

Nagoya Institute of Technology Teaching Assistant Manual

[Preface]

This manual describes the duties of teaching assistants (TAs) who assist in undergraduate classes offered at Nagoya Institute of Technology. The TA system aims to enhance undergraduate education, improve the teaching skills of graduate students, and provide financial support by allowing graduate students to engage in educational support activities at the University. Because TAs are members of teaching staff responsible for the educational activities of the University, they also have various professional and service-related responsibilities. In addition to specific job details, this manual describes how to prepare yourself as a TA and how to use the work management system. It is our hope that by carefully reading this manual, you will be able to enhance the quality of NIT's educational activities, deepen your own learning, and improve your teaching skills in the course of your TA duties.

[Purpose of TA System]

The purpose of this program is to have excellent students in the master's and doctoral programs of the Nagoya Institute of Technology provide educational support services under the educational consideration of the University, to realize detailed guidance in undergraduate education at the University, to provide training opportunities for graduate students to become teachers and leaders in the future, and to help improve the treatment of graduate students with the provision of an allowance.

[Duties/Roles]

Although the duty of a TA is educational assistance, the educational experience they will gain will serve to consolidate the knowledge they have learned so far, as well as to improve the quality and effectiveness of university education. Therefore, each TA should be aware of their position as an "educator" and be careful in their speech and behavior,

including their personal appearance, when engaging in their work.

The format of classes in which educational support work is carried out is diverse, including lectures, exercises, experiments, and practical training, as well as remote classes using online and other means. The content of preparation and in-class work will vary depending on the type of class, so please ensure that you understand the instructions given by the class instructor.

(1) Preparatory work before classes

Please make sure to have a detailed meeting with your course instructor before the first class begins. In addition to the syllabus for the relevant class, please also read through the designated textbooks and literature to deepen your understanding and be prepared to answer any questions from students.

General preparatory work for lectures and exercises includes assisting with the preparation of resumes, teaching materials, lecture materials, etc., and preparing equipment for use in experiments, practical exercises, etc. The method will differ depending on the class you are in charge of, so please follow the instructions of your course instructor. Please also discuss uploading materials to Moodle and assisting with the filming of class videos with your course instructor.

(2) Educational support work during class

During class time, the main activities that will help students learn are operating equipment during experiments and practical training, explaining to students how to use such equipment, giving advice to students, assisting with group work, etc.

In seminar classes, in addition to teaching and advising students, you will also serve the role of discussion leader, facilitator, observer, etc.

Other tasks will include assisting with the operation of information technology equipment, distributing materials and maintaining the classroom environment, so please confirm the procedures well in advance.

a) Try to incorporate questions and opinions from more students.

b) Encourage discussion among students and allow such discussions to be shared in class.

c) Be aware that some students are shy and reluctant to ask questions.

d) In order to prevent accidents during experiments and practical training, make sure that students know how to handle equipment and how to deal with and dispose of hazardous materials.

(3) Post-class organization, etc.

After the end of classes, organize mini-reports, quizzes, attendance sheets, etc. during the term. Another important task is to give advice to students about their classes. Please take this role seriously in order to keep students motivated to continue attending lectures.

In the case of exercises and experiments, there will be times when some students may work on assignments until after class hours. In such cases, please check the status of subsequent reservations and discuss with the course teacher beforehand whether use of the classroom will be permitted.

(4) Assisting the supervision of examinations

TAs are requested to take the following measures to prevent cheating when examinations are conducted:

a) In order to ensure that examinations are conducted properly and smoothly, please discuss with the supervisor (teacher) well in advance the division of roles and positions to be held in the examination room.

b) When distributing examination papers, please ensure that is nothing on the desks other than student ID cards, writing utensils, erasers and or other items specifically permitted to be brought in. (Pencil cases are also to be put away in students' bags.)

c) During examinations, based on the details of prior discussion with the supervisor (teacher), please take care to prevent cheating by patrolling the area as appropriate, and do your utmost to ensure that the examinations are conducted in the strictest possible

manner.

- d) If you suspect cheating during examinations, quietly raise your hand, call a supervisor (teacher) and report the situation to the supervisor.
- e) For any other duties as an examination assistant, please follow the instructions of the supervisor (teacher).

[Duties You Cannot Be Assigned]

(1) Duties related to grade evaluation

TAs cannot be involved in the preparation or grading (S, A, B, C, D) of examinations and reports, managing grades, or reporting grades. However, TAs may take part of the responsibility for organizing mini-reports, quizzes, attendance records, etc., provided that the teacher is responsible for final confirmation.

(2) Secretarial duties for teachers

Teachers are responsible not only for teaching and research, but also for a variety of other tasks inside and outside the university, however TAs are not permitted to assist them in these tasks. TAs are solely educational personnel who assist in the classroom. For example, practical work at conferences, preparation of documents not related to teaching, etc. are duties of teaching staff, and TAs are not permitted to assist with these tasks.

