instructor's instructions.

【7】 The Printing Room cannot be used from two weeks before the final exam.

【8】 Items to Note

Note 1 Never use the Printing Room equipment for private use.

9. Receiving Class Materials and Borrowing Equipment

[1] Students are prohibited from entering the Faculty Lounge.

When you need to meet or work with your instructor, please do so as outlined below.

When you need to store or submit materials that contain student personal information (such as class attendance sheets or submitted assignments), please do so as outlined here:

- * When the Academic Office is open: Submit the materials to the Office staff at the TA Counter.
- * When the Academic Office is closed: Store the materials in accordance with the instructions of the instructor.

Tools and equipment needed for class may be borrowed from the designated counter in the Academic Office. Please wear your name tag when entering the Academic Office.

10. Crisis Management

【1】 **In the case of sudden illness or injury, earthquake, or fire**

Please see Attachment 2 for the flowcharts for handling sudden illnesses, earthquakes, and the like.

If someone loses consciousness, stops breathing, or has received a blow to the head, immediately dial 119 and contact the internal emergency extension 19. If the person has become suddenly ill or injured in another way, contact the internal emergency extension 19. Additionally, in the case of a fire, pull the emergency alarm immediately. If there is not an emergency alarm nearby, dial 119.

【2】 **Problems between the TA and the Class Instructor**

Should a problem arise with the class instructor while performing duties, the TA should report it to and discuss it with the Academic Office.

【3】 **Problems between the TA and a Student in the Class**

Should a problem arise with a student taking the course while performing duties, the TA should report it to and discuss it with the class instructor.

【4】 **Harassment**

TAs should give due consideration to ensure that none of their words, actions, or behaviors lead to the harassment of students.

11. Others

- Resignation of Lecture TAs is not permitted in principle except for unavoidable reasons.
- If the timetable of the course you will work for as a Lecture TA overlaps with the timetable of the registered courses you will take, please contact the Academic Office immediately.
- If class operations are disrupted through such behavior as “neglecting duties (unapproved absences, etc.)” or “not following instructions”, an interview may take place with the faculty member and the Academic Office depending on the situation. If no improvements can be seen, employment as a Lecture TA may be cancelled.

(E) [List of Duties in which Lecture TAs are Permitted to Engage]

(Attachment 1)

Number	Timing	Details	Undergraduate Tas	Graduate Tas	Notes
1	In Class	Take attendance	○	○	
2	In Class	Facilitate discussions	○	○	
3	In Class	Assist in instruction	×	○	
4	In Class	Assistant proctor for exams other than midterm exams and final exams	○	○	Specifically, "exams other than midterm exams and final exams" refers to quizzes and such.
5	In Class/work out of class hours	Collect and organize reports and other class assignments	○	○	
6	In Class/work out of class hours	Clean the blackboard/whiteboard, set up and clean up electronic equipment	○	○	
7	work out of class hours	Enter attendance and total it	○	○	
8	work out of class hours	Prepare materials used in class (prepare, edit, and print materials)	○	○	
9	work out of class hours	Advise students regarding the class	○	○	
10	work out of class hours	Correct reports	×	○	
11	work out of class hours	Grade exams other than midterm exams and final exams	×	○	Specifically, "exams other than midterm exams and final exams" refers to quizzes and such.
12	work out of class hours	Grade midterm exams	×	×	
13	work out of class hours	Grade final exams	×	×	
14	work out of class hours	Assist in entering grades for midterm exams, final exams, and exams other than midterm exams and final exams	×	×	Specifically, "exams other than midterm exams and final exams" refers to quizzes and such.
15	Midterm Exams	Assist in class during midterm exams (write items unrelated to the exam on the blackboard, take attendance, clean the blackboard/whiteboard, set up and clean up electronic equipment)	×	○	
16	Midterm Exams	Assistant proctor for midterm exams (patrol the room, distribute & collect exam questions and answer sheets, total the questions and answer sheets, act as the timekeeper, write on the blackboard)	×	×	In order to engage in the duties of an assistant proctor for midterm exams, the TA must complete the proctor survey and attend the proctor guidance. Please note that only graduate students can engage in these duties.
17	Final Exams	Assist in class during final exams (write items unrelated to the exam on the blackboard, take attendance, clean the blackboard/whiteboard, set up and clean up electronic equipment)	×	×	
18	Final Exams	Assistant proctor for final exams (patrol the room, distribute & collect exam questions and answer sheets, total the questions and answer sheets, act as the timekeeper, write on the blackboard)	×	×	In order to engage in the duties of an assistant proctor for final exams, the TA must complete the proctor survey and attend the proctor guidance. Please note that only graduate students can engage in these duties.

※ Regardless of what is written on the syllabus, "midterm exam" refers to all exams designated so by the class instructor.

※ "Final Exam" refers to the exam specified as such in the syllabus.