[Working Hours]

The standard working hours for TAs are no more than 40 hours per month (about 10 hours per week) and not exceeding seven hours per day, so as not to interfere with the classes and research activities of the students concerned. In addition, working hours are limited to 19 hours per week. However, the number of hours worked per week during the summer, winter and spring holidays is limited to 30 hours. Please note that it is not possible to work on summer days when the university is completely closed.

[Handling of Emergencies etc.]

(1) Some students may become ill during the course of your duties as a TA. If this happens, please consult your course instructor immediately and follow their instructions.

Recently, there have been reports of students going into cardiac arrest, so make sure you know where the automated external defibrillators (AEDs) are located on campus and how to use them.

(2) In the event of a storm warning being issued for Nagoya, daytime classes will be handled as follows:

a) If the storm warning has been lifted by 7 am: classes will be held as normal.

b) If the storm warning has been lifted by 11 am: classes will start in the afternoon.

c) If the storm warning has not been lifted by 11 am: all classes will be canceled.

d) If the storm warning is issued between 7.00 am and 11.00 am: same as (b) and (c).

(3) In the event of an earthquake, instruct students to ensure their own personal safety, for example, by instructing them to conceal their bodies (especially their heads) under their desks, and also make sure of your own safety. After the tremors have subsided, take safety measures such as extinguishing any fires, then follow the instructions of the teacher to guide students to a "temporary evacuation area".

[TA Tips]

(1) Balancing Work with Studies

Your work as a TA will help you to learn as a member of the educator community and will also help you to learn about yourself. However, as a student's main duty is their studies, it is of course important that your working hours do not overlap with your own study hours, and it is not advisable for you to neglect your own research

activities in favor of your TA activities.

(2) As an Educator

Although TAs are graduate students themselves, they are in the position of educators in the classroom, so please act with the awareness of being an educator.

For example, during your working hours as a TA, you must not engage in activities unrelated to teaching, such as private conversations on your mobile phone or texting. Such actions can conflict with the interests of the university or lead to a loss of credibility for the university. Take care not to disturb the order, morals, or discipline of the university.

In addition, while it is not necessary to wear formal clothes, clothing which is eccentric or makes people uncomfortable is undesirable. Please dress with the common sense of an educator.

(3) Responsibility and Authority

Please follow all instructions of the course instructor. TAs do assume some responsibility and authority in the classroom. It is the teacher in charge of the course who has the ultimate responsibility for teaching, not the TA. Reporting to, liaising with, and consulting with the class teacher is fundamental. Always discuss the teaching method and the content of the class with the class instructor, fully understand their ideas, and perform detailed educational support work as a TA in order to achieve the objectives of the class. Do not do or say anything regarding anything that you are not responsible for. In particular, students may ask for advice on matters such as coursework. We would like students to actively seek advice on such matters, however please do not answer questions about anything for which you are not responsible, such as giving the reasoning for a grade. Instead instruct them to contact the course instructor or the Academic Affairs Office themselves.

(4) Support for International Students

There are many international students studying at the university. Differences in language and culture can make it difficult for some

to understand the course content and communicate with teachers. It is part of your role as a TA to act as a bridge between these students and the teaching staff. Actively understand and absorb language and cultural differences from the student's standpoint and give them support. In addition, please use English with international students who are not proficient in Japanese. If this is difficult, ask another student who is fluent in the student's language to help or try to use simple Japanese or written communication.

(5) Consideration for Students with Disabilities

Some students may have difficulty participating in classes and require special consideration due to some disability or medical condition. In such cases, TAs should follow the instructions of the class teacher and provide appropriate support.

(6) Confidentiality

The TA experience is a different experience from your everyday life up till now, and you may want to share your TA work and experiences with others, for example through conversations with friends, blogs, Twitter, etc. In doing so, please ensure that the privacy of students is absolutely protected. Never share information with others that can identify an individual. Please note that any infringement of the confidentiality of personal information etc. will not only result in disciplinary action within the university, but is also punishable by law. Particular attention should be paid to information that could be detrimental to students.

(7) Prevention of Harassment

As TAs are both students and educational staff, they are at risk of being both victims and perpetrators of harassment. Factors that cause harassment include communication that disregards the character and human rights of the other party. Harassment can be eliminated if we respect each other and act in a considerate manner.

Remember that any behavior that harms a student's study environment through sexual harassment or bullying is detrimental not only to the class you are teaching, but also to the university as a whole.

Conversely, if you are a victim of harassment as a TA, this is handled no differently from the normal handling for a member of the university: Consult the university's Harassment Adviser.

(8) Accurate Work Reporting

When reporting your work, please report the date and time you actually worked as a TA. If you work at a different date and time from the date and time originally scheduled, please refer to the Employment and Other Procedures section of this manual and follow the prescribed procedures. Take care not to report the originally scheduled working date and time.

[Consultation Counter]

If any problems arise in the course of your TA duties, you should first consult the teacher in charge of the course in question, but if this is not possible, you can also consult the Student Affairs Adviser or Harassment Adviser in the respective department. The Student Affairs Adviser and Harassment Adviser can be found on the university's official website.

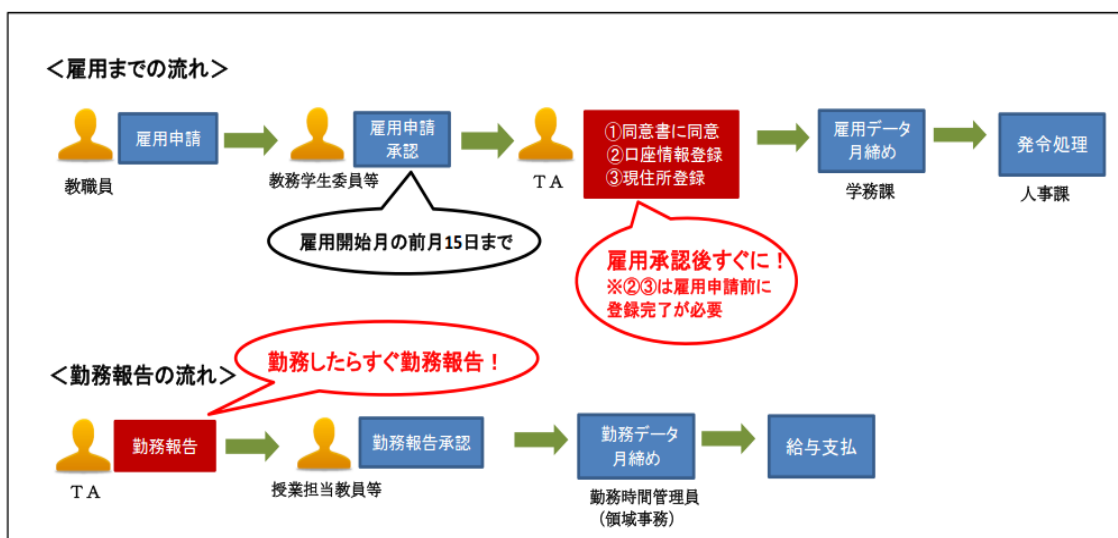
- Student Affairs Adviser:
https://www.nitech.ac.jp/campus/counsel/all_soudan.html
- Harassment Adviser:
https://www.nitech.ac.jp/campus/counsel/harass_counselor.html

[Hiring Procedures etc.]

Procedures for hiring and work reporting for TAs are carried out in the student work management system. This system can be accessed via the "Student Work Management" Student Portal link or the following URL:

URL: <https://rpxtakanri.ict.nitech.ac.jp/TA/>

(1) Hiring Process



TAs operate two screens: "Agreement, Registration of Account Information, and Registration of Current Address" and "Work Report".

Note 1: Students cannot apply to be a TA unless they have their payroll account details and current address on file at the stage when teaching staff apply for employment. If you plan to work as a TA, please register immediately in the unified database.

Note 2: International students and other foreign nationals should submit the following documents separately in paper format at Counter 1 in the Student Center. The deadline for submission is the 15th of the month preceding the month in which work begins.

- A copy of your residence card
- A copy of the passbook of the account to which the salary is to be transferred

(The cover page and the page showing the account number and name)

(2) Procedures Before Working

From the home screen of the work management system, proceed with the procedures "Sign Agreement", "Register Account Information" and "Register Current Address".

The screenshot shows the home screen of a work management system. At the top, it says "ホーム" (Home). Below that is a section titled "給与振込口座情報" (Salary Direct Deposit Account Information). A large red "× 未入力" (Not entered) message is displayed, followed by a red bar with the text "▼ 口座情報を登録して下さい" (Please register your account information). Below this are four input fields: "銀行名" (Bank Name), "支店名" (Branch Name), "口座種別" (Account Type), and "口座番号" (Account Number). A button labeled "2" with the text "統一DBの口座情報編集ページへ移動" (Move to unified database account information editing page) is circled in blue. Below the account information section is a section titled "同意書" (Consent Form). It has three columns: "雇用カテゴリ" (Employment Category), "従事科目 (イベント)" (Event/Subject), and "同意書" (Consent Form). The first row shows "学務課" (Academic Affairs Office) under "雇用カテゴリ", "基礎化学" (Basic Chemistry) under "従事科目 (イベント)", and "0102/試験監督補助" (0102/Exam Supervisor Assistant) under "従事科目 (イベント)". The date "2016年08月～" (From August 2016) is shown below. A button labeled "1" with the text "表示" (View) is circled in blue.

銀行名	支店名	口座種別	口座番号
2 統一DBの口座情報編集ページへ移動			

雇用カテゴリ	従事科目 (イベント)	同意書
学務課	基礎化学 0102/試験監督補助 2016年08月～	表示 1

- a) Click on the 'View' button in the Agreement form field to display the consent form below. Carefully read the agreement and click "I consent".
- b) Click on "Edit unified database account information page" to open the unified database screen, then you can register your payroll account information and current address in the unified database.

(3) Post-Work Procedures

TAs must make a work report the same day after working. Work reporting is done via the Student Work Management System under Menu > Applications > Work Reports.

The classes you are in charge of displayed, so click "New entry" for the subject for which you want to report your work.

Click "View" to check the history of your work report status.



The screenshot shows the 'Student Work Management System' (学生勤務管理システム) interface. At the top, there are navigation buttons for 'ホーム' (Home), '申請' (Application), and 'ステータス' (Status). Below this is the '勤務報告' (Work Report) section, which contains a table with the following data:

科目(イベント)名 (時間割番号/従事内容)	曜日	勤務時間	勤務状況 (単位:時間)	新規申請	申請済み一覧	備考	その他
機械物理学実験 2526/実験教育補助	木	13:00 ~ 16:00 【休】なし 【計】3時間	0/33	新規申請	閲覧		
機械工学実験 3602/実験教育補助	木	18:00 ~ 21:00 【休】なし 【計】3時間	0/3	新規申請	閲覧		
物理学序論 0451/授業教育補助	火	13:00 ~ 15:00 【休】なし 【計】2時間	0/2	新規申請	閲覧		

On the reporting screen, enter the necessary items from (1) to (3), then click on "Confirm the above checklist items and make a work report".

学生勤務管理システム

ホーム 申請 ステータス

勤務報告

時間割番号 2526 科目(イベント)名 機械物理工学実験

勤務開始時間 13:00 ~ 勤務終了時間 16:00

勤務日 勤務時間

休憩時間

既定 13:00 ~ 16:00 【休】なし / 【計】3時間

申請

備考

注意事項

- 【共通】勤務した時間は、あなたが受講する授業の時間帯、RA、チューター、技術補佐員等として勤務した時間と重複していませんか？
- 【TA対象】週10時間程度（留学生は4時間）を超えていませんか？

上記のチェック項目を確認し勤務報告する

a) Work day

Enter the day on which you worked as a TA. Click on the text box to display the calendar. Select your work day.

b) Work hours

Enter the hours that you worked as a TA. The work timetable issued is displayed as the default value. If you worked at a different time from the issued work hours, correct the start and end times as necessary. In this case, please provide details in the remarks field.

Note that if the working day is seven hours, one hour of working time is deducted to take into account rest periods. If lunch breaks are included in the working hours, check the box "Exclude lunch break".

The working hours are to be between 8:30 and 22:00, with the actual working hours entered no more than 7 hours per day.

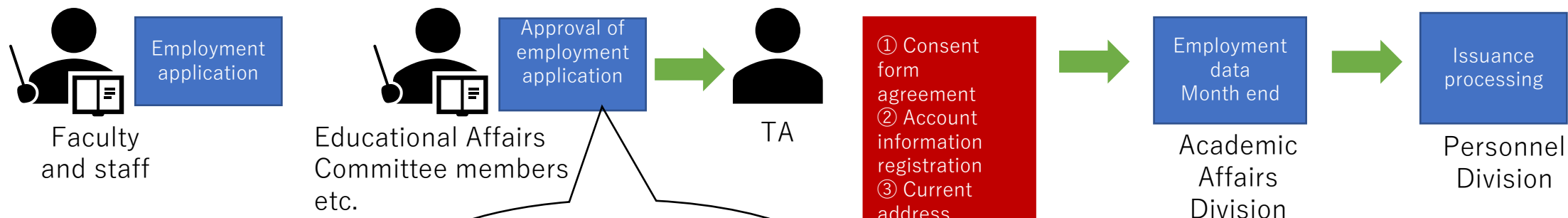
Working hours are limited to 40 hours per month (10 hours per week (4 hours per week for international students)).

c) Remarks

If you worked different hours than those issued, please provide details. (Examples: assistance in supervising examinations, report tabulation work, etc.)

Also, please enter any information you wish to communicate to the teaching staff (who will confirm your work report).

<Steps to Employment>



By the 15th day of the month preceding the month of commencing employment

Immediately after approval for hiring!
※ Registration of ② and ③ must be completed before applying for employment.

As soon as you report your work, report your work!

<Steps for Work Reports>